

*Emergency Operations Plan (EOP)*

*County of Accomack  
Virginia*



*Approved: June 2022*

## **APPROVAL AND IMPLEMENTATION**

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

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

WHEREAS, Accomack County has established and appointed a Director of Emergency Management and an Emergency Management Coordinator;

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

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

Adopted this 15<sup>th</sup> day of June, 2022

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Chairman, County Board of Supervisors  
County of Accomack  
Commonwealth of Virginia

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

By virtue of the authority vested in me as Director of Emergency Management for Accomack County and as the administrator ultimately responsible for emergency management of Accomack County. I hereby promulgate and issue the Accomack County Emergency Operations Plan (EOP), dated June 15<sup>th</sup>, 2022. the EOP that provides for Accomack County response to emergencies and disasters in order to save lives, to protect public health, safety, and property to resolve essential services and to enable and assist with economic recovery. This plan supersedes any previous plans promulgated for this purpose.

The plan complies with the Code of Virginia Title 23 and Title 44 and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The Coordinator of Emergency Management is hereby authorized to activate the Accomack County Emergency Operations Center (EOC) in order to direct and control Accomack County emergency operations. Activation of the EOC shall constitute implementation of the EOP.

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

In accordance with the duties and responsibilities assigned in the plan, the head of each designated County department or Agency shall appoint a lead and at least one alternate for the department or agency. The Emergency Management Coordinator is assigned the following responsibilities;

1. Coordinate emergency preparedness, mitigation, response and recovery issues.
2. Prepare and maintain designated parts of the plan which the department or program is responsible.
3. Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan
4. Maintain a roster of department faculty and staff to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises and activations.
5. Prepare and maintain internal emergency preparedness, response and recovery plans for the department of program's resources (facilities, personnel and assets) that outline a comprehensive and effective program to ensure continuity of essential functions under all circumstances.

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

Given under my hand and under the Seal of the County, this 15<sup>th</sup> day of June, 2022.

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Donald Hart, Jr.  
Director of Emergency Management  
Board of Supervisors Member

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Michael Mason  
Deputy Director of Emergency Management  
County Administrator

**RESOLUTION**  
**THE NATIONAL INCIDENT MANAGEMENT SYSTEM**

**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; and

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

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

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

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

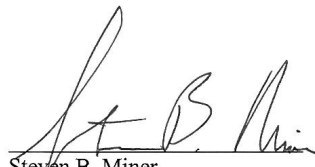
**WHEREAS**, the Incident Command System components of NIMS are already an integral part of various Accomack County incident management activities, including current emergency management training programs; and

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

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

Done this 15<sup>th</sup> of December, 2004.

  
Laura Belle Gordy, Chair  
Accomack County Board of Supervisors

  
Steven B. Miner  
County Administrator

# **Basic Plan**

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## Record of Change

EOP first promulgated November 1993  
 Revised January 1999  
 Revised May 2000  
 Revised May 2005  
 Revised November 2010  
 Revised August 2014  
 Revised June 2018  
 Revised June 2022  
 Revised November 2022

Current Revision Changes:

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1	June 2022	Whole plan review	Minor changes and updates to plan.	Charles Pruitt
2	November 2022	Ingestion Pathways inclusion	Addition of the Ingestion Pathways Zone Basic Plan and Annexes	Charles Pruitt
3				
4				
5				



## EOP Distribution List

Group	Agency/Department	Point of Contact	How Distributed (electronic or hard-copy)
Board of Supervisors		Director of EM	
County Administrator		Deputy Director of EM	HC
Eastern Shore Disaster Preparedness Coalition (ESDPC)	Emergency Management/ Public Safety	EM Coordinator	
"	Emergency Management	Deputy EM Coordinator	
"	Sheriff's Office	Sheriff	
"	Fire/Rescue Stations	Station Chiefs	
"	School Board	School Superintendent	
"	Dept. Of Social Services	Director	
"	VA Cooperative Extension	Agricultural Agent	
"	Health Department	Emergency Planner	
"	Northampton EM	EM Coordinator	
"	Town of Chincoteague EM	EM Coordinator	
"	Riverside Shore Memorial Hospital	EM Coordinator	
"	NASA/Wallops	Emergency Manager	
"	American Red Cross	Director of Emergency Services	
"	Virginia State Police	1 <sup>st</sup> Sergeant	
"	VDOT	Accomack Residency Operations Manager	
"	Eastern Shore Amateur Radio Club (ESARC)	Trustee	
"	911 Communications Center	Director	
"	ANEC	VP Operations	
"	ANPDC	Director	
"		EOC Manager	
VDEM	Region 5	Region 5 Coordinator	
VDEM	Hurricane Preparedness	Program Manager	
Accomack County Departments	Public Works Dept.	Director	
"	Building & Zoning Dept.	Director	
"	Planning Dept.	Director	
"	Assessment Office	Director	
"	Parks & Recreation	Special Events Coordinator	
"	Airport	Complex Manager	
Public	Emergency Management	Deputy EM Coordinator	ACDPS Website

# Introduction

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Accomack County is committed to the protection of life, property and the environment. This Plan provides the basis for response and recovery operations in Accomack County, Virginia. The success of this Plan depends on the collaboration of the departments and agencies responsible for the development and maintenance of these plans and annexes.

Successful emergency planning utilizes a comprehensive approach to prepare for and plan for all-hazards. Accomack County is vulnerable to a variety of natural hazards and technological hazards, as well as human-caused events. The threat of major disasters and events necessitates this Plan's all-hazards approach.

To respond effectively to any emergency of a size or complexity beyond the routine response system, it is critical that all Accomack County public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin when an incident is recognized and response ensues. As an incident develops and command organizes beyond the initial reactive phase of first responders, the roles and responsibilities in this Plan become more critical.

Per the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Code of Virginia, § 44-146.13 to 44-146.28:1), State and local governments are charged with developing and maintaining current Emergency Operations Plans (EOP) in order to be prepared for such events.

This EOP serves as the baseline, by which Accomack County prepares for, mitigates against, responds to, and recovers from natural disasters/emergencies. It is the primary responsibility of the Emergency Management Coordinator of Accomack County to develop its EOP, update the plan, and maintain a record of changes. This plan seeks to address the county's emergency response procedures, roles and responsibilities of local departments, and other private organizations during emergencies/disasters.

## Purpose

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

## Plan Elements

The EOP consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of Accomack County's approach to emergency response and operations. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response and

recovery. These responsibilities are generally extensions of normal day-to-day functions involving the same personnel and material resources.

The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

## **Scope**

This plan and all its contents apply to the entire jurisdiction and its citizens, including populations with access and functional needs. Partners who have an emergency response role will have access and be knowledgeable of the EOP.

The EOP applies to any extraordinary emergency associated with any natural, technological or human-caused incident, which may affect Accomack County and result in the need for a planned, coordinated response by multiple departments and/or supporting agencies. The EOP establishes an emergency organization and defines responsibilities for all staff and individuals (public and private) having roles in the phases of emergency management to include prevention, protection, mitigation, response, recovery in the local government.

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

Accomack County includes all residents, governmental entities and departments, businesses and non-profit organizations within the bounds of Accomack County and/or those individuals and entities operating or transiting through Accomack County.

Accomack County contracts key services that have a direct bearing on its emergency management organization; specifically, debris monitoring, and sheltering. Close planning and coordination with these agencies and organizations is essential to the preparedness and response capabilities of the Accomack County.

During emergencies, the Emergency Management Coordinator or designee serves as the lead emergency management representative for the Accomack County. Accomack County submits requests for additional support to the state through WEBEOC. If the needs cannot be fulfilled at the state level, the request will be sent on to the Federal level in accordance with NIMS.

This EOP has been developed to provide guidance for Accomack County based on the following objectives:

- Establish the local government's policies and procedures to respond to emergencies;
- Describe the local government's emergency management organization;

- Identify the roles and responsibilities of local government staff during an emergency;
- Identify lines of authorities and relationships; and
- Describe the local EOC.

## Situation

Accomack County is the northernmost county on the Eastern Shore of Virginia. The Eastern Shore is a peninsula separating two great bodies of water, the Chesapeake Bay and the Atlantic Ocean. In addition to the peninsula, Accomack contains many barrier islands, only one of which is continually populated – Chincoteague Island. Tangier Island, located in the Chesapeake Bay, is also part of Accomack County. The County covers approximately 455 square miles. The highest elevation in the county is in the Melfa area at just 53 feet above sea level. The County also has a community college, several large industries and a large agricultural market. The population of Accomack County is approximately 32,947 people with the following demographics (2016 Census data):

- Size of household: 2.29 people
- Number of households: 21,049 (2016 information)
- Percentage of populations >65 years old: 22.3%
- Percentage of population <18 years old: 20.6%
- Persons with a disability under 65: 18.5 %

The major transportation route in Accomack County is state highway Route 13. Route 13 North is the only hurricane evacuation route for the county.

Based on a hazard analysis of the area, the primary hazards (in priority) in Accomack County are Coastal Flooding, Storm Water Flooding, High Winds, and Coastal Erosion.

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the region. The hazard indices evaluated the extent to which structures were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard. These assessments are described more fully in The Eastern Shore of Virginia Hazard Mitigation Plan.

High Wind	High
Coastal Erosion	High
Coastal Flooding	High
Storm Water	High
Pandemic	High
Well Contamination (water quality)	Medium
Biological Hazards (Infectious Disease)	Medium
Storm Surge	Medium
Non-Coastal Flooding	Medium
Road and Highway	Medium
Substance Use and Overdose	Low
Communication Failures	Low
Active Threat	Low
Energy Failure	Low
Tornado	Low

## **Assumptions**

This plan is based on the planning assumptions, situations, considerations and risk assessments presented in this section.

The Emergency Coordinator will mobilize resources and personnel as required by the situation.

Incidents are managed at the local level.

The local jurisdiction will use the National Incident Management System (NIMS) and the Incident Command System (ICS).

In the event of an emergency situation which exceeds local emergency response capabilities, outside assistance will be available through mutual support agreements with nearby jurisdictions, volunteer emergency organizations and/or 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. Outside resources are requested via WebEOC.

The Emergency Management Coordinator, or his designee, will coordinate with special facilities (schools, colleges, nursing homes, assisted living facilities, adult day care facilities, child day care facilities, etc.) to ensure compatibility of emergency plans and procedures where there exists acknowledged potential for hazards.

Regulated facilities (Superfund Amendments and Re-authorization Act sites), manufacturing plants, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to Accomack County as applicable and required by codes, laws, regulations or requirements.

Citizens of Accomack County are prepared to be independent for 3 days after the onset of a disaster.

## **CAPABILITY ASSESSMENT**

A capability assessment is the process used by the jurisdiction to determine its capabilities and limitations in order to prepare for and respond to the defined hazards. It

summarizes the jurisdictions prevention, protection, response and recovery capabilities as well as its limitations. It can be included in the basic plan or in each hazard specific appendix.

### **Prevention**

#### Capabilities

Accomack County Sheriff's Dept. receives intelligence information from the fusion center and works with Virginia State Police to disseminate as necessary to response personnel.

#### Limitations

Accomack County has a limited number of law enforcement officers and this may delay reporting of suspicious activity to the Virginia Fusion Center.

### **Protection**

#### Capabilities

All response agencies within Accomack County work together on large events and have plans in place to deal with issues that may arise during such events.

Schools have resource officers assigned and in the schools when activities are going on. Accomack Sheriff's Office has agreements with Worcester County, Maryland to provide support if necessary.

#### Limitations

Due to limited staff not all facilities have security measures or personnel in place. Resources have to respond as calls are reported.

### **Hazard Mitigation**

#### Capabilities

Accomack County tracks repetitive loss properties for mitigation in declared and undeclared events.

Accomack County is a storm ready community.

#### Limitations

Due to financial restraints Accomack County does not have funding for all mitigation projects which requires Mitigation Funding to assist with these efforts.

## **Recovery**

### Capabilities

Accomack County has facilities and plans in place to handle debris from an event should the need arise

### Limitations

Due to the location and limited resources Accomack County relies on locals to help out during and after any large scale event.

There is limited housing units within the county that could be used if needed which would exacerbate the situation.

## **Planning, public information and warning, and operational procedures**

### Capabilities

Accomack County takes a whole community approach to planning and emergency preparedness.

The emergency operations plan is exercised or utilized annually.

Accomack County does several outreach programs each year to all different organizations as well as schools. Social media educational material is posted regularly.

### Limitations

Accomack County has a large tourist population in the summer months which causes additional problems with being able to communicate with everyone.

## **Organization and Assignment of Responsibilities**

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

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, also provide that the Town of Chincoteague has a separate emergency management program and Emergency Operations Plan (EOP). The County Coordinator of EM or a designee will serve on the town's emergency planning committee in order to assure compatibility between the County EOP and the Town EOP. Evacuees from Chincoteague Island seeking public shelter on the mainland will be located in the shelter center at Arcadia High School or in another mainland shelter operated by the County.

The Accomack County Emergency Management program roles are summarized below.

**Elected officials (Board of Supervisors):**

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

**Director of Emergency Management (designated member of the Board of Supervisors):**

- Declare local emergencies;
- Exercise direction and control from the Emergency Operations Center (EOC) during disaster operations; and
- Has overall responsibility for maintaining and updating the EOP.

