

# CULPEPER COUNTY



# EMERGENCY OPERATIONS PLAN

APRIL 2019

## **Executive Summary** **Culpeper County Emergency Operations Plan**

The Culpeper Emergency Operations Plan (EOP) has been revised as required by the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, as amended, § 44-146.13 to § 44-146.29:2. A local planning team was developed to provide input and gather information to complete the revision of this plan.

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

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

The EOP consists of a basic plan followed by the Emergency Support Functions (ESFs), Support Annexes, and Incident Annexes.

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

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

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

The Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. Incident Annexes are organized alphabetically. The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of local agencies and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

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

## Forward

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


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

The ability to interact effectively and efficiently with officials of the Commonwealth of Virginia and the various federal agencies involved during major disasters is paramount. It is for that reason the Government of Culpeper County has elected to model its All Hazard-All Disciplines Plan after the Federal Response Plan as amended in January 2003, the National Response Framework published January 2008, and the existing Commonwealth of Virginia Plans.

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

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

Thank you.

  
Signature of senior elected official or manager

NOTE: Resolution to include Responsibility & Authority to maintain up to date until next adoption.

## Resolution Emergency Operations Plan

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

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

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

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Culpeper 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, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

Adopted this 2nd day of April, 2019

AYE: CHASE, FRAZIER, FRITZ, HANSOHN, ROSENBERGER, WALKER

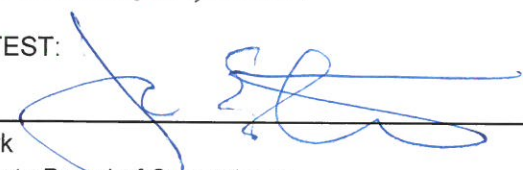
NAY: NONE

ABSENT: DEAL

BOARD OF SUPERVISORS OF CULPEPER  
COUNTY, VIRGINIA

  
\_\_\_\_\_  
Brad Rosenberger, Chairman,

ATTEST:

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

## **INTRODUCTION**

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

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

The Culpeper County Emergency Operations Plan (EOP) consists of a basic plan followed by the Emergency Support Functions, Support Annexes, and finally Incident Annexes.

## **PLAN PREFACE**

The following items are included in the Culpeper County EOP:

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

## PREFACE

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

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

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

# BASIC PLAN

## PURPOSE

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in Culpeper County in response to any type of disaster or large scale emergency situation. 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 human, physical and financial resources. Supporting plans for peacetime and war-caused disasters set forth the concepts and procedures whereby the County can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

## DEMOGRAPHICS

Over the past 25 years, the rural nature of Culpeper County has experienced increasing pressures from population growth due to the County's central location within the Northern Virginia region and the improved highway network that serves the area. Culpeper wishes to maintain its rural character and avoid becoming a bedroom community to the nearby metropolitan area around Washington, D.C. However, the County recognizes the need not only to maintain, but to expand its economic base to support and address the needs of the citizens of the County

<b>CULPEPER COUNTY DEMOGRAPHIC DATA</b>	
<i>Demographic</i>	<i>Percentages/Numbers</i>
Number of Households	16,837
Persons per Household	2.91%
Average Age of Resident	38.8 years
Persons under 5 years old	6.5%
Persons under 18 years old	25.2%
Person 65 years old and over	14.6%
Persons with a disability	11.5%
Persons below poverty, 2013	8.9%
Persons of Caucasian Race	77.0%
Persons of African-American Race	14.4%
Persons of Hispanic or Latino Race	9.7%