**Coordinator of Emergency Management:**

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

**Local government agencies:**

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

**Emergency Support Functions (ESFs):**

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



and/or support agencies and/or as required to support incident management activities. The ESF entities:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) necessary for their departments or agencies to effectively support their functional requirements;
- Department and agency heads will identify sources from which emergency supplies, equipment and transportation may be obtained promptly when required;
- Maintain accurate records of disaster-related expenditures;
- Document all disaster-related expenditures to provide a basis for reimbursement;
- Continue to be responsible for protection and preservation of records essential for continuity of government operations; and
- Establish a line of successions for key emergency personnel.

### **Citizen involvement:**

The Eastern Shore Amateur Radio Club (ESARC)

- provides amateur radio communications between state and local EOC's
- Provides amateur radio communications at other disaster areas when other forms of communications are inoperable.

The Citizen Corps Council locally implements two volunteer organizations:

Citizens Emergency Response Teams (CERT)  
Medical Reserve Corps (MRC)

CERT has a responsibility to:

- Develop and maintain a listing of trained CERT volunteers
- Provide initial first-responder response to events as requested by Emergency Management.
- Assist in additional emergency response activities as requested by Emergency Management

MRC has a responsibility to:

- Provide an organized group for health professionals to efficiently volunteer their expertise.
- Prepare volunteers for their emergency response roles prior to disasters
- Provide critical "surge" capacity during large-scale emergencies
- Offer training tailored to their members needs and requests

### **Private sector**

The private sector may act in various capacities during a disaster, which could include:

- Private owners of critical infrastructure (either facilities 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
- 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
- Implement protective actions as requested or required by the Emergency Manager.

## Concept of Operations

The ultimate goals of Accomack County's emergency management program are to:

Provide effective life safety measures, reduce property loss, and protect the environment

Provide for the rapid resumption of impacted businesses and community services

Provide inclusive emergency policies that ensure persons with disabilities can evacuate, use emergency transportation, stay in shelters and participate in emergency and disaster-related programs together with service animals: and

Provide accurate documentation and records required for cost recovery efforts.

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

## Organization

The County maintains the following Emergency Management organizations to handle normal day-to-day emergencies:

- Sheriff's Office
- Department of Public Safety
- County Volunteer Fire Departments
- County Volunteer Rescue Squads
- Eastern Shore of Virginia 911 Communications Center
- Eastern Shore of Virginia Hazardous Materials Response Team

In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies which have been assigned emergency duties in addition to their primary day-to-day functions:

- Board of Supervisors

- County Administrator
- School Board
- Public Works Department
- Attorney's office
- Finance
- IT
- Building & Zoning Department
- Planning Department
- Assessor's Office
- Parks & Recreation Department
- Department of Social Services
- Eastern Shore Health Department
- Virginia Cooperative Extension Service
- Other county departments may be called upon to assist as necessary

### **Sequence of Actions**

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

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

These actions are implemented during non-emergency or disaster periods that will prepare Accomack County for a potential emergency response, if necessary.

- Public information and educational materials will be provided to the public via newsletters, brochures, publications in telephone directories, municipal web-sites, facebook and other media.
- Develop, review and exercise emergency operations plans and standard operating procedures.
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
- The Virginia Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation shall be contacted in the event of an emergency when there are victims as defined in Code of Virginia §19.2-11.01.
- Update, review, and maintain the Emergency Operations Plan (EOP).
- Develop, update, review and maintain Memorandum of Agreements and Memorandums of Understanding between the County and applicable entities.

### **Pre-Incident Actions**

The following actions are implemented if Emergency Management receives notice of a potential emergency from the Eastern Shore Communications Center, National Weather Service watches and warnings, VA Department of Emergency Management, Homeland Security Information Network or other reliable sources.

- Alert emergency response personnel and develop a staffing pattern.
- Determine any protective action measures that need to be implemented in preparation for the situation

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

In the event the Board of Supervisors cannot convene due to the disaster or other exigent circumstances, the Director, or in his absence the Deputy Director may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 14 days whichever comes first. When, in its judgement all emergency actions have been taken, the governing body shall take appropriate action to end the declared emergency. A declaration of a local emergency as defined in 44-146.16 in the Code of Virginia shall activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance.

See appendix 7 for a sample declaration

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

The EOC may be activated if one or more of the following conditions exist:

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

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

The EOC pre-activation process determines whether the EOC should be activated. Based on an event's severity, the EOC can be activated by the Emergency Management Director, the Deputy Emergency Management Director, or the Emergency Management Coordinator based on the size, scale and complexity of a given incident or set of circumstances. Any of these positions may consult with other EOC staff to assist in the pre-activation process. After a briefing, the EOC may be staffed at one of the following levels:

- **Level 1: Routine Operations (Constant activation through EM Office)**
  - No increase in staff at the EOC
  - Have not required outside assistance
  - Maintain EOP
  - Maintain EOC in state of readiness
- **Level 2: Increased Readiness**
  - Potential increase in staff
  - A local declaration may have been declared
  - Governor may have declared a State of Emergency

The situation has required the implementation of the EOP

- **Level 3: Response Operations**

- The EOC has staff on a 24- hour schedule
  - The Governor may have declared a State of Emergency
  - There may be a federal disaster declaration for Virginia
  - The EOP is in use

- **Level 4: Recovery Operations**

- The EOC returns to decreased status levels
  - Activities are shifting away from the EOC to the Recovery Coordination Center

Level of activation will be dependent on resources needs and coordination to mitigate and recover from event or incident.

Each staff position will oversee the response of their respective organization. All media contact will be via the Public Information Officer.

### **Request for State Assistance/Recommendation for State Declaration of Emergency**

When local resources are insufficient to cope with the effects of a disaster, Accomack County will coordinate with VDEM regional staff to request assistance through the VEOC.

The Emergency Management Director, their designee, or regional staff will submit a request through WebEOC to VDEM.

The report/request will include all information requested by the VEOC such as:  
A Local emergency has been declared and the EOP has been implemented  
All available resources have been committed, and  
Additional assistance from the county/state/etc. is being requested and the resources being requested will be described in detail using C-SALTT method.

C-SALTT stands for Capability, Size, Amount, Location, Type and Time

Accomack County has the overall responsibility to provide an effective emergency response. Accomack County uses NIMS for incident management. The emergency management system provides for on-scene management of an incident and also provides the coordination of response activities between Accomack County and other jurisdictions.

Accomack County's emergency management structure and organization covers all emergency management phases-preparedness, response, mitigation and recovery.

### **Deactivation and Demobilization of the EOC**

The Emergency Management Coordinator or Deputy Emergency Management Coordinator, after consulting with the EOC staff, will determine when to deactivate the EOC and return to recovery or routine operations. There may be several levels of transition prior to the resumption of routine operations.

- The EOC management will notify EOC staff when they are no longer required in the EOC.
- The VEOC will be notified of the deactivation.
- All required forms and reports will be completed prior to deactivation.
- Copies will be made of all logs, reports, messages, and any other documents used and received in the EOC and stored digitally.
- An After-Action report will be completed within 30 days after each event requiring a Level 2 or Level 3 EOC activation.

## **Response and Recovery Actions**

Full scale operations and a total commitment of manpower and resources are required to mobilize and respond in time of emergency. The local EOC will direct and control all emergency operations.

In the event of an actual or threatened large-scale emergency situation, emergency organizations operating during normal/nonemergency times will be augmented by the departments or agencies listed below which have been assigned emergency duties in addition to their primary day-to-day functions. See Appendix 3 for a responsibility matrix.

Recovery may be both a short-term and a long-term process. Short-term operations will restore vital services to the community and provide for basic needs to the public. Long-term recovery will focus on restoring the community to its normal or pre-disaster condition.

### **Director & Deputy Director of Emergency Management, and other members of BOS:**

- Assure continuity of government
- Provide direction and control of emergency operations
- Provide oversight of reports and recordkeeping

### **Emergency Management Coordinator, Deputy Coordinator & EOC Manager:**

- Provide direction and control of EOC
- Disseminate emergency public information
- Manage resource requests
- Provide situation reports to the VEOC
- Coordinate county evacuations
- Coordinate initial damage assessment
- Coordinate damage assessment
- Coordinate debris remove
- Coordinate commodities distribution
- Coordinate public and individual disaster assistance and recovery programs
- Provide situation reports to EOC staff as necessary or at every operational period.
- Maintain and track resource deployment within the EOC setting

### **Sheriff's Office:**

- Provide law enforcement
- Provide security of vital facilities and supplies

- Provide security at local emergency shelters
- Provide traffic control
- Provide search and rescue
- Manage evacuation and access control of threatened areas, including reentry
- Assist with hazardous waste management and enforcement
- Implement evacuation and provide security for impacted areas of hazardous materials incidents
- Assist with initial warning and alerting to emergency responders
- Provide for safe evacuation and housing of jail inmates
- Investigate deaths in coordination with the medical examiner
- Provide representation in the county EOC

**Accomack County Department of Public Safety:**

- Provide support for local Emergency Management
- Provide support for local volunteer fire companies
- Provide support for local volunteer emergency medical services
- Assist with hazardous waste management and enforcement
- Provide representation in the county EOC

**Accomack County Volunteer Fire Departments:**

- Provide fire prevention and suppression
- Provide on-scene direction and control in the event of fire or hazardous materials incident
- Assist with search and rescue
- Assist with warning and evacuation of endangered areas
- Assist with hazardous waste incidents

**Accomack County Volunteer Emergency Medical Services:**

- Provide rescue operations, to include emergency medical transportation and first aid
- Assist with search and rescue
- Assist with warning and evacuation of endangered areas

**Eastern Shore of Virginia 9-1-1 Communications Center:**

- Provide communications
- Provide initial warning and alerting to emergency responders
- Assist with EOC coordination and support

**Eastern Shore of Virginia Hazardous Materials Response Team:**

- Provide hazardous materials incident response

**Eastern Shore Amateur Radio Club (ESARC):**

- Provide amateur radio communications between EOC and local emergency shelters when necessary
- Provide amateur radio communications between EOC and VEOC or other locations as necessary
- Provide a representative in the county EOC

**Accomack County School Board:**

Provide emergency shelter locations for the reception and care of evacuees  
Provide evacuation transportation  
Provide a representative in the county EOC

**Accomack County Department of Social Services:**

Manage reception and care of evacuees at emergency shelters or reception centers  
-Provide registration and record keeping  
-Provide mass feeding at shelters if food source is available  
-Provide for crises counseling services via local Community Services Boards or other agencies as required  
Provide emergency welfare services for displaced persons  
Coordinate the services of quasi-public and volunteer relief organizations  
Manage donations  
Provide special assistance for non-acute medical needs citizens as required  
Assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.  
Provide a representative in the county EOC

**Accomack County Health Department:**

Manage hazardous waste management and enforcement  
Provide epidemic control measures  
Coordinate and provide medical support for persons in emergency shelters  
Issue health advisories  
Coordinate emergency mortuary and interment  
Provide insect and rodent control  
Inspect food, milk, and water supplies for contamination  
Assure the continued supply of potable water.  
Coordinate and control of biological and radiological releases  
Identify the dead, assisted by the local and State Police  
Coordinate with area hospitals  
Assure the provision of minimum essential sanitation services  
Provide a representative in the county EOC

**Accomack County Public Works Department:**

Implement debris management plan  
Assess damage to the county's building facilities  
Coordinate the maintenance and continued operation of county building facilities  
Assess damage to the county's utility systems  
Coordinate the maintenance and continued operation of the county's utility systems  
Assure the continued supply of potable water from county facilities  
Assist with local resource requisition  
Provide a representative in the county EOC



**County Attorney:**

Advise the county concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster assistance.

**Building & Zoning Department:**

Assess damage to residential and commercial structures  
Determine integrity of structures for habitation and safety  
Assist with damage reports and records  
Act as FEMA/State liaison to locality

**Planning Department**

Compile damage assessment data  
Upload damage reports to website for public viewing

**Assessor's Office**

Estimate dollar loss of damaged properties  
Compile damage assessment data sent to EOC

**Parks and Recreation Department:**

Implement the county commodities distribution plan  
Provide a representative in the county EOC

**Virginia Cooperative Extension Service**

Compile, consolidate, and submit required agricultural damage assessment reports to state and EOC

**American Red Cross**

Provide shelter kits and any other available resources to mass care centers

**Mitigation Actions**

Mitigation actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. Any and all mitigation processes will be pursued when available. Such programs may include grant programs for loss reduction measures, coordination of federal flood insurance operations, predictive modeling to protect critical assets, documentation of losses avoided due to previous hazard mitigation measures, and community education and outreach necessary to foster loss reduction.

The Accomack-Northampton Planning District Commission (A-NPDC) formulates The Eastern Shore of Virginia Hazard Mitigation Plan. The A-NPDC works with Accomack County

Emergency Management, the VDEM Mitigation Program and many other interested parties to develop mitigation grant projects to assist in areas most at risk and implement mitigation measures in the rebuilding of infrastructure damaged in the event.

## **Mutual Aid Agreements**

During an emergency, Accomack County may need to activate mutual aid and shared resources quickly. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Emergency Management Director or Coordinator when it is determined that such assistance is necessary and feasible.

In the event an emergency situation exceeds local emergency response capabilities, outside assistance is available through nearby jurisdictions and volunteer organizations or through the Commonwealth of Virginia's Statewide Mutual Aid Compact. For assistance beyond tactical mutual aid (i.e. that which might be used in everyday incidents), a local emergency must be declared and local resources fully committed, with anticipated or actual unmet needs, before state and federal assistance is requested. The EOC coordinates the request for outside assistance.

## **Direction, Control and Coordination**

The Director of Emergency Management and The Coordinator of Emergency Management implement Accomack County's policy and operational coordination for domestic incident response. The response structure can be partial or fully implemented in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed and a level of coordination appropriate to each incident.

## **On Scene Incident Command and Management**

The on-scene Incident Commander is responsible for all response activities, including the development of strategies and tactics and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The unified command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization are located at an Incident Command Post (ICP), which is typically comprised of local and mutual aid responders.

## **Emergency Operations Center**

An Emergency Operations Center or EOC serves as the central coordination hub for an incident response and recovery. Information flows into the EOC from the field and out of the EOC to relevant stakeholders and response partners.

During an incident, the EOC supports field operations when resources which are traditionally acquired through mutual aid agreements between response partners are no longer sufficient to handle the incident response.

Accomack County and nongovernmental organizations report threats, incidents and potential incidents using established communications and reporting channels. Once a threat or an incident has occurred, local government, through the Emergency Management Director or Coordinator, makes an initial determination to initiate the coordination of information sharing and incident management activities.

If the incident necessitates the opening of the EOC, the EOC will serve as the hub of information collection, analysis and dissemination relating to an incident or event. During an event or incident information will be collected using a variety of methods.

### Essential Elements of Information

Each incident has critical or essential information that should be shared during operations.

Essential elements of Information or EEI's include:

- Lifesaving needs including evacuation and search and rescue.

- Information on critical infrastructure including determining the status of transportation, utilities, communication systems, and fuel and water supplies

- Gathering information on critical facilities including determining the status of police and fire stations, medical providers, water and sewer treatment facilities and media outlets.

- Information of the number of individuals that have been displaced

- Information on the risk of damage to the community from imminent hazards.

### Situational Awareness

During an incident, information should flow freely from the field to the EOC. As information comes into the EOC it should be collected and recorded. This information will be collected and disseminated as a Situation Report and disseminated to the VDEM Regional Coordinator as needed throughout the incident. This information can also be shared with the Virginia Emergency Operations Center (VEOC) and other state and federal partners via conference calls, WebEOC and email correspondence.

## **Communications**

### Communications between Incident Commander and EOC

Timely communication between first responders and local government officials working within the EOC is critical during an event. Accomack County has a wide variety of emergency communications equipment available to communicate internally and externally including radio, pagers, telephones, cell phones, fax machines, email, etc.

First responders will maintain operational communications throughout the incident response and recovery operations using their communications center and radio channels. All functions operating outside of the EOC will maintain contact with the EOC through redundant communications such as telephone, radio, fax, or WebEOC. All staff operating within the EOC are responsible for bringing their agencies communications equipment to include laptop, cell phones, etc.

### Public Information Officer (PIO)

The Public Information Officer ensures that information is released in a timely and accurate manner to keep the public informed. PIOs serve an important role releasing information in non-emergency situations as well as during emergencies. During an emergency the PIO is also responsible for monitoring media reports for rumors. If rumors are discovered the PIO should make every attempt to dispel the rumors and set the record straight.

### Communications to the Public

During emergencies and disasters the public needs detailed information regarding protective actions, which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through local media and mass notification system.

### Joint Information Center (JIC)

The JIC is a physical location where all agencies' PIOs are located. This allows for a single, consistent message to be released to the public. This is to be used as the sole source of information for the public and outside agencies.

### Communications with VEOC

Accomack County's EOC integrates into the larger emergency management network at the state level by using WebEOC and telephone communications with regional liaisons. VDEM regional staff facilitates communications between Accomack County and the VEOC. Accomack will submit daily or twice daily situation reports to the VEOC via WebEOC during incidents.

### Notification of Virginia Criminal Injuries Compensation Fund (CICF) and Virginia Department of Criminal Justice System (DCJS)

The EOC will immediately contact the DCJS and the VCICF to deploy, if there is an emergency in which there are crime victims involved as defined by 19.2-11.01 of the Code of Virginia. Both entities will serve as the lead for coordinating services and assistance to the victims. The local government is required by the Code of Virginia 44-16.19 to make these notifications and maintain current contact information for each organization in the EOP.

Contact information for both can be located at <https://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>

If local jurisdiction needs to communicate with federal partners, communication will first come from state partners at the VEOC.

## **Administration, Finance and Logistics**

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

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

Each county department will maintain accurate records of disaster-related expenditures and provide written documentation and photographs when applicable. County departments will use current state or federal forms supplied by Emergency Management when required.

County departments will separate disaster-related expenditures from normal operation expenditures before submitting expenditures to the county Finance department. Each county department will continue to be responsible for protection and preservation of records essential for the continuity of government.

## **Plan Development and Maintenance**

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

Every four years Accomack County shall conduct a comprehensive review and revision of its Emergency Operations Plan to ensure the plan remains current, and the revised plan shall be adopted formally by the Board of Supervisors.

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

The Emergency Management Coordinator will update the Emergency Operations Plan (EOP) annually, or as needed. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

The Emergency Management Coordinator will assure that the plan is tested and/or 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, an after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

## **Exercise and Training**

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

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

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

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

### **Basic Plan Appendices**

- Appendix 1 Glossary of Key Terms and Acronyms
- Appendix 2 Authorities and References
- Appendix 3 Matrix of Responsibility
- Appendix 4 Succession of Authority
- Appendix 5 Essential Records
- Appendix 6 NIMS Resolution
- Appendix 7 Sample Declaration of Emergency
- Appendix 8 Emergency Operations Plan Review List

## **Emergency Support Functions**

### **ESF #1 – Transportation**

Attachment 1 – Chincoteague Bridge/Causeway Closure

### **ESF #2 – Communications**

Attachment 1 – Severe Weather Conditions - Response

Attachment 2 – Chincoteague Bridge/Causeway Closure

### **ESF #3 - Public Works**

### **ESF #4 – Firefighting & Emergency Medical Services**

Attachment 1 – Severe Weather Conditions - Response

### **ESF #5 - Emergency Management**

Attachment 1 – EOC Floor Plan

Attachment 2 – EOC Message Operations

Attachment 3 – EOC Message Form

Attachment 4 – EOC Message Log

Attachment 5 – Situation Report Form

Attachment 6 – EOC Sign-In/Sign-Out Log

### **ESF #6 - Mass Care, Housing, and Human Services**

Attachment 1 – Designated Emergency Shelters for Accomack County

Attachment 2 – Shelter Registration Form

### **ESF #7 - Resources Support**

Attachment 1 – Volunteer Worker Registration Form

### **ESF #8 – Public Health and Medical Services**

Attachment 2 – VA Funeral Directors Association – Mortuary Disaster Plan

### **ESF #9 - Search and Rescue**

### **ESF #10 - Hazardous Materials Response**

Attachment 1 – Hazardous Materials Report

### **ESF #11 – Agricultural and Natural Resources**

### **ESF #12 – Energy**

### **ESF #13 – Law Enforcement**

### **ESF #14 – Long Term Recovery**

### **ESF #15 – External Affairs**

## **ESF #16 - Military Support**

## **ESF #17 - Donations & Volunteer Management**

## **Supporting Annexes & Plans**

### **Commodities Distribution Annex**

Attachment 1 – Accomack County PODS Operations Manual

### **Damage Assessment Annex**

Attachment 1 – Damage Assessment Plan

### **Debris Management Annex**

Appendix A – Acronyms and Definitions

Appendix B – Accomack County Critical Facilities List

Appendix C – Debris Management Center Organization Chart

Appendix D – Temporary Debris Storage & Reduction Sites

Appendix E – Load Ticket

Appendix F – Estimated Debris Quantities for Accomack County

Appendix G – Debris Estimating Formulas

Appendix H – TDSR Site Setup and Closeout Guidelines

Appendix I – Debris Management Equipment Assets

Appendix J – Debris Removal Applicants Contracting Checklist

Appendix K – Storm Event Tipping Fee Waiver Resolution

### **Evacuation & Shelter Annex**

Attachment 1 – Evacuation Levels

Attachment 2 – Evacuation Zones and Shelter Locations

Attachment 3 – Designated Emergency Shelters

Attachment 4 – Emergency Shelter Center Layout – Accomack

Attachment 5 – Emergency Shelter Center Layout – Arcadia High School

Attachment 6 – Emergency Shelter Center Layout – Arcadia Middle School

Attachment 7 – Emergency Shelter Center Layout – Metompkin Elementary

Attachment 8 – Emergency Shelter Center Layout – Nandua High School

Attachment 9 – Emergency Shelter Center Layout – Nandua Middle School

Attachment 10 – Facilities with Emergency Procedures

### **Pandemic Influenza Annex**

Attachment 1 – Legal Authorities

Attachment 2 – Influenza Fact Sheet

Attachment 3 – Community Mitigation Strategy

### **Ingestion Pathways Basic Plan**

Appendix 1 – Intermediate And Recovery Phase Actions / Considerations

Appendix B- Public Information



Appendix C- Decontamination, Re-Entry, Return, Relocation and Recovery  
Appendix D- Record of Distribution  
Appendix E- Radiological Information for Farmers, Growers and Food Producers  
Appendix F- Crosswalk with References

# **Basic Plan Appendix 1 – Glossary of Key Terms & Acronyms**

## **Amateur Radio Emergency Services (ARES)**

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. See also RACES.

## **American Red Cross (ARC)**

A humanitarian organization 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.

## **Citizen Corps**

A community-level program, administered by the Department of Homeland Security, that brings government and private-sector groups together and coordinates the emergency preparedness and response activities of community members. Through its network of community, State, and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service. CERT and MRC are two groups locally that function under Citizen Corps. The Eastern Shore Disaster Preparedness Coalition (ESDPC) acts as the local Citizen Corps Council.

## **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

## **Community Emergency Response Team (CERT)**

A volunteer group organized under the local Citizen Corps Council

## **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.

## **Decontamination**

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

## **Disaster Recovery Center (DRC)**

After an area has been declared a disaster area, one or more Disaster Recovery Centers (DRCs) may be opened to provide information to the public on available loans and grants, legal matters and a host of other concerns related to the recovery process.

## **Disaster/Emergency**

An event or incident 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.

### **Eastern Shore Amateur Radio Club (ESARC)**

The Eastern Shore Amateur Radio Club is composed of FCC licensed amateur radio operator volunteers whose primary responsibility is to provide public service and to furnish emergency communications in the event of a local disaster, when regular communications fail or become inadequate

### **Eastern Shore Disaster Preparedness Coalition (ESDPC)**

The Coalition is a broad ranging organization open to any organization or person who has a role in Emergency/Disaster Preparedness, Planning, Response, and Mitigation on the Eastern Shore. All members play a vital role in recovery efforts on the Eastern Shore after a major disaster strikes. The ESDPC acts as the Eastern Shore Citizen Corps Council and Local Emergency Planning Committee (LEPC).

### **Emergency Alert System (EAS)**

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 (EOC)**

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 (EOP)**

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

### **Emergency Management (EM)**

EM is 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 (ESF)**

An ESF is a functional area of response activity established in the EOP to facilitate the delivery of 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 four types of exercises: drills, 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**

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

**Geographic Information System (GIS)**

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

**Hazardous Materials (HazMat)**

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 a community's use in recognizing the risks of a hazardous materials release, in evaluating preparedness for such an event, and in planning response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

**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.

**Incident Command System (ICS)**

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

**Incident Commander (IC)**

The individual responsible for the management of all incident operations is the function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

**Initial Damage Assessment (IDA)**

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

**Local Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate loss of life, property damage, or hardship. A local emergency may be declared by the Director of Emergency Management or, in his absence, by another member of the Board of Supervisors, subject for confirmation by the entire Board at its next regularly scheduled meeting or at a special meeting within fourteen days of declaration whichever occurs first.

**Local Emergency Planning Committee (LEPC)**

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with. The Eastern Shore Disaster Preparedness Coalition (ESDPC) acts as Accomack's LEPC.

**Medical Reserve Corp (MRC)**

A volunteer group organized under the local Citizen Corps Council

**Memorandum of Agreement (MOA)**

A document written between parties to cooperatively work together on an agreed upon project or meet an agreed objective

**Memorandum of Understanding (MOU)**

A legal document outlining the terms and details of an agreement between parties, including each parties requirements and responsibilities

**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, relocating buildings out of flood zones, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

**Mutual Aid Agreement**

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

**National Response Framework (NRF)**

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

**National Weather Service (NWS)**

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

**National Incident Management System (NIMS)**

A system that guides government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover

from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment

### **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.

### **Presidential Declaration**

A US presidential declaration that frees up various sources of assistance from the Federal government based on the nature of the request from a state's 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.