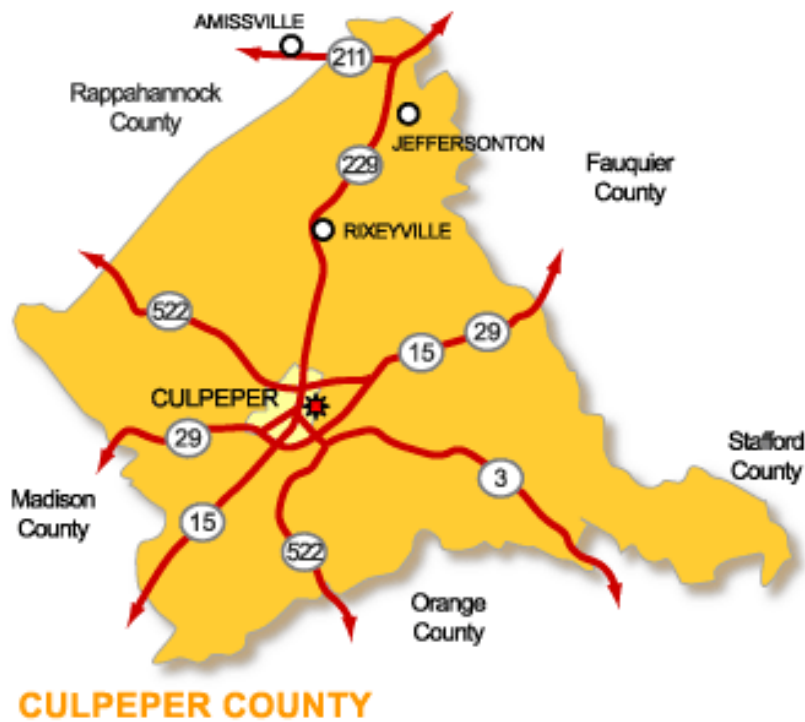
*Table No. 1 – Demographic Data*

The plan takes into account the increasing risks related to man made hazards, identified through hazardous materials reporting required by the Superfund Amendments and Reauthorization Act of 1986 (SARA). The plan further takes into account, through a review of the Pre-Hazard Mitigation Plan for Rappahannock-Rapidan Region, Virginia, the risk levels related to identified hazards and the past and on-going mitigations to address those risks. The chief natural hazards occurring in Culpeper County include flooding, hurricanes/tropical storms, and winter/severe weather.

<i>Hazard</i>	<i>Probability</i>
Flooding	High
Hurricane/Tropical Storms	High
Winter Storms/Ice	High
Severe Thunderstorms	Moderate
Tornadoes	Moderate
Drought	Moderate
Earthquakes	Low
Sinkholes	Low
Landslides	Low
Wildfires	Low
Dam/Levee Failure	Low
Erosion	Low

Table No. 2 – Hazard Probability

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for Culpeper County. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard.





- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in Culpeper County are flooding, winter storms, hazardous materials incidents, and now since 9-11-01, acts of terrorism, other hazards including resource shortages, and power outages.
- C. The government of Culpeper County is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters. County government must continue to function throughout a disaster or emergency situation.
- D. The Virginia Emergency Services and Disaster Law of 2000, as amended, requires that each county and city prepare and keep current an emergency operations plan. This plan will be officially adopted by the local governing body and promulgated by the chief administrative official every four years.
- E. The Coordinator of Emergency Services will update the Emergency Operations Plan annually. He will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.
- F. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or, through the State EOC via WebEOC. **A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.**

#### ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. The County maintains the following emergency services organizations to deal with normal day-to-day emergencies:
  - 1. Culpeper Sheriff's Department
  - 2. Culpeper Town Police
  - 3. Volunteer Fire Departments
  - 4. Volunteer Rescue Squads
  - 5. Culpeper Department of Emergency Services
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies that have been assigned emergency duties in addition to their primary day-to-day functions.
  - 1. Board of Supervisors/County Administrator
  - 2. Culpeper County School System
  - 3. Culpeper County Health Department
  - 4. Culpeper Human Services Department
  - 5. American Red Cross, Culpeper Branch of Shenandoah Chapter
- C. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations be structured

around existing constitutional government. The following is a list of duties and assigned responsibilities for emergency operations in Culpeper County.

1. Chairman, Board of Supervisors/Director of Emergency Management, Vice Chairman of the Board of Supervisors, County Administrator, Emergency Services Coordinator, Emergency Services Deputy Coordinator.
  - a. Continuity of government
  - b. Direction and control of emergency operations
  - c. Submission of State-required reports and records
  - d. Emergency public information
  - e. Damage assessment
  - f. Coordination of disaster assistance and recovery
  - g. Radiological monitoring and decontamination
  
2. Culpeper Sheriff's Department & Culpeper Town Police
  - a. Law Enforcement
  - b. Communications
  - c. Initial warning and alerting
  - d. Security of vital facilities and supplies
  - e. Traffic control
  - f. Search and rescue
  - g. Evacuation and access control of threatened areas
  
3. Culpeper County Fire Department
  - a. Fire prevention and suppression
  - b. Hazardous materials incident response and training
  - c. On-scene direction and control
  - d. Assist with radiological monitoring and decontamination
  - e. Assist with evacuation
  - f. Support Search and Rescue
  