### **Public Information Officer (PIO)**

A communications coordinator or spokesperson of an organization

### **Public Safety Alerting Point (PSAP)**

A Public Safety Answering Point (PSAP) is a state-managed local center where all 911 calls are routed. They are typically located at a local or county level. At the PSAP, trained emergency personnel receive 911 calls and make decisions as to what emergency service to dispatch in order to best accommodate the situation (fire, ambulance, etc). Accomack's PSAP is the Communications Center in Accomac.

### **Public Service Announcement (PSA)**

A public service announcement (PSA) or community service announcement (CSA) is a non-commercial broadcast on radio or television, for the public good. PSAs are intended to inform the public about hazards in a locality.

### **Radio Amateur Civil Emergency Services (RACES)**

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 The Virginia Department of Emergency Management (VDEM) formally recognizes any registered Virginia ARES member also as a registered member of RACES within the Commonwealth of Virginia.

### **Search and Rescue (SAR)**

An operation normally coordinated by the Accomack County Sheriff's Office, using available personnel and facilities to locate persons in distress.

### **Situation Report**

A forms 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 VEOC.

**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.

**Standard Operating Procedure (SOP)**

A Standard Operating Procedure (SOP) is a document that describes in a step-by-step outline form how to perform a particular task or operation. Everyone in a department or agency must follow the same procedures to assure that tasks are performed consistently, safely and correctly.

**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 (UC)**

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.

**Voluntary Organizations Active in Disaster (VOAD)**

Recognized volunteer organizations active in disaster relief. Their organizations provide capabilities to incident management and response efforts at all levels.

**Weapons of Mass Destruction (WMD)**

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).

## **Basic Plan Appendix 2 – Authorities and References**

### **Federal**

1. Developing and maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG 101), version 2.0 (November 2010)
2. Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter (November 2010)
3. A Whole Community Approach to Emergency Management Principles. Themes and Pathways for Action (December 2011).
4. Disability, Access and Functional Needs Emergency Management Planning Guidance (June 2015)
5. Americans with Disabilities Act (1990)
6. ADA Amendments Act (2008), P.L. 110-325 and those associated with them.
7. Rehabilitation Act (1973) Sections 501, 503, 504 and 508
8. Older Americans Act (1965), title III
9. Emergency Management Assistance Compact (EMAC) (1996)
10. Executive Order 13407 – Public Alert and Warning
11. Robert T Stafford Disaster Relief and Emergency Assistance Act of 1998, 42 U.S.C. 5121, et seq., as amended
12. Homeland Security Presidential Directive 5 Management of Domestic Incidents (February 2003)
13. Homeland Security Presidential Directive 8 National Preparedness (December 2003)
14. The Code of Federal Regulations, Title 44 Chapter 1 Federal Emergency Management Agency (October 2007)
15. Post Katrina Emergency Management Reform Act of 2006
16. National Response Framework (as revised)
17. National Incident Management System (NIMS)'Presidential Decision Directive (PDD) 39 (US policy on counterterrorism)part 62(Combating Terrorism) terrorism investigations delegated to US Dept. of Justice/FBI

### **State**

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan (COVEOP)
3. Code of Virginia 44-146.19
4. Code of Virginia 19.2-11.01

### **Local**

1. The Eastern Shore of Virginia Hazard Mitigation Plan, 2021
2. Eastern Shore 911 Public Safety Communications Manual, Chapter 14
3. Accomack Public Safety Standard Operations Guide



## Basic Plan Appendix 3 – Matrix of Responsibilities

	Board of Supervisors	Director & Deputy E M Director	E M Coordinator & Deputy	EOC Manager	Sheriff's Office	Rescue Squads	Fire Departments	ESVA HazMat Team	911 Communications Center	Department of Social Services	School Board	Health Department	Public Works	Building & Zoning Department	Planning Department	VA Cooperative Extension	Assessor's Office	Parks & Recreation Department	VOADs
Direction and Control	•	•	•	•					•										
Continuity of Government	•	•																	
Oversight of Reports & Record keeping	•	•	•	•															
Emergency Public Information		•	•																
Manage Resources			•	•															
Law Enforcement					•														
Traffic Control					•														
Communications			•	•	•				•										•
Initial Warnings and Alerts					•		•		•										•
Fire Response							•												
Hazardous Waste Management			•	•								•							
Hazardous Materials Response			•	•	•		•	•											
Search and Rescue			•	•	•		•												
Evacuation			•	•	•	•	•			•	•								
Emergency Sheltering					•	•				•	•	•							•
Special Assistance to Elderly and Disabled										•									
Welfare Services										•									
Manage Donations										•									
Manage Disaster Relief Organizations										•									
Health Services												•							
Utilities Systems													•						
Commodities Distribution			•															•	•
Debris Removal			•										•						
Damage Assessment			•										•	•	•	•	•		
Public & Individual Disaster Assistance			•							•				•					
Emergency Medical Services & Transport						•													
Mass Inoculations												•							•
Mortuary Services												•							

## Basic Plan Appendix 4 – 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.

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.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Board of Supervisors Emergency Management Direction and Control	<ol style="list-style-type: none"><li>1. Emergency Management Director</li><li>2. Deputy Emergency Management Director</li><li>3. Emergency Management Coordinator</li><li>4. Deputy Emergency Management Coordinator</li><li>5. Other BOS members ranked by length of service</li></ol>
Emergency Public Information	<ol style="list-style-type: none"><li>1. Emergency Management Director</li><li>2. Deputy Emergency Management Director</li><li>3. Emergency Management Coordinator</li><li>4. Deputy Emergency Management Coordinator</li></ol>
Sheriff's Office	<ol style="list-style-type: none"><li>1. Sheriff</li><li>2. Chief Deputy</li><li>3. Lieutenant Deputy</li></ol>
Department of Public Safety	<ol style="list-style-type: none"><li>1. Director</li><li>2. Shift Supervisor A</li><li>3. Shift Supervisor B</li><li>4. Shift Supervisor C</li></ol>
Department of Public Works	<ol style="list-style-type: none"><li>1. Director</li><li>2. Deputy Director</li><li>3. Regulatory Compliance Specialist</li></ol>
Building & Zoning Department	<ol style="list-style-type: none"><li>1. Director</li><li>2. Code Enforcement Officer</li></ol>
Planning Department	<ol style="list-style-type: none"><li>1. Director</li><li>2. GIS Coordinator</li><li>3. Environmental Planner</li><li>4. Land Use Planner</li></ol>

	5. Administrative Assistant
Assessor's Office	1. County Assessor 2. Deputy Assessor
Information Technology	1. IT Director 2. Network Administrator
Finance	1. Finance Director 2. Deputy Finance Director
Volunteer Fire/EMS Departments	1. Chairman of the Fire Commission 2. Vice Chairman
ESVA 911 Communications Center	1. Director 2. Shift Supervisor
ESVA HazMat Team	1. Hazardous Materials Coordinator 2. Deputy Hazardous Materials Coordinator 3. HazMat Team Leader or On-Call Designee
ES Amateur Radio Club	1. President 2. Trustee
School Board	1. Superintendent 2. Assistant Superintendent
Department of Social Services	1. Director 2. Assistant Director
Health Department	1. Director 2. Administrative Manager 3. Human Services Program Specialist

## Basic Plan Appendix 5 – Essential Records

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### Court Records

The preservation of essential records for Accomack County is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the County Courthouse, 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 Accomack County Sheriff's Office.

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

# Basic Plan Appendix 6 – Sample Declaration of Local Emergency

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

1. That due to \_\_\_\_\_(Specify Event)\_\_\_\_\_, Accomack 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 Accomack 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 Accomack County shall be/were those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Accomack County in order to mitigate the effects of said emergency.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Supervisors  
Accomack County  
Commonwealth of Virginia

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

## Basic Plan Appendix 7 – Emergency Operations Plan Review List

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POSITION	REPRESENTING	ESF'S/ANNEXES REVIEWED	ACCEPTANCE DATE
Trustee	ESARC	2	
Director	Public Works	3 & Debris Management Annex	
Director	911 Communications	2	
Emergency Planner	Public Health	8, 6 & Evacuation Annex	
Team Leader	ES Reg. HazMat Team	10	
Director	Building & Zoning	Damage Assessment Annex	
Director	Planning	Damage Assessment Annex	
Director	Assessor's Office	Damage Assessment Annex	
Agriculture Agent	VCE	Damage Assessment Annex	
Sheriff	Sheriff's Office	2,6, 8, 9, 10, 13 & Evac. Annex	
Chairman	Fire Commission	4	
Director	Dept. Social Services	6 & Evacuation Annex	
Special Events Coordinator	Parks & Recreation	Commodities Dist. Annex	
EOC Representatives	School Board	6 & Evacuation Annex	
EM Coordinator	Emergency Mgmt.	Entire EOP	

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

### **Purpose:**

Estimate the impact of affected transportation routes in the County after a disaster

Help to prioritize facilities and infrastructure so that ingress/egress is restored to full capacity as soon as possible

Help to prioritize roadway clearance within the County.

### **Scope:**

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

### **Examples:**

- Evacuation routes
- Maintain ingress/egress of critical facilities
- Traffic control
- Maintain passable roadways

### **Primary Agency:**

A Department of Transportation (VDOT)

### **Support Agencies:**

ACSO

Emergency Management

Volunteer Fire Service

Accomack County Public Works

### **Policies:**

- Work with the EOC to set priorities for roadway openings and clearance;
  - State Roads and major routes will be cleared first
  - Personnel will stay up to date with procedures through education and training;
- Restoration of ingress/egress at critical facilities will be a priority; and
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities.

Concept of Operations: VDOT is the point of contact regarding road clearing and maintenance in Accomack County. VDOT will notify the EOC in the event any roads will need to be closed during operational periods as warranted.

## Actions Responsibilities

- VDOT is responsible for all roads clearing in Accomack County.
- ACSO shall assist with traffic control when requested by VDOT during operations.
- ACDPW will provide assistance if requested to the best of their ability with equipment at the time of the request.
- Emergency Management may assist with coordination of resources.
- Volunteer Fire Service may assist with traffic control or other resources as needed.

## VDOT road clearing priorities

### Primary Roads

Rt. 175 - Chincoteague Rd  
Rt. 13 – Lankford Highway

### Secondary Roads

Bus. Rt 13 - Front St  
Rt. 176 - Parksley Rd  
Rt. 179 - Market St  
Rt. 181 - King St  
Rt. 187 - Nelsonia Rd




Rt 126 - Fairgrounds Rd  
Rt. 178 - Boston Rd/ Shields Bridge Rd  
Rt.180-Wachapreague Rd / Pungoteague Rd  
Rt. 18 2- Mappsburg Rd  
Rt. 316- Bayside Rd

Rt 600 - Seaside Rd  
Rt. 605- Bradfordsneck Rd  
Rt. 638- Badger Ln  
Rt. 657- Bayside Rd, Edgar Thomas Rd  
Rt. 693- Corbin St.  
Rt. 718- Bobtown Rd  
Rt. 798- Atlantic Rd  
Rt. 804- Wallops Island Rd

Rt. 602- Lee St.  
Rt. 609- Church Rd, Beacon Rd, Pig Pine Rd  
Rt. 626- Airport Rd  
Rt. 692- Arbuckle Neck Rd  
Rt. 702- Horsey Rd  
Rt. 764- Accomack Rd  
Rt. 779- Mears Station Rd

Every effort will be made to clear remaining roads within 48 hrs. after the event



	<b>County of Accomack</b>	
	<b>Emergency Management</b>	
	<b>Subject:</b>	Chincoteague Bridge/Causeway Closure
	<b>Effective Date:</b>	November 1, 2010
<b>Signature of Approval:</b>	 Jason R. Loftis Director of Public Safety	 Chris Isdell VDOT, Acting Resident

**Purpose**

To provide a consistent mechanism for notification of essential County staff in the event of a natural or man made event requiring the closure of the Chincoteague Bridge or Causeway.

**Background**

During 2006, the causeway was closed 2 times with various means of information dissemination and information not reaching responsible parties. A meeting was held with representatives of Chincoteague, Accomack County and VDOT to better define relationships and the notification procedure.

**Procedure**

When VDOT determines that conditions exist that may lead to the closure of the Chincoteague Bridge or Causeway, the following procedure shall be followed:

### Notification of Emergency Officials

**Virginia Department of Transportation (VDOT)** shall make notification to the Accomack County PSAP/Communications Center and Town of Chincoteague PSAP/911 at the following thresholds:

- 1 hour prior to potential closure
- Actual Closure
- Potential Opening Time
- Opening

**Accomack County PSAP/Communications Center** shall make notification to:

- (1) Accomack County Department of Public Safety Director  
If unreachable or unavailable, contact the Deputy Emergency Management Coordinator
- (2) All Accomack County Fire and EMS units over dispatch channels

**Accomack County Department of Public Safety** shall make notification to:

Accomack County School Board  
Accomack County Administration

## Notifications to Public/Other

**Virginia Department of Transportation (VDOT)** shall make notification and be the Point of Contact for:

- Mass Media Outlets (WESR, WVES, etc)
- Virginia Emergency Operations Center via VDOT command center
- Virginia State Police
- Accomack County Sheriff's Office

## **Emergency Support Function #2 - Communications**

### Introduction

Purpose: To use available communication resources to respond to an incident;

- Provide for communications of direction and control of emergency operations throughout the county
- Alert and warn the community of a threatened or actual emergency
- Continue to communicate with the community through a variety of media to inform of protective actions

Primary Agencies:

Emergency Management (EM)

Secondary/Support Agencies:

Eastern Shore Amateur Radio Club (ESARC)

VDOT

Eastern Shore of Virginia 911 Communications Center (Communications Center)

Sheriff's Office

### Policies

- Accomack County will maintain a Memorandum of Understanding with ESARC
- A current media contact list will be maintained by Human Resources and made available to the PIO.
- The Communications Center has a back-up power supply that will be exercised by the Communications Center.
- ICS training appropriate to their emergency response duties is recommended for all EOC representatives.
- All department/agencies involved with Communications will record and document expenses when appropriate. All potentially reimbursable expenses and support documentation will be supplied to the EOC within FEMA required timeframes.

### Concept of Operations

- The Eastern Shore of Virginia 911 Communications Center is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster. The Communications Center operates 24 hours a day, 7 days a week. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).

- The Emergency Operation Center (EOC) is located 28598 Beacon Rd. Melfa, VA, adjacent to the Eastern Shore Regional Fire Training Center. Any communications regarding level of EOC activation will be by EM.
- The Communications Center is the primary Public Safety Answering Point (PSAP) for the County. The emergency back-up PSAP is located at the Onancock Volunteer Fire Department. Disaster dependent, the EOC Manager or his designee may decide to activate dedicated call lines physically located at the EOC.
- Emergency Management will originate Public Service Announcements (PSAs) to all applicable media outlets. EM will attempt to coordinate the content and dissemination timelines with Northampton County EM and the Town of Chincoteague EM when the event will possibly impact the entire Eastern Shore.
- ESARC amateur radio operators will provide emergency back-up radio communications for the EOC.

#### Actions/ Responsibilities:



##### Local Emergency Response Communications

- EOC Activations - A current roster of agencies potentially represented in an activated EOC will be maintained by Emergency Management. Agencies will be notified by EM of any EOC activations when appropriate.
- VCIN - When the Communications Center receives emergency information from the VCIN - Virginia Criminal Information Network (via the Sheriff's Office), the VEOC, or verified local sources they will initiate notification and warning of appropriate personnel.
- Limited Warning Severe Weather Events - The Communications Center will notify Emergency Management of any received communications regarding weather related events that may have caused damage within the County. A severe weather event such as a tornado, microburst, or thunderstorm can produce damaging wind, hail, or flooding that can seriously impact county residents. The EM Coordinator or designee will coordinate the local government response to disaster conditions stemming from a severe weather event that occurs in the County with limited to no warning. Based on reports received by the Communications Center, a determination will be made as to the level of EOC activation required.
- No Response Order - In response to hurricane or other severe weather wind events, a No Response Order may be issued by the EM Coordinator or designee. If issued by the EM Coordinator, the order will be announced and implemented by the Communications Center for all County Fire and EMS response when sustained winds are above 50 mph. The complete No Response Order is in Attachment 1 to ESF #2 and also the Public Safety SOG.

- Chincoteague Causeway Closure - VDOT will notify the Communications Center, mass media, VEOC, VSP and the County Sheriff of Chincoteague Bridge/Causeway closures. The Communications Center will notify the Department of Public Safety and all Fire/EMS units of the closure. DPS will notify the County Administration and School offices. The complete Causeway/Bridge closure policy is in Attachment 2 to ESF#2 and also the Public Safety SOG.
- Amateur Radio Communications - ESARC amateur radio operators will provide emergency back-up radio communications between the EOC and the VEOC should normal communications be disrupted. They can also provide communications to the emergency shelters and other in-the-field operators if needed. A licensed operator for the EOC and several others for in-the-field assignment are on-call. HF, VHF/UHF, and VHF packet radios and antennas are installed in the EOC and are available for use upon activation of ESARC. Radio kits are available for use in designated emergency shelters. Procedures are tested at least annually.
- Portable Radios – EM maintains a cache of portable radios to be distributed as needed to appropriate emergency response personnel. The Communications Center also has a cache ready for deployment if necessary.
- Radio Interoperability – Should events warrant, EM and the Sheriffs Office will each have a radio bridge available, allowing for interoperability between different radio systems.
- Satellite Phone – EM will have access to a satellite phone in the EOC to be utilized if landlines and cell phones are not available. This will be provided by Health Dept. or Public Works. A satellite phone is also available for use on Tangier Island

## Public Communications

- PSAs - Emergency Management will issue PSAs to the public via all available media outlets. PSAs will be issued prior to events whenever possible. Examples of the content of the PSAs are:
  1. Emergency shelter openings and related information.
  2. Evacuation notices and related information
  3. Potential hazards and protective actions
  4. Statements of Fire & EMS non-response due to sustained winds above 50 mph.
  5. Other information as determined by the event
- Spanish PSA's - Emergency Management will utilize the Spanish translation option available through Code Red Emergency Notifications whenever possible.
- Radio Stations – When available, all local radio stations will be asked to broadcast PSA's originated by EM. Should power outages occur, WESR (103.3 FM) radio station has back up power supply for broadcasting. WESR will maintain and exercise this back up power supply.

	<b>County of Accomack</b>	
	<b>Emergency Management</b>	
	<b>Subject:</b>	Severe Weather Conditions - Response
	<b>Effective Date:</b>	March 18, 2010 – Approved by Fire Commission
<b>Signature of Approval:</b>	 <b>Jason Loftus</b> Coordinator of Emergency Management	

**PURPOSE**

To provide guidance on response during hurricane or other severe weather events impacting Accomack County.

**SCOPE**

The following guideline will be used in effort to keep all personnel safe during a severe weather event.

**CONTENT**

Response to calls for service will continue until the “No Response Order” is issued. Prior to this announcement, any Station Officer, or Shift Supervisor who feels that situations encountered are sufficiently dangerous to personnel at his/her location, may choose to cease operations. Report this to the 911 Dispatch Center and Emergency Operations Center as soon as possible.

The No Response Order will be given at the appropriate time by the Emergency Management Coordinator. The E.M. Coordinator will use the following guideline to determine when apparatus and personnel will be placed in non-response mode during storm conditions.

- Sustained Winds Below 50 mph – normal response as deemed appropriate by officers in the field.
- Sustained Winds Above 50 mph – No Response Order will be given. No calls will be dispatched. This is a time for self-protection.

Weather data used to determine wind speed shall come from a variety of sources, to include but not limited any one or more of the following:

- Field Reports
- National Weather Service Data Feeds
- Private Weather Feeds

A No Response Order may be issue for only an effected portion of the County.

Once a No Response Order is issued, weather data will be continuous monitored, until safe conditions are present. During such time, all EMS and Fire Calls shall be queued and ready for dispatch.

**PUBLIC NOTIFICATION**

This policy of Non Fire and EMS response shall be provided in print in Emergency Management materials and present on the Emergency Management Website.

In addition, as emergency warnings or official statements are issued by Accomack County, a statement of non-response will be reiterated to the public as a reminder or in anticipation of a storm condition.

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

### **Introduction**

#### **Purpose:**

ESF #3 addresses the emergency response functions of Public Works.

#### **Primary Agency:**

Department of Public Works

#### **Secondary/Support Agency:**

Emergency Management

Accomack Procurement Agent

#### **Scope:**

ESF #3 will:

- Manage collection and disposal of debris
- Assess disaster damage to County facilities
- Assist with recovery efforts as able

#### **Actions/Responsibilities**

- Public Works will conduct debris management operations per their SOPs.
- Emergency Management will assist Public Works with testing and exercising of Debris Management SOP upon request.
- The County Procurement Agent will assist Public Works in obtaining and maintaining contracts for hazardous waste collection and disposal.
- The County Procurement Agent will assist Public Works in obtaining and maintaining contracts for chipping and grinding operations.
- Public Works will conduct damage assessment of county owned facilities utilizing Crisis Track and/or departmental SOPs..
- The EOC representatives and all other applicable personnel are recommended to be NIMS compliant by obtaining ICS training appropriate to their emergency response duties.
- All departments involved with Debris Management will record and document expenses and continue to do so for the duration of the event. Support documentation photos will be taken whenever applicable. All potentially reimbursable expenses and support documentation will be supplied to the EOC within FEMA required timeframes.

# **Emergency Support Function #4 – Firefighting & Emergency Medical Services**

## **Introduction**

### **Purpose:**

Direct and control operations regarding fire prevention, fire detection, fire suppression, fire rescue, and hazardous materials incidents; provide emergency medical transportation and pre-hospital care to the injured; as well as to assist with warning and alerting, communications, evacuation, search and rescue, and other operations as required during an emergency.

### **Primary Agencies:**

DPS/Emergency Management

### **Support Agencies:**

Station 1 – New Church Volunteer Fire Company

Station 2 – Greenbackville Volunteer Fire Department & Rescue

Station 3 – Chincoteague Volunteer Fire Department

Station 4 – Atlantic Volunteer Fire Company

Station 5 – Saxis Volunteer Fire Company

Station 6 – Bloxom Volunteer Fire Company

Station 7 – Parksley Volunteer Fire Company

Station 8 – Tasley Volunteer Fire Department

Station 9 – Onancock Volunteer Fire Department Inc

Station 10 – Melfa Volunteer Fire & Rescue Company

Station 11 – Wachapreague Volunteer Fire Company

Station 12 – Painter Volunteer Fire Company

Station 20 – Oak Hall Rescue Inc

Station 21 – Tangier Fire Department

### **Scope:**

ESF #4 manages and coordinates firefighting and emergency medical service (EMS) activities. It provides personnel, equipment, and supplies to support to the agencies involved in firefighting/EMS operations.

### **Guiding Principles:**

- Priority is given to the public, community, personnel safety and protecting property (in that order).
- For efficient and effective fire suppression and EMS services, mutual aid may be required from various local agencies to aid in the community's emergency response. This requires the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date on policies, procedures and NIMS compliancy through education and training when appropriate. The EOC representatives and any other applicable personnel will become NIMS compliant by obtaining ICS training appropriate to their emergency response duties.



- DPS and Fire/EMS companies will record and document expenses when appropriate and continue to do so for the duration of the event. Support documentation photos will be taken whenever applicable. All potentially reimbursable expenses and support documentation will be supplied to the EOC within FEMA required timeframes.
- All fire/EMS vehicles will be dispatched through the Communications Center.
- Should a No Response Order be given from the EOC, dispatches will be queued until the No Response Order is lifted. See Attachment 1 of ESF #4 for the No Response policy.
- All requests for resources outside of local jurisdictions will be from the EOC.
- Emergency Management will maintain Fire/EMS mutual aid agreements with surrounding jurisdictions and NASA/Wallops.

## **Concept of Operations**

### **General:**

Accomack County Volunteer Fire companies are prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents.

Accomack County Volunteer Rescue companies are prepared to assume primary operational control of emergency medical transportation and pre-hospital care to the injured.

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

Firefighters and EMS personnel who are not otherwise engaged in emergency response operations will assist in warning and alerting the public, evacuation, search & rescue, and communications as directed by the EOC during an emergency situation.

Accomack also utilizes medevac services provided by Nightingale Emergency Helicopter, Air Ambulance Network, Virginia State Police and the Maryland State Police Helicopter to transport critically ill patients to specialty care centers.

### **Organization:**

The Director of Public Safety or his/her designee will be assigned to the EOC in order to coordinate fire/EMS response. The representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations

Accomack County Volunteer Fire/EMS companies each maintain their own equipment and supplies. Personnel may be augmented by trained personnel from Accomack County DPS.

### **Actions**

DPS and fire/EMS companies will develop and maintain SOP's to provide fire and EMS services in time of emergency.

### **Responsibilities**

- Fire prevention and suppression

- Emergency medical services
- Provide on-scene direction and control of hazardous materials incidents
- Assist with warning and evacuation of endangered areas
- Assist with search and rescue
- Assist with hazardous waste incidents
- Implement mutual aid

Again??