4. Culpeper County Rescue Squads
  - a. Rescue operations, to include emergency medical transportation and pre-hospital care
  - b. Assist with the evacuation of endangered areas
  - c. Assist with the dissemination of warnings
  - d. Other functions as set forth in the Virginia Association of Volunteer Rescue Squads Operations Plan.
  - e. Support Search and Rescue
  
5. Culpeper County Superintendent of Schools
  - a. Provide facilities for the reception and care of evacuees
  - b. Evacuation transportation
  - c. Economic stabilization
  
6. Culpeper County Department of Human Services, American Red Cross, Culpeper County

- a. Reception and care of evacuees
    - 1. Provide registration and recordkeeping
    - 2. Provide mass feeding
    - 3. Provide crisis counseling services as required
  - b. Provide emergency welfare services for displaced persons
  - c. Coordinate the services of quasi-public and volunteer relief organization
  - d. Provide special assistance for the elderly and handicapped as required
7. Culpeper County Health Department
- a. Hazardous Waste Management and enforcement
  - b. Epidemic control measures
  - c. Assist with the medical support to persons in shelters
  - d. Issues health advisories
  - e. Emergency mortuary and interment coordination
  - f. Insect and rodent control
  - g. Inspection of food, milk, and water supply. Assure the continued supply of potable water
  - h. Coordination and control of biological and radiological
  - i. Identification of the dead, assisted by the local and State Police
  - j. Coordination with area hospitals
  - k. Assure the provision of minimum essential sanitation services
8. Culpeper County Department of Development (Planning and Zoning)
- a. Resource and water supply
  - b. Assist with damage assessment
  - c. Assist with reports and records
9. County Building Official
- a. Coordinate the maintenance and continued operation of utilities
  - b. Assist in identifying essential facilities
  - c. Debris removal
  - d. Assist with assuring the continued supply of potable water
  - e. Assist with providing minimum essential sanitation service
  - f. Assist with damage assessment
10. UVA Culpeper Hospital
- a. Provide emergency medical services
  - b. Assist in expanding medical and mortuary services to other facilities if required
11. County Attorney
- a. Advise the County concerning legal responsibilities, powers and liabilities regarding emergency operations and post-disaster assistance
  - b. Assist the Board of Supervisors and County Administrator with maintaining continuity of government

## CONCEPT OF OPERATIONS

- A. The Director of Emergency Services is the Chairman of the County Board of Supervisors. The day-to-day activities of the emergency preparedness program have been delegated to the Emergency Services Coordinator. The Emergency Services Director, in conjunction with the Emergency Services Coordinator, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. (The County receives funding support for the Coordinator's position from the Federal Emergency Management Agency through the Virginia Department of Emergency Management).
- B. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulation.
- C. A local emergency may be declared by the Director of Emergency Services (Chairman of the Board of Supervisors) with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activated the provision of aid and assistance hereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.
- D. Succession to the Director of Emergency Services (Chairman of the Board of Supervisors) will be the Vice Chairman of the Board of Supervisors, County Administrator, Emergency Services Coordinator and the Deputy Coordinator respectively.
- E. The Director of Emergency Services (Chairman of the Board of Supervisors), Vice Chairman of the Board of Supervisors, County Administrator, the Emergency Services Coordinator or the Deputy Emergency Services Coordinator will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily situation reports will be required thereafter. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
- F. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
- G. The Emergency Services Coordinator will assure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and organizations within the county.

## CONCURRENT IMPLEMENTATION OF OTHER PLANS

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

## ORGANIZATIONAL STRUCTURE

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

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

## SEQUENCE OF ACTION

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

## NON-EMERGENCY/NORMAL OPERATIONS

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

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

## PRE-INCIDENT ACTIONS

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

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

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

## RESPONSE ACTIONS

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

- Law enforcement;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Urban search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;
- Debris clearance;
- Protection and restoration of critical infrastructure;
- Daily functions of the government that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish an emergency task;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

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

## RECOVERY ACTIONS

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

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

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

## MITIGATION ACTIONS

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

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

## DECLARATION OF A LOCAL EMERGENCY

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

## ACTIVATION OF THE EMERGENCY OPERATIONS CENTER (EOC)

The Emergency Manager may activate the EOC if the following conditions exist:

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

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

Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be used as available.