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

### **Introduction**

#### **Purpose:**

Direct, control, and coordinate emergency operations

#### **Scope:**

ESF #5 coordinates the response of all the departments within Accomack and the use of local resources to provide emergency response;

Identifies actions to be taken in the pre-incident prevention phase;

Assures implementation of actions as called for in this EOP;

Coordinates with local agencies, organizations, and outside organizations when County capabilities are exceeded;

Identifies post-incident response phase activities

#### **Primary Agency:**

Emergency Management (EM)

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

Sheriff's Office

Eastern Shore of VA 911 Communications Center

Volunteer Fire Departments

Volunteer Rescue Squads

Eastern Shore Health Department

All County Departments with a role in emergency response

School Board  
Department of Social Services  
Virginia Cooperative Extension Service  
Eastern Shore Amateur Radio Club (ESARC)

**Policies:**

- The Incident Command System will be used in any size or type of disaster to control response personnel, facilities, and equipment
- EM personnel will stay up to date on policies, procedures and NIMS compliancy through education and training. The EOC representatives and any other applicable personnel will become NIMS compliant by obtaining ICS training appropriate to their emergency response duties.
- EM will record and document EOC expenses and continue to do so for the duration of the event. Support documentation photos will be taken whenever applicable. All potentially reimbursable expenses and support documentation will be supplied to the EOC within FEMA required timeframes.
- All secondary agencies for ESF #5 will support normal operations and emergency response measures as requested by Emergency Management
- All agencies listed in this ESF #5 will identify a succession of authority within their organization
- Mutual aid agreements will be implemented when necessary to ensure seamless resource response

**Concept of Operations**

**General:**

The Emergency Management Coordinator:

- Works with Primary Agencies with development and maintenance of SOPs on the part of each emergency support function
- Assures current contact information for each ESF
- Determines level of activation and staffing of the Emergency Operations Center (EOC)
- Establishes procedures for reporting emergency information
- Coordinates emergency response plan with surrounding jurisdictions
- Develops mutual aid agreements with surrounding jurisdictions
- Requests a representative to the local EOC if a representative is needed
- Coordinate production of situation reports, which will be documented in WebEOC.
- Support short term and long term planning activities
- Develop concise plans
- Record planned activities
- Track activity progress. The response priorities for the next operational period will be addressed in an Incident Action Plan (IAP) when appropriate.

**Responsibilities:**

Direction, Control and Coordination

During routine operations and with cooperation from secondary ESF #5 agencies, EM will:

- Maintain a notification roster of EOC staff along with other emergency response agencies in the County and surrounding jurisdictions
- Develop and maintain emergency operations capabilities and reflect same in an Emergency Operations Plan
- Annually test plans and procedures in exercises and/or real world incidents.
- Coordinate training for this emergency support function and conduct exercises or activations involving the EOC
- Assure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the county
- Assure compatibility between this plan and the emergency plans and procedures of the Eastern Shore Community College
- Develop accounting and record-keeping procedures for expenses incurred during an emergency Become familiar with federal disaster assistance procedures and the Virginia Emergency Services and Disaster Laws of 2000
- Establish public education programs as needed to keep the public informed about potential disasters and what protective actions they should be prepared to take
- Define and encourage hazard mitigation activities which will reduce the probability of the occurrence of a disaster and/or reduce its effects
- Develop and maintain Emergency Management mutual aid agreements with area jurisdictions and applicable organizations

During response/recovery phases of emergency operations and with support from secondary ESF #5 agencies, EM will:

- Prepare public service announcements in cooperation with other local jurisdictions
- Notify EOC staff and activate the EOC to a level appropriate to the incident
- Provide centralized direction and control of all emergency operations
- Assure that daily situation reports are reported to the VEOC
- In instances when there are criminal victims as defined by Code of Virginia §19.2-11.01, will contact The Department of Criminal Justice Services and the Virginia Criminal Injury Compensation Fund immediately to deploy assistance in the event of an emergency
- Request resources from VEOC as needed
- Make an initial damage assessment if needed and forward to the VEOC
- Provide any supplementary damage assessment information in the required timeframe
- Request post-disaster assistance if appropriate
- Assure that the public is notified and updated with emergency information as applicable

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

The Emergency Operation Center (EOC) is located 28598 Beacon Rd. Melfa, VA, adjacent to the Eastern Shore Regional Fire Training Center. Backup power is on site and tested regularly by Public Works. The alternate EOC site is the County Administration Building on Courthouse Avenue in Accomac.

The EOC may be activated if one or more of the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multiagency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;

- The disaster affects multiple political subdivisions within the County that rely on the same resources to resolve major emergency events; and/or
- Local emergency ordinances are implemented to control the major emergency or disaster event.

The EOC pre-activation process determines whether the EOC should be activated. Based on an event’s severity, the EOC can be activated by the Emergency Director, the Deputy Emergency Director, or the Emergency Coordinator. Any of these positions may consult with other EOC staff to assist in the pre-activation process. After a briefing, the EOC may be staffed at one of the following levels:

- **Level 1: Standby/Alert (Constant activation through EM office)**

The emergency includes incidents that can be managed using normal response operations. Level 1 activation may move to Level 2 or Level 3 activation as the event develops.

- **Level 2: Partial Activation**

The emergency can no longer be managed via routine response. The EOC is partially activated. The VEOC is notified. Upon declaration of a Level 2 emergency, the EOC Manager shall determine which positions to staff and direct their activities. Appropriate EOC staff is present to coordinate and support response to the incident. Level 2 activation may move to Level 3 activation as the event progresses.

- **Level 3: Full Activation**

A major emergency has occurred or is imminent. All or most of EOC staffing is activated. If not already done, the VEOC is notified. The EOC is at least partially staffed. The EOC Manager shall determine which positions to staff and direct their activities.

\*The EOC may be activated at any time if the situation warrants. Below are examples of events/incidents that may warrant activation. The level of activation will be determined by the need for resources and/or coordination needed.\*

<b>Examples- Event/Situation</b>	<b>Activation Level</b>	<b>EOC Staffing</b>
Severe Weather Advisory Moderate incidents involving 2 or more emergency response organizations Hurricane Advisory Moderate hazmat event Flood warning Localized power failures	<b>1</b> (Standby/Alert)	EOC Manager Emergency Coordinator or Deputy
Tornado, nor'easter or other severe wind events Wildfires Large incidents involving 2 or more emergency response organizations Approaching hurricane/tropical storm Large hazmat event	<b>2</b> (Partial Activation)	EOC Manager Emergency Coordinator or Deputy Pertinent EOC staff Public Information Officer

Localized flooding Extended power outages Severe weather warning		
--	--	--

Imminent direct hit hurricane or tropical storm County wide flooding/tidal surge Full or partial evacuation of county residents Significant terrorist event	<b>3</b>  (Full Activation)	All EOC Staff
--	-----------------------------------	---------------

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

EOC support staff may be required in order to relieve the decision-making group of handling messages, maintaining logs, retrieving maps, etc. Support staff includes a dispatcher/phone operator, message clerk, messenger and other support personnel as needed. Support staffing will be the Administrative Assistants from the Public Safety Department and County Administrators Office. Procedures for these support operations are detailed in Attachment 2 of ESF #5. Copies of forms utilized are included at Attachments 3 through 6 of ESF #5.

Each staff position will oversee the response of their respective organization.

All media contact will be via the Public Information Officer.

#### Deactivation and Demobilization of the EOC

The Emergency Management Coordinator or Deputy Emergency Management Coordinator, after consulting with the EOC staff, will determine when to deactivate the EOC and return to routine operations. There may be several levels of transition prior to resumption of routine operations.

- The EOC management will notify EOC staff when they are no longer required in the EOC.
- Each ESF will oversee the demobilization of their respective organization
- The VEOC will be notified of the deactivation.
- All media contact will be via the Public Information Officer.
- All required forms and reports will be completed prior to deactivation.
- Copies will be made of all logs, reports, messages, and any other documents used and received in the EOC and stored digitally.
- An After-Action report will be completed within 30 days after each event requiring a Level 2 or Level 3 EOC activation.

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

### **Introduction:**

#### **Purpose**

ESF #6 Mass Care, Housing, and Human Resources address the non-medical mass care, housing, and human services needs of individuals and/or families who have evacuated from either a high-risk area in anticipation of an emergency or in response to an actual emergency.

#### **Primary Agencies:**

Department of Social Services (DSS)

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

School Board  
Sheriff's Office  
Department of Health  
Community Services Board (CSB)  
Emergency Management (EM)  
Eastern Shore Amateur Radio Club (ESARC)  
Department of Criminal Justice Services  
American Red Cross

#### **Scope:**

The services and programs may include the following:

- Emergency Sheltering
- Mass feeding
- Family Assistance Center (FAC)
- Counseling
- Virginia Criminal Injuries Compensation Fund

## **Policies:**

- Personnel will stay up to date on policies, procedures and NIMS compliancy through education and training. The EOC representatives and any other applicable personnel will become NIMS compliant by obtaining ICS training appropriate to their emergency response duties.
- All departments/agencies involved in the mass care process will record and document expenses and will continue to do so for the duration of the event. Support documentation photos will be taken whenever applicable. All potentially reimbursable expenses and support documentation will be supplied within the FEMA required timeframes.
- If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required, the State Program should be contacted, who will deploy the appropriate personnel. These services will be necessary in cases where there are victims of crime in need of financial or advocacy assistance.

## **Organization**

The Department of Social Services, assisted by supplies from the American Red Cross, is responsible for the reception and care of evacuees. Public school employees may be assigned support tasks. Security will be provided by the sheriff's office. The Health Department will establish medical care services at each designated mass care center. A private ambulance service will provide EMS standby assistance.

## **Concept of Operations**

In the event of a small-scale evacuation, reception and care can be provided at the nearest public school and lodging can be obtained at local motels or private homes.

In the event of a large-scale evacuation/displacement of residents, the EM Director or, in their absence, the EM Coordinator will advise the EOC representatives for the School system, Department of Social Services, and Health Dept. of the need for emergency sheltering. One or more of the designated schools will be opened as emergency shelters (See Attachment 1 of ESF #6 - Designated Shelter List). Shelter opening times and locations will be provided to the public via local radio stations, social media or best alternate means.

## **Responsibilities**

### **1. Department of Social Services:**

- Manage emergency shelters by:
  - a. Registration of evacuees (See Attachment 2 of ESF #6)
  - b. Maintaining records of whereabouts of evacuees throughout emergency operations
  - c. Provide mass feeding of evacuees - if food sources are available



- d. Provide for crisis counseling services via local Community Services Board
- e. Provide, at a minimum daily, situation reports to the EOC regarding status of evacuees and shelter operations
- Provide special assistance for evacuees with non-acute medical care special needs (people with disabilities, elderly, etc)
- Manage donations
- Coordinate the services of public and volunteer relief organizations
- Provide emergency welfare services for displaced persons and assist disaster victims in obtaining post-disaster assistance such as temporary housing and low-interest loans by:
  - a. establishing operational policies
  - b. maintaining situational awareness
  - c. coordinating needed services and/or resources
  - d. identifying gaps and requesting additional resources through the EOC
- Assure that shelter management personnel remain current on ARC shelter management training
- Assure that DSS shelter management personnel and EOC representatives become NIMS compliant by obtaining ICS training appropriate to their emergency response duties
- Provide representation in the EOC

## 2. **School Board**

- Provide emergency shelter locations (See Attachment 1 of ESF #6) for the reception and care of evacuees
- Maintain readiness of emergency shelter locations by regular maintenance and testing of back up power supplies and other emergency response resources
- Provide evacuation transportation
- Assure that appropriate personnel are aware and knowledgeable of shelter operations at their school, their role in shelter operations and evacuation transportation roles
- Provide representation in the EOC
- Assure that EOC representatives and any other applicable School personnel become NIMS compliant by obtaining ICS training appropriate to their emergency response duties

## 3. **American Red Cross**

- Provide shelter manager kits to DSS
- Provide food and/or other shelter supplies if capabilities exist
- **Provide relief staff for the shelters, after 72 hours of operation**

## 4. **Sheriff's Office**

- Provide security at emergency shelters by having at least one law enforcement officer present while the shelter is open
- Provide representation in the EOC
- Assure that EOC representatives and any other applicable Sheriff's Office personnel become NIMS compliant by obtaining ICS training appropriate to their emergency response duties

5. **Department of Health**

- Provide medical care services at the emergency shelter. Services will consist of basic first aid and referral to appropriate medical personnel and facilities
- The Health Dept. representative in the EOC will handle special requests for relocation and transportation for individual cases. Star Transit and ESAAA/CAA are available to assist with transportation needs.
- Provide representation in the EOC
- Assure that EOC representatives and any other applicable Health Dept. personnel become NIMS compliant by obtaining ICS training appropriate to their emergency response duties

6. **Community Services Board**

- Provide crisis counseling services by trained mental health professionals
- Events in which there are mass casualties and injuries that exceed local governments resources and capabilities can contact the following agencies:
  - Department of Criminal Justice's Victims' Services Section
  - Department of Mental Health, Mental Retardation
  - Substance Abuse Services, Emergency Mental Health Section
  - Agencies outside of the local jurisdiction will be contacted via resources requests from the EOC
- Assure that any applicable Community Services Board personnel become NIMS compliant by obtaining ICS training appropriate to their emergency response duties

7. **Emergency Management**

- Contact the EOC representatives for the School system, Department of Social Services, and Health Dept. and discuss the need for emergency sheltering
- Notify the public of emergency shelter locations and their time of opening.
- Make resource requests from the EOC should local capabilities be exceeded
- Provide at a minimum daily, situation reports to the VEOC
- Develop plans and procedures to receive and care for an indeterminate number of evacuees
- Provide representation in the EOC
- Assure that EOC representatives and any other applicable Emergency Management personnel become NIMS compliant by obtaining ICS training appropriate to their emergency response duties

8. **ESARC**

- Provide amateur radio communications for the EOC, any opened Accomack emergency shelters and communications to other emergency centers (VEOC, hospitals, other localities, etc) as requested
- Provide update reports to the EOC manager as applicable
- Provide representation in the EOC
- Assure that EOC representatives and any other applicable personnel become NIMS compliant by obtaining ICS training appropriate to their emergency response duties

9. **Department of Criminal Justice**

- 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. Current contact information is in the Emergency Services Contact List maintained and updated by EM.

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

Designated Emergency Shelters for Accomack County

Accawmacke Elementary School  
26230 Drummondtown Road, Accomac

Arcadia High School  
8210 Lankford Highway, Oak Hall

Arcadia Middle School  
8210 Lankford Highway, Oak Hall

Metompkin Elementary School  
24501 Parksley Road, Parksley

Nandua High School  
26350 Lankford Highway, Onley

Nandua Middle School  
26350 Lankford Highway, Onley

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

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

This "Disaster Shelter Registration" form (#5972) is the standard form used in all American Red Cross Shelter Centers. It is a four-part carbon form with the back copy made of card stock. Copies are distributed within the Shelter Center for various functions such as family assistance

and outside inquiry. This form should be kept on hand locally in ready-to-go Shelter Manager Kits. It is available from the American Red Cross National Office through local chapters. They recommend keeping 150 forms for every 100 expected evacuees.

## **Emergency Support Function #7 - Resource Support**

### **Purpose:**

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

### **Scope:**

Accomack 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. If demand for resources exceeds the locality's capabilities and MOU's with surrounding jurisdictions during an event, resource requests will be made from the EOC to the VEOC.

### **Primary Agencies:**

Emergency Management

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

Public Works Department

Department of Social Services (DSS)

All agencies/departments involved in an emergency response

### **Policies:**

- All agencies/departments involved in an emergency response 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;
- All agencies/departments involved in an emergency response will be responsible for identifying its resources that could be used in an emergency;
- All requests for resources outside of local jurisdictions will be made from the EOC.
- Personnel will stay up to date on policies, procedures and NIMS compliancy through education and training. Applicable personnel will become NIMS compliant by obtaining ICS training appropriate to their emergency response duties.
- All agencies/departments involved in an emergency response will record and document expenses and continue to do so for the duration of the event. Support documentation

photos will be taken whenever applicable. All potentially reimbursable expenses and support documentation will be supplied within FEMA required timeframes.

## **Concept of Operations**

### **Organization:**

The Emergency Management Coordinator will make arrangements for the provision of critical material resources as needed and for the receipt of donations. Assistance will be provided by the Department of Public Works.

The Department of Social Services is responsible for coordinating the efforts of volunteer relief organizations.

Should a POD (Point of Distribution) site need to be opened for commodities distribution, the Accomack County POD plan will be implemented. The POD Plan is detailed in the Commodities Distribution Support Annex.

### **Actions/Responsibilities:**

#### **Emergency Management (EM):**

- Maintain a list of essential material resources and supplies and where they can be quickly obtained. This data is located as a separate Resource Annex of this EOP.
- Prepare to receive, store, and disperse donated goods for disaster victims. Churches, civic groups, etc., may need to be advised on how they can best help. The provision of loose items of food and clothing to help disaster victims should not be encouraged.
- Develop, maintain and exercise the Accomack County Point of Distribution (POD) Plan for distribution of commodities within Accomack County;
- Activate all agencies and departments involved in POD implementation if needed for commodities distribution and other services detailed within the plan;
- Develop and maintain a detailed list of available community resources. These lists are located as a separate Resource Annex of this EOP.
- Ensure the community is aware of available resources;

#### **Department of Social Services (DSS):**

- The Director of Social Services will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups;
- Each individual volunteer will be registered, (see Attachment 1 of ESF #7) and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained;

#### **Department of Public Works:**

- Assist with location and acquisition of material resources;

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

**VOLUNTEER WORKER REGISTRATION FORM**

VOLUNTEER WORKER REGISTRATION FORM

**I. NAME:** \_\_\_\_\_  
**SOCIAL SECURITY NUMBER:** \_\_\_\_\_

**II. ORGANIZATION (if appropriate):** \_\_\_\_\_

**III. SKILL or SPECIALIZED SERVICE (i.e., carpenter, heavy equipment operator, medical technician, etc.):**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**IV. ESTIMATED LENGTH OF TIME SERVICES CAN BE PROVIDED IN THE DISASTER AREA:**  
\_\_\_\_\_  
\_\_\_\_\_

**V. SPECIAL TOOLS OR EQUIPMENT REQUIRED TO PROVIDE SERVICES:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**VI. BILLET OR EMERGENCY SHELTER ASSIGNMENT IN LOCAL AREA:**  
\_\_\_\_\_  
\_\_\_\_\_

**VII. WHETHER OR NOT THE GROUP OR INDIVIDUAL IS SELF-SUFFICIENT WITH REGARD TO FOOD AND CLOTHING:**  
\_\_\_\_\_  
\_\_\_\_\_

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

### **Introduction**

To provide overall direction and coordination of medical and health services to save lives as well as to prevent and mitigate injury to human life in times of emergency.

### **Purpose:**

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

### **Primary Agency:**

Accomack County Health Department

### **Support Agency:**

Sheriff's Office  
Emergency Management  
Eastern Shore Regional Hazardous Materials Team

### **Scope:**

The emergency response for health and medical services will be coordinated by representatives from the Accomack County Health Department after a major emergency event, stationed at the EOC, and assisted by representatives from area hospitals and health care agencies.

When an incident exceeds the community's capabilities, outside assistance will be requested through MOUs and/or Mutual Aid Agreements.

### **Policies:**

- All requests for resources outside of local jurisdictions will be from the EOC.
- Personnel will stay up to date on policies, procedures and NIMS compliancy through education and training. The EOC representatives and any other applicable personnel will become NIMS compliant by obtaining ICS training appropriate to their emergency response duties.
- Expenses will be recorded and documented from the beginning of the incident and continued to do so for the duration of the emergency. Support documentation photos will be taken whenever applicable. All potentially reimbursable expenses and support documentation will be supplied within FEMA required timeframes.



## **Concept of Operations**

Depending on the type of incident, its location, or should a disaster substantially overwhelm local medical and health resources, support and assistance will be requested from medical institutions, rescue squads, and public health in neighboring jurisdictions.

The county is served by Riverside Shore Memorial Hospital, located in Accomack County. The area is also served by a Level I Trauma Center located at Sentara Norfolk General Hospital in Norfolk, and Tidal Health in Salisbury, MD. Both facilities, along with others services, can also provide Medevac Services.

In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster. Should the disaster be classified a crime or terrorist event, the Office of Chief Medical Examiner will have authority over the release of the bodies.

## **Responsibilities/Actions:**

### Health Department

1. Coordinate and develop SOPs for Health Dept. personnel

2. Provide basic medical care services at emergency shelters. (See ESF #6)

3. Issuing Health Advisories

As a routine function, each member of the health department will be alert to health-threatening disasters or potential emergency situations. Any knowledge of such events shall be reported to the Director of Emergency Management, or in his/her absence, the EM Coordinator, so that the public may be warned and precautionary actions taken.

4. Epidemic Control Measures

- a. Maintain records of diseases reported and remain aware of conditions which could lead to a disease outbreak
- b. Establish liaison with the State Department of Health and establish procedures for immunization teams and a pooling of drugs and medications
- c. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies
- d. Mobilize Neighborhood Emergency Help Center (NEHC) staff and deploy pharmaceuticals from local pharmacies and the Strategic National Stockpile (SNS) to appropriate NEHC(s). Train MRC, CERT, and just-in-time volunteers in center flow and duties. (See ESHD NEHC Plan)

## 5. Sanitary Engineering of Sewage and Waste Disposal

Provide information, assistance, and standards for emergency waste water treatment problems

## 6. Inspection of Food, Milk, and Water Supplies

- a. During and after emergencies, test water supplies for potability, including municipal systems and wells
- b. Assist in assessing damage to water treatment facilities
- c. Issue guidelines on the maintenance of safe water supply and request, through the EOC, the acquisition of portable distribution and disinfecting equipment, if required
- d. Determine the safety and wholesomeness of available food and milk supplies
- e. Embargo damaged and contaminated food supplies and coordinate with the State Department of Agriculture and Consumer Services concerning destruction or disposal
- f. Request assistance through the EOC for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination

## 7. Control of Hazardous Substances

- a. Identify affected (or suspected) contamination area(s) and request the police/sheriff's office to cordon off the area(s) to protect citizens
- b. Request special assistance through the EOC if the situation caused by hazardous materials is of the magnitude and seriousness which exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel

## 8. Identification of the dead and mortuary operations as directed by the medical examiner

- a. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required
- b. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations
- c. Obtain a suitable facility for use as a temporary morgue, if required
- d. Secure refrigerated trucks for storage

## 9. Coordination of Healthcare Resources

- a. Designate locations to receive and treat disaster victims, as required
- b. Ensure medical and triage personnel are dispatched to the emergency scene, as necessary
- c. Ensure emergency treatment is provided to injured persons at the scene
- d. Obtain additional health/medical personnel from outside the area as needed
- e. Provide morgue facilities, as needed

#### Sheriff's Office

1. Assist with hazardous waste management and enforcement
2. Cordon off areas identified as affected (or suspected) contamination area(s) to protect citizens as requested by the EOC
3. Investigate deaths in coordination with the medical examiner
4. Assist with identification of the dead
5. Provide security at open NEHC sites

#### Emergency Management

1. Assure coordination of Health Dept. plans and operations with all other EOC partners
2. Assure implementation of Eastern Shore Health District Epidemiology Plan in a pandemic when applicable.

#### Eastern Shore Regional Hazardous Materials Team

1. Assist with detection and monitoring of hazardous substances
2. Recommend evacuation distance and evacuation time around contaminated area(s)

Attachment 1 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.

## **Emergency Support Function #9 - Search and Rescue**

### **Introduction**

#### **Purpose:**

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

#### **Scope:**

Communities are susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the county. Search and Rescue (SAR) 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**

Sheriff's Office

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

Volunteer Fire Departments

Volunteer Emergency Medical Services Squads

Recognized Volunteer Search and Rescue Groups

Virginia Department of Emergency Management

Virginia State Police

#### **Policies:**

- The Sheriff's Office will coordinate their Search and Rescue response with the EOC
- Requests for SAR resources will be through the EOC
- The Sheriff's Office will maintain appropriate MOUs and Mutual Aid agreements
- SAR operations will coordinate with state, and federal agencies when necessary;
- Personnel will stay up to date with SAR procedures through training and education
- The EOC representatives and any other applicable personnel will become NIMS compliant by obtaining ICS training appropriate to their emergency response duties  
Personnel will stay up to date on policies, procedures and NIMS compliancy through education and training.
- All agencies/departments will record and document expenses and continue to do so for the duration of the event. Support documentation photos will be taken whenever

applicable. All potentially reimbursable expenses and support documentation will be supplied to FEMA within required timeframes.

## **Concept of Operations**

### Organization:

The Sheriff's Office will be the primary agency in any SAR operation. During a search and rescue operation of an emergency, local fire and EMS departments will assist in the operation. These volunteers, unless they are primary team members, will be used only when large numbers of searchers are required. EMS providers will also assist with other functions to search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operation Plan.

### Actions

- Test primary communications systems and arrange for alternate systems, if necessary
- Develop, maintain and exercise plans and procedures to implement search and rescue operations in time of emergency
- Procure and maintain the equipment and supplies necessary for search and rescue operations
- Implement existing mutual aid agreements with other jurisdictions, if necessary
- Provide emergency medical treatment and pre-hospital care to the injured
- Provide representation in the EOC

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

### **Introduction**

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local Emergency Management. A separately published SARA Title III plan has been developed for Accomack. This plan will be incorporated as a part of the Accomack County EOP. It must be compatible with and will serve to augment the following procedures.

The Emergency Planning and Community Right-to-Know Act (EPCRA) of SARA Title III was established by Congress in 1986. EPCRA requires that each state establish a State Emergency Response Council (SERC) and in Virginia the VERC fulfills that requirement. EPCRA further requires that Emergency Planning Districts (EPDs) are established by each state's SERC. The VERC designated each county and independent city within the Commonwealth as an EPD. EPDs are required by EPCRA to either have a Local Emergency Planning Committee (LEPC) of their own or be a member of a joint LEPC. The Eastern Shore Disaster Preparedness Coalition (ESDPC) acts as the LEPC for the three Emergency Management jurisdictions on the Eastern Shore – Accomack County, Town of Chincoteague and Northampton County.

### **Scope:**

Any hazardous materials incident may require a coordinated response by local government(s), private industry, and volunteer service organizations. The initial response will be handled by the local fire department. State agencies may be called upon depending on the nature of the incident.