## AUTHORITIES AND REFERENCES

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

### Federal

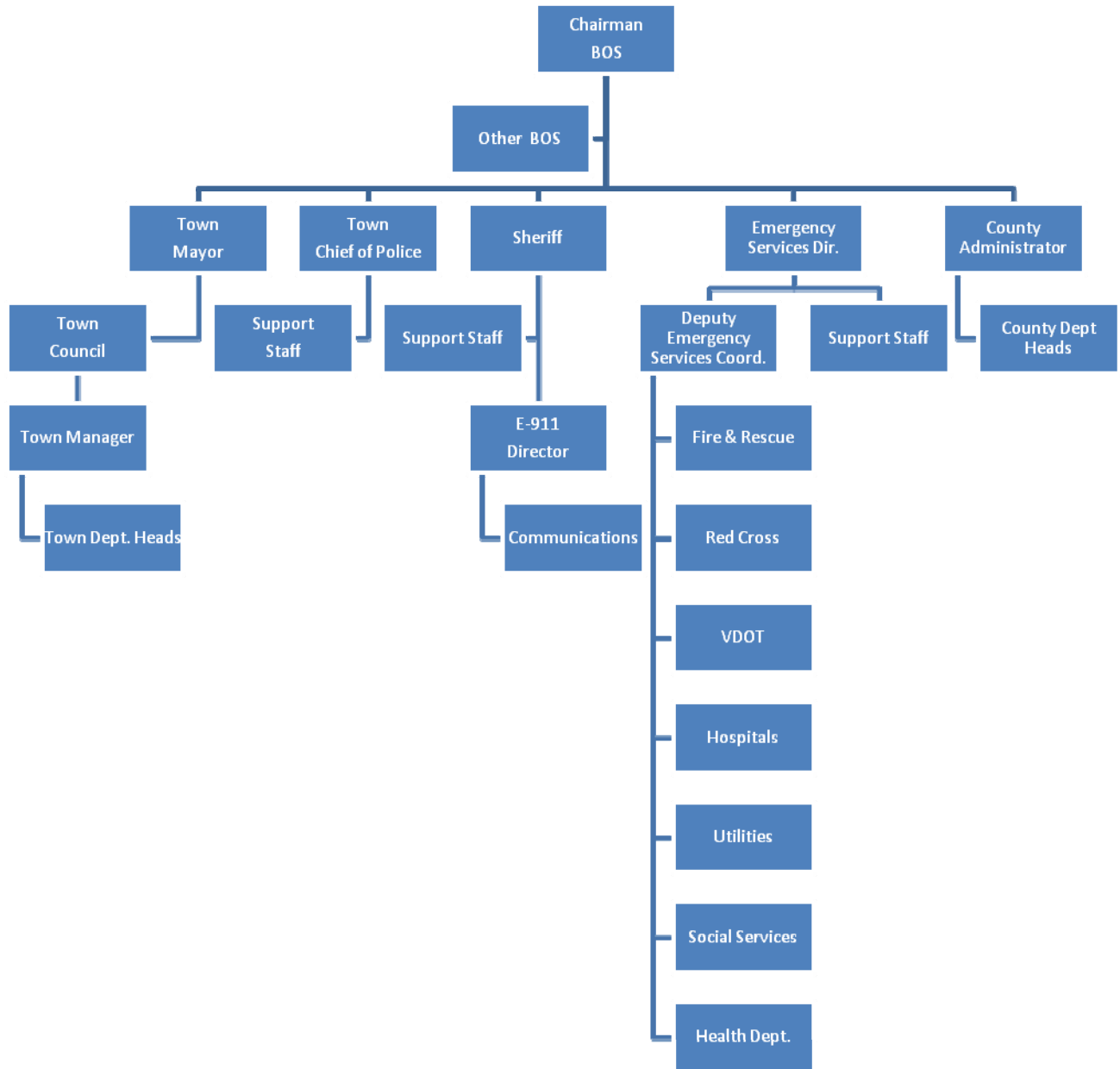
1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security
5. Comprehensive Preparedness Guide 101, November, 2010

### State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, September 2012

### Local

1. Code of the County of Culpeper, Virginia, Chapter 2, Article III, Office of Emergency Services.
2. Culpeper County Emergency Operations Plan, dated November 1987, updated April 2015.
3. Rappahannock-Rapidan Regional Hazard Mitigation Plan, February 2019.



INCIDENT OPERATIONS

## Attachment 2 MATRIX OF RESPONSIBILITIES

Agency	ESF # 1	ESF # 2 Communications	ESF # 3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency Management	ESF #6 Mass Care	ESF #7 Resource Support	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture & Natural Resources	ESF #12 Energy	ESF # 13 Public Safety	ESF #14 Long-Term Recovery	ESF #15 External Affairs
Emergency Management	P	P	S	S	P	P	P	S	S	S		S	S	P	S
Fire			S	P	S	S			P	P			S		S
EMS/ Public Health			S	S	S	S		P	P	S	S		S		S
Law Enforcement	S	S	S	S	S	S	P	S	P	S	S	S	P		P
Public Works	S		P	S	S	S		S		S		S			
Building Inspection			P		S							S		S	
Planning and Zoning			S		S									S	
Parks and Rec.			S												
American Red Cross			S		S	P					S			S	
Information Technology		P			S										
Human Services					S	P					S			S	
Logistics					S										
Finance					S										
Transportation	P		S			S	S						S		
Schools	S	S				S									S
Water Authority			S									S			
County/Town Attorney			S		S									S	
Public Affairs		S				S								S	
VVOAD						S					S			S	P
Local Recovery Task Force														S	
Extension Service						S					P				
Hospital								S							
E-911		P				S	P						S		
Animal Control						S					P				
Private Sector	S					S									
Amateur Radio		S													
Utility Providers		S	P			S						P			

### Attachment 3 SUCCESSION OF AUTHORITY

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

<b><u>Organization/Service Function</u></b>	<b><u>Authority in Line of Succession</u></b>
Direction and Control	<ol style="list-style-type: none"> <li>1. Chairman of the Board of Supervisors</li> <li>2. Vice Chairman of the Board of Supervisors</li> <li>3. County Administrator</li> <li>4. Emergency Services Coordinator</li> <li>5. Deputy Emergency Services Coordinator</li> </ol>
Emergency Public Information	<ol style="list-style-type: none"> <li>1. County Administrator</li> <li>2. Chairman of the Board of Supervisors</li> <li>3. Vice Chairman of the Board of Supervisors</li> <li>4. Emergency Services Coordinator</li> </ol>
County Law Enforcement	<ol style="list-style-type: none"> <li>1. Sheriff</li> <li>2. Captain</li> </ol>
Town Law Enforcement	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Captain</li> </ol>
<b>Fire Departments</b>	
Culpeper Volunteer Fire Department	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Assistant Chief</li> </ol>
Brandy Station Volunteer Fire Department	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Assistant Chief</li> </ol>
Richardsville Volunteer Fire Department	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Assistant Chief</li> </ol>
Salem Volunteer Fire Department	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Assistant Chief</li> </ol>
Little Fork Volunteer Fire Department	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Assistant Chief</li> </ol>
Rapidan Volunteer Fire Department	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Assistant Chief</li> </ol>
Reva Volunteer Fire Department	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Assistant Chief</li> </ol>

## **Rescue Squads**

Richardsville Volunteer Fire Department

1. Rescue Chief
2. Lieutenant

Salem Volunteer Fire Department

1. EMS Deputy Chief
2. Captain

Little Fork Volunteer Fire Department

1. Captain
2. Lieutenant

Culpeper Volunteer Rescue Squad

1. Chief
2. Assistant Chief

Reva Volunteer Fire Department

1. EMS Assistant Chief
2. Captain

School System

1. Superintendent
2. Assistant Superintendent

Public Works Town of Culpeper

1. Director of Public Works
2. Assistant Director of Public Works

Health Department

1. District Health Manager
2. Environmental Manager

Human Services

1. Director of Human Services
2. Assistant Director of Human Services

**Attachment 4**

**Consent to Director of Emergency Management's  
DECLARATION OF LOCAL EMERGENCY**

**WHEREAS**, the Director of Emergency Management of \_\_\_\_\_Jurisdiction does/did hereby find:

1. That due to \_\_\_\_\_(Specify Event)\_\_\_\_\_, Jurisdiction is facing/faced dangerous conditions;

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

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that an emergency does now/or did exists throughout said Jurisdiction; 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 Jurisdiction shall be/were those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Jurisdiction in order to mitigate the effects of said emergency.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Chair, Board of Supervisors/Mayor  
Jurisdiction  
Commonwealth of Virginia

Attest: \_\_\_\_\_  
Clerk, Board of Supervisors/Jurisdiction  
Commonwealth of Virginia