### **Primary Agencies:**

DPS/Emergency Management

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

Station 1 – New Church Volunteer Fire Company  
Station 2 – Greenbackville Volunteer Fire Department & Rescue  
Station 3 – Chincoteague Volunteer Fire Department  
Station 4 – Atlantic Volunteer Fire Company  
Station 5 – Saxis Volunteer Fire Company  
Station 6 – Bloxom Volunteer Fire Company  
Station 7 – Parksley Volunteer Fire Company  
Station 8 – Tasley Volunteer Fire Department

Station 9 – Onancock Volunteer Fire Department Inc  
Station 10 – Melfa Volunteer Fire & Rescue Company  
Station 11 – Wachapreague Volunteer Fire Company  
Station 12 – Painter Volunteer Fire Company  
Station 21 - Tangier Fire Department  
Eastern Shore Hazardous Material Response Team  
Sheriff's Office

### **Policies:**

- All departments and agencies assigned duties to respond to an accident involving hazardous materials will develop and keep current procedures to ensure an adequate response capability.
- A current list and contact information of SARA Title III Facilities will be maintained by EM and supplied to the Eastern Shore Regional Hazardous Materials Response Team.
- All requests for resources outside of local jurisdictions will be from the EOC.
- All public information will be disseminated from the EOC.
- All departments and agencies assigned duties to an accident involving hazardous materials will ensure that all personnel stay up to date on procedures through education and training.
- The Incident Command System will be utilized at incidents.
- All agencies involved with a Hazardous Materials response will record and document expenses and continue to do so for the duration of the event. Support documentation photos will be taken whenever applicable. All potentially reimbursable expenses and support documentation will be supplied within FEMA required time frames.
- The EOC will provide at a minimum daily, situation reports to the VEOC.

### **Concept of Operations**

#### Organization:

The on-scene fire department officer or designee will assume primary operational control of all hazardous materials incidents.

Mutual aid agreements may be implemented

Requests may be made to the Virginia Department of Emergency Management's (VDEM)

Regional Hazardous Materials Officer and Hazardous Materials Response Team

The Sheriff's Office will provide traffic control and coordinate the evacuation of the area, if needed.

### **Actions/Responsibilities:**

#### On-Site Responsibility

- In the event of a hazardous materials incident, the Communications Center will notify the appropriate fire company(ies) and they will assume command on scene upon arrival.
- First responders, such as the first engine on the scene, will assume command until the arrival of the fire chief. First responders or the fire chief should implement immediate protective action.



- The sheriff's office is responsible for traffic control and effecting evacuation.
- The Coordinator of Emergency Management, assisted by the Deputy Coordinator of Emergency Management and/or the Fire Company representative is responsible for coordinating the response from the EOC. In the event the Emergency Management Coordinator, Deputy Coordinator, or Fire representative are not available, the senior fire officer at the scene will be in command and make specific coordination decisions (i.e., evacuation) in order to promptly and effectively address the emergency at hand.
- The Eastern Shore Health District should be notified if the incident is biological in nature.
- Accomack County will rely on local resources, private as well as public, to respond to a hazardous materials incident within the county. If the emergency is of such magnitude that local resources are exceeded, the EOC will request resources from the VEOC.
- VDEM has established Regional Hazardous Materials Response Teams throughout the state. Accomack County is served by the Eastern Shore Regional Hazardous Materials Team (Level III). VDEM Hazardous Materials Officers can assist in providing information on product identification, specific chemical data, and incident mitigation advice. They also have an on-scene response capability.

#### Transportation Accidents

- Fuel, toxic chemicals, dangerous gases, and acids are transported through Virginia daily using all modes--highway, rail, pipeline, and air. For Accomack, a hazards analysis which identifies regularly scheduled shipments of hazardous materials should be developed to serve as a basis for planning.
- The legal duty for reporting, containment, and clean up of hazardous substances incidents rests with the party responsible for the material prior to the incident.
- If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then Accomack County, within its capability, must act to prevent or minimize injuries and property damage.
- Immediate response to a transportation accident involving hazardous materials should be limited to aiding the injured and preventing access to the area surrounding the incident. The incident should immediately be reported to the VDEM, which will provide technical guidance and coordinate assistance as required. The Hazardous Materials Incident Report form (see Attachment 1 of ESF #10) should be used to record the necessary information.
- The U. S. Department of Transportation "Hazardous Materials Emergency Response Guidebook" has been developed for use by fire fighters, police, and other emergency response personnel. It identifies the most significant hazardous materials and gives information and guidance for initial actions to be taken in the event of a spill or other accident.
- Fire chiefs, the Emergency Management Coordinator, and all potential first responders should be familiar with and have ready access to this handbook.
- The Eastern Shore Railroad serves Accomack County. In the event of a rail incident, officials of this railroad will be contacted immediately.

## Fixed Facilities

- Local government should establish and maintain a good working relationship with local industrial plants and commercial facilities where hazardous materials are used, stored, manufactured, or disposed of.
- The management of each facility is responsible for designating a facility emergency coordinator to prepare emergency response plans and procedures in order to meet required worker and resident safety standards as established by federal, state, and local regulatory agencies. These plans and procedures must be coordinated with the appropriate local emergency response organizations--police, fire, and rescue--and with Accomack EM.
- Receipt of notification that an accident has occurred requires immediate action to evaluate and assess the situation. Time is of the essence and dictates immediate action to employ required emergency resources to control or contain the material involved, implement evacuation procedures, if required, and isolate the accident area to all but emergency response personnel.
- Local government has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, Emergency Management will coordinate actions necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

## Partnerships

- A working relationship should be established and maintained between local government, the management of local industrial plants where hazardous substances are used, and major railroads that transport hazardous materials. The Eastern Shore Disaster Preparedness Coalition (ESDPC) provides a platform for this relationship to exist and EM should encourage participation from industrial plants. Local industrial facilities that store, use, or manufacture hazardous materials will be identified.

**Attachment 1 to Emergency Support Function #10 – Hazardous Materials**

**Hazardous Materials Report**

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

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

Phone #: \_\_\_\_\_ Contact Name or OIC \_\_\_\_\_

Contact or OIC Location: \_\_\_\_\_

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

Product or Chemical: \_\_\_\_\_  
( ) Solid ( ) Liquid ( ) Gas ( ) Unknown Amount Lost: \_\_\_\_\_

Capacity of Container: \_\_\_\_\_ Extremely Hazardous Substance? ( ) Yes ( ) No

Manufacturer or Distributor Reporting? ( ) Yes ( ) No

Type of Container:  
( ) Drum ( ) Fixed Tank ( ) Cylinder ( ) Truck Tanker ( ) Rail Tanker ( ) Box Car  
( ) Pipeline ( ) Box/crate ( ) Carboy ( ) Cargo Truck ( ) Vessel ( ) Saddle Tank  
( ) Other \_\_\_\_\_

Conditions:  
( ) Leaking ( ) On Fire ( ) Spilled ( ) Over ( ) Overfill ( ) Component Failure  
pressurized  
( ) Illegal Dumping ( ) Container Now Empty ( ) Result of Accident ( ) Unknown ( ) Other \_\_\_\_\_

Have any Local Waters been affected? ( ) Yes ( ) No Water: \_\_\_\_\_

Duration of Spill: \_\_\_\_\_ Amount entering waterway: \_\_\_\_\_

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

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

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

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

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

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

1<sup>st</sup> – RHMO: \_\_\_\_\_ Time Paged: \_\_\_\_\_ Time Notified: \_\_\_\_\_  
Name: \_\_\_\_\_  
2<sup>ND</sup> – THO: Name: \_\_\_\_\_ Time Paged: \_\_\_\_\_ Time Notified: \_\_\_\_\_

Other Notification Made:  
Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Time: \_\_\_\_\_ Auth: \_\_\_\_\_  
Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Time: \_\_\_\_\_ Auth: \_\_\_\_\_  
Agency: \_\_\_\_\_ Name: \_\_\_\_\_ Time: \_\_\_\_\_ Auth: \_\_\_\_\_

Extremely Hazardous Substance - EHS  
Health Risks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Recommended Precautions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

### **Introduction**

#### **Purpose:**

Agriculture and Natural Resources works to address the provision of 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

#### **Support Agencies:**

Virginia Department of Health  
Virginia Cooperative Extension  
Virginia Historical Society

#### **Scope:**

Determined based on the communities capabilities and may include:

- Ensure food safety
- 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;
- Implement an integrated response to ensure that animal/veterinary/and wildlife issues are supported;
- Inspect and verify food safety in distribution and retail sites;
- Conduct food borne disease surveillance and field investigations;
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

#### **Policies:**

- Each supporting agency is responsible for managing its assets and resources;
- Transportation and distribution may be arranged by volunteer organizations;
- Animal depopulation activities and disposal will be conducted as humanely as possible;

### **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

Protect cultural resources during an incident

## **Emergency Support Function #12 - Energy**

### **Introduction**

#### **Purpose:**

Estimate the impact of electrical system outages in the county after a disaster

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
- Current weather conditions

Help to prioritize facilities and infrastructure so that power may be restored to full capacity as soon as possible.

#### **Scope:**

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

Estimate the impact of electrical system outages in the community.

Provide information concerning the energy restoration process such as:

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

#### **Primary Agency:**

A & N Electric Cooperative (ANEC)

#### **Policies:**

- Work with the EOC to set priorities for power restoration;
- Personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority; and
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities

## **Emergency Support Function #13 – Law Enforcement**

### **Introduction**

#### **Purpose:**

Maintain law and order, provide public warning, provide for the security of critical facilities and supplies, provide a "safe scene" for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, provide access control to evacuated areas and/or critical facilities, provide search and rescue, and to assist with identification of the dead.

The Sheriff's Office's responsibility for County evacuations can be found in the Evacuation Annex of this EOP.

The Sheriff's Office's responsibility for emergency sheltering can be found in ESF #6 – Mass Care – of this EOP.

The Sheriff's Office's responsibility in assisting with identification of the dead can be found in ESF # 8 – Public Health – of this EOP.

The Sheriff's Office's response in Search and Rescue operations can be found in ESF #9 - Search and Rescue – of this EOP.

#### **Primary Agency**

Accomack County Sheriff's Office

#### **Scope:**

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

- Maintain law and order
- Provide public warning
- Provide security for critical facilities and supplies
- Provide traffic control for special events or disruptive incidents
- Provide access control to critical facilities

#### **Policies:**

- The Sheriff's Office will coordinate their emergency response with the EOC.
- The Sheriff's Office will maintain appropriate MOUs and Mutual Aid agreements.
- The plan and the incident command staff may become subordinate if other organizations are called upon.
- The EOC representatives and any other applicable personnel will become NIMS compliant by obtaining ICS training appropriate to their emergency response duties
- The Sheriff's Office will provide a representative in the EOC.

## **Concept of Operations**

### General:

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

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

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

### Organization:

The Accomack County Sheriff's Office has the primary responsibility for law enforcement, security, warning, evacuation, and traffic control. Additional resources are available if needed from town police departments within the county and through working agreements with the Virginia State Police and other law enforcement organizations--city/town police departments or county sheriff's offices--in the region.

## **Actions/Responsibilities**

### Normal Operations

- Maintain police intelligence capability to alert the County and the public to potential threats
- Develop and maintain plans, MOU's, and Mutual Aid agreements to provide for effective law enforcement, prompt warning, traffic and crowd control, and the security of vital facilities and supplies
  - a. Identify critical 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, schools, jails/prisons, etc



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

#### Increased Readiness & Response

- Alert personnel to standby status
- Document expenses incurred and continue for the duration of the emergency, including photographs when applicable
- Test primary communications systems and arrange for alternate systems, if necessary
- Provide traffic and crowd control as required
- Secure emergency sites, evacuated areas, vital facilities, and supplies
- Implement existing mutual aid agreements with other jurisdictions, if necessary
- Complete the necessary post-emergency investigations while continuing to maintain law and order within the county. Assist in state and federal investigation as necessary
- Provide access control of threatened or evacuated areas
- Complete documented disaster-related expense records for services provided and within your control and submit to the Emergency Management Coordinator. Include photographs when applicable.



## **Emergency Support Function #14 – Long Term Recovery**

### **Introduction**

#### **Purpose:**

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

#### **Scope:**

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

#### **Primary Agencies:**

Accomack Emergency Management

Accomack Building and Zoning Department

Accomack Planning Department

Accomack Assessors Office

Department of Social Services

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

Accomack Information & Technology Department

Virginia Cooperative Extension Service

Accomack-Northampton Planning District Commission

Private, quasi-public, state and federal disaster relief organizations

#### **Policies:**

- As appropriate, ESF #14 will begin the recovery process for disasters with the implementation of the Damage Assessment plan, short term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.

- Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

### **Concept of Operations**

- The Damage Assessment plan provides the basis for individual and public assistance operations for the County.
- The Department of Social Services will coordinate the services of quasi-public and volunteer relief organizations.
- Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans
- The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.

### **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**

#### **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:**

Emergency Management (EM)

### **Concept of Operations**

#### **General:**

At this time, the County has no Standard Operating Procedures (SOP) for ESF # 15. This ESF will become active when an SOP is developed to address public information communications following a disaster or emergency. Until an SOP is developed, EM will be 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.

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

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

### **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 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.

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

### **Introduction**

#### **Purpose:**

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

#### **Scope:**

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

At this time, the County has no Standard Operating Procedures (SOP) for ESF # 17. , This ESF will become active when an SOP is developed to address the screening, processing, training, and assignments of volunteers who arrive following the disaster or emergency. Until that time, Emergency Management, with assistance from Public Works, will process all donation management activities. The Department of Social Services will coordinate volunteers.

#### **Primary Agency:**

Emergency Management

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

Department of Social Services

Public Works