**Attachment 5**  
**EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST**

Each member of the Culpeper Board of Supervisors (7)  
County Administrator (1)  
County Attorney (1)  
Each member of the Culpeper Town Council (9)  
Culpeper County Library (1)  
Culpeper County Fire Departments and Rescue Squads (8)  
    - Culpeper Volunteer Fire Department  
    - Brandy Station Volunteer Fire Department  
    - Richardsville Volunteer Fire and Rescue  
    - Salem Volunteer Fire and Rescue  
    - Little Fork Volunteer Fire and Rescue  
    - Rapidan Volunteer Fire Department  
    - Reva Volunteer Fire and Rescue  
    - Culpeper Volunteer Rescue Squad  
Culpeper Town Police (1)  
Culpeper Town Manager (1)  
Culpeper Sheriff's Office (1)  
Culpeper Office of Emergency Management (10)  
Novant Health UVA Culpeper Medical Center (1)  
Culpeper County School Board (1)  
Commonwealth of Virginia (1), Department of Emergency Management  
All Culpeper County Department Heads  
All Culpeper Town Department Heads

## **Attachment 6 EXERCISE AND TRAINING RECOMMENDATIONS**

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Culpeper County Emergency Operations Plan (EOP). The Director of Emergency Management will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Culpeper County 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 Culpeper County. This program will be designed to attain an acceptable level of emergency preparedness for Culpeper County.

Training will be based on federal and state guidance. Instructors may be selected from Culpeper County government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency management. All training and exercises conducted in Culpeper 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 will develop, plan, and conduct tabletop, functional and/or full scale exercises annually. These exercises will be designed to not only test the Culpeper County EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of Culpeper County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Culpeper County may also participate in regional HSEEP exercises, as appropriate.

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

Following each exercise or actual event, a hot-wash and After Action Review (AAR) will take place. Strengths and areas for improvement will be identified, addressed and incorporated into an update of the EOP.



## **Attachment 7 Essential Records**

### COURT RECORDS

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

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

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court. The loading and transportation of these records is the responsibility of the Sheriff's Office.

### AGENCIES/ORGANIZATIONS

Each agency/organization within Culpeper County 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.

Culpeper County maintains a Continuity of Operations Plan (COOP) Annex to the EOP. Additional guidance and standard operating procedures for the continued delivery of essential government services is included in the COOP.

## **Attachment 8 Glossary of Key Terms**

### **Amateur Radio Emergency Services**

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

### **American Red Cross**

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

### **Command Section**

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

### **Command Post**

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

### **Comprehensive Resource Management**

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

### **Coordination**

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

### **Decontamination**

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

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

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

### **Emergency Alert System**

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

### **Emergency Operations Center**

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

### **Emergency Operations Plan**

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

## **Emergency Management**

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

## **Emergency Support Function**

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

## **Exercise**

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

## **Evacuation**

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

## **Federal Disaster Assistance**

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

## **Geographic Information System**

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

## **Hazardous Materials**

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

## **Hazardous Materials Emergency Response Plan**

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

## **Homeland Security Exercise and Evaluation Program**

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

## **Incident Command System**

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

## **Incident Commander**

The individual responsible for the management of all incident operations.

## **Initial Damage Assessment Report**

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

## **Integrated Communications Plan**

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

## **Local Emergency**

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

## **Local Emergency Planning Committee**

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

## **Mitigation**

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

## **Mobile Crisis Unit**

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

## **Mutual Aid Agreement**

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

## **National Response Framework**

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

**National Weather Service**

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

**Preparedness**

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

**Presidential Declaration**

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

**Primary Agency**

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

**Regional Information Coordination Center**

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

**Situation Report**

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

**Span of Control**

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

**State of Emergency**

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

**Superfund Amendments and Reauthorization Act of 1986**

Established Federal regulations for the handling of hazardous materials.

**Unified Command**

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there

must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

### **Weapons of Mass Destruction**

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

## **Attachment 9 List of Acronyms**

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

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

**Attachment 10  
Record of Changes**



Changes to the Culpeper County Emergency Operations Plan (EOP) are made following an After Action Review and Lessons Learned from previous disasters and/or training exercises. The EOP is updated annually to ensure accuracy of capabilities and plan content. Suggested changes or recommendations to enhance the EOP should be submitted to the Emergency Management Coordinator, if the following situations occur.

- A formal update of planning guidance or standards
- A change in elected officials
- A plan activation or major exercise
- A change in the jurisdiction’s demographics or hazard or threat profile, or
- The enactment of new or amended laws or ordinances or policy changes

<b>Change Number</b>	<b>Date of Change</b>	<b>Page or Section Changed</b>	<b>Summary of Change</b>	<b>Name of Person Authorizing Change</b>
1				
2				
3				
4				
5				
6				
7				

**ESF #1: TRANSPORTATION**  
**QUICK REFERENCE CHECK LIST**  
**CULPEPER COUNTY**

All transportation activities coordinated by school system

Check all school buses for operational readiness

Notify EOC of any vehicle failures

Stage vehicles at critical pre determined points

Have sign in sheets on each bus to track who goes where

Use pre determined routes if possible

Other key issues – notes

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# Emergency Support Function # 1 – Transportation

## ESF Coordinator

VDOT Residency Administrator

## Primary Agencies

Culpeper County Emergency Management  
Virginia Department of Transportation (VDOT)

## Secondary/Support Agencies

Culpeper County Sheriff's Office  
Town Police Department  
Town Public Works Department  
Culpeper County Public Schools  
Government Cooperative  
Private Contractors

## INTRODUCTION

### MISSION

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

### SCOPE

ESF #1 will:

- Coordinate evacuation transportation as its first priority during disaster operations;
- Prioritize and allocate all local government transportation resources;
- Facilitate movement of the public in coordination with other transportation agencies;
- Facilitate damage assessments to establish priorities and determine needs of available transportation resources
- Maintain ingress/egress;
- Provide traffic control;
- Communicate and coordinate with Virginia Department of Transportation; and
- Coordinate with surrounding localities and private organizations to ensure that potential resources are available during disaster operations.

### POLICES

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

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

## CONCEPT OF OPERATIONS

### GENERAL

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

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

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

### ORGANIZATION

Culpeper County, in conjunction with the Virginia Department of Transportation (VDOT), is responsible for transportation infrastructure of Culpeper County. Culpeper County and VDOT are responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.

VDOT, in conjunction with support agencies, will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

- Provide information on road closures, alternate routes, infrastructure damage, debris removal;
- Close infrastructure determined to be unsafe;
- Post signage and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

### RESPONSIBILITIES

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

## EMERGENCY MANAGEMENT ACTIONS – EVACUATION/EMERGENCY TRANSPORTATION

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

2. Increased Readiness

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

- a. Review and update plans and procedures.
- b. Delineate the specific areas that may need to be evacuated and designate evacuation routes.
- c. Make a list of potential evacuees, if feasible.
- d. Prepare news releases.
- e. Anticipate and resolve special problem such as evacuating nursing homes, schools, etc.
- f. Alert personnel to standby status.
- g. Begin to keep records of all expenses incurred and continue for the duration of the emergency.

3. Response

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

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

4. Recovery

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

**Tab 1 to Emergency Support Function #1**  
**VDOT Contact Information**

Name/Role	Title	Office Telephone	Home Telephone	Cell Number	Radio Call Number
Warrenton Residency	EOC	866-597-1851			
<b>Warrenton Residency</b>	Call Center	800-367-7623 540-347-6448		540-718-4790 *Jason Frisbie	

**Tab 2 to Emergency Support Function #1  
Transportation Resources**

**VDOT- Warrenton Residency**

**Phone Number (540) 347-6441& Fax (540) 347-6457**

<b>Equipment Type</b>	<b>Potential Use in Emergency Traffic Management</b>	<b>West Culpeper AHQ</b>	<b>Sign/Specialty Crews</b>
Cones	Short-term channelization or closure	150	0
Drums	Short- and long-term channelization or closure	90	0
Barricade	Short- and long-term closure	0	8
Bobcats	Debris Removal	1	0
Excavator Truck	Road Repair	0	0
Attenuator	Barricade	2	0
Portable DMS	Temporary lane closure, detours and other advisory info.	2	0
Portable Light Plants	Temporary lighting	1	0
Loaders (All Types)	Barricade, Debris Cleanup	2	0
Dump Trucks (All Types)	Barricade, Debris Cleanup	7	0
Utility Trucks (All Types)	General Utility	0	3
Pickup Trucks (All Types)	General Utility	3	0
Truck Tractor Trailer	Equipment Transport	0	0
Grader	Barricade, Road Repair	3	0
Gradalls	Barricade, Debris Cleanup	1	0
Road Closed Ahead Sign	Warning & Guidance	0	4
Road Closed Sign	Warning & Guidance	0	4
Left Lane Ends Sign	Warning & Guidance	0	0
Right Lane Ends Sign	Warning & Guidance	0	0

**Tab 3 to Emergency Support Function #1  
Transportation Resources**

<b>Equipment Type</b>	<b>Organization</b>	<b>Contact Name</b>	<b>Contact Numbers</b>	<b>Email</b>
Buses	Culpeper County Public Schools	John Walsh, Transportation Director	O- 825-5446 X.4552 C- 718-1117 H- 727-0656	jwalsh@culpeperschools.org
Passenger Vans	Rappahannock Rapidan Community Services Board (RRCSB)	Ray Parks, Director of Aging & Transportation Svcs.	O- 825-3100 X.3331 C- 540-937-0930 H- 540-832-9045	rparks@rrcsb.org



**ESF #2: COMMUNICATIONS**  
**QUICK REFERENCE CHECK LIST**  
**CULPEPER COUNTY**

Monitor all communication systems for proper working order

Recall off duty personnel as necessary

Make any required notifications

Implement any emergency procedures

Test back up communications equipment

Verify ARES and RACES are in place

Other key issues – notes

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# Emergency Support Function #2 – Communications

## ESF Coordinator

Director of E-911

## Primary Agencies

Culpeper County Emergency Management  
E-911  
Information Technology Department

## Secondary/Support Agencies

Culpeper County Sheriff's Office  
Police/Sheriff  
Amateur Radio  
Telephone Company

## MISSION

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

- Alerting and warning the community of a threatened or actual emergency;
- Continuing to communicate with the community through a variety of media to inform of protective actions; and
- Provide guidance, when appropriate, to help save lives and protect property;

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

## SCOPE

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

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

## POLICIES

The following policies are reviewed and revised as necessary:

- The Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality's warning point.
- The ECC is accessible to authorized personnel only;

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

## CONCEPT OF OPERATIONS

### GENERAL

The Coordinator of Emergency Services will assume the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements may be listed in each respective ESF as needed.

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

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

### ORGANIZATION

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

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

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

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

Culpeper County emergency communications are heavily dependent of the commercial telephone network. The telephone system is vulnerable to the effects of emergencies and

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

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

### ACTIONS/RESPONSIBILITIES

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

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

Until the EOC is activated, the Communications Center of Culpeper County E-911 will notify the following officials upon receipt of a severe weather warning, other impending emergency, or when directed by an on-scene incident commander:

Official	Home Phone	Work Phone
Director of Emergency Management /County Administrator	H-540-547-2802 C-540-718-1444	540-727-3427
Coordinator of Emergency Management	H-540-222-4449 C-540-718-4008	540-727-7161
Sheriff/Public Information Officer	540-718-7274	540-727-7520 540-829-9755
Director of Human Services	C- 540-717-5506 H-540-829-7160	540-727-0372 x394
Superintendent of Schools	C-540-423-4048	540-825-3677 x3121

*Table 2.1 – Emergency Notification Procedures*

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

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

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

**Media Contact**  
(Partial Listing)

<b>Newspaper</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
Culpeper Star Exponent	122 West Spencer Street Culpeper, VA 22701		540-825-0771
Culpeper Times (Rappahannock Media LLC)	206 S. Main Street Culpeper, VA 22701	Jeff Say	540-812-2282
<b>Radio Stations</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
Culpeper Media Network	105 N. Main Street, #103 Culpeper, VA 22701	Jonathan Krawchuk	540-825-2447
<b>Television Stations</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
WJMA	207 Spicers Mill Road Orange, VA 22960		540-825-0103 Studio 540-672-1000 Main
WFLS	10333 Southpoint Landing Blvd. Ste 215 Fredericksburg, VA 22401		540-370-9357
WINC	520 N. Pleasant Valley Rd. Winchester, VA 22601		540-667-2224 norm bus. hours 800-662-9462 or 540-667-7118

*Table 2.2 – Media Contacts*

**Tab 3 to Emergency Support Function #2  
AVAILABLE METHODS OF COMMUNICATION**

<b>Equipment</b>	<b>Organization and Address</b>	<b>Contact</b>	<b>E-Mail</b>	<b>Phone</b>
Dispatching Center	911 Center 14022 Public Safety Ct. Culpeper, VA	William Martin	wmartin@culpepercounty.gov	w- 540-727-8800 c- 540-423-7190
Amateur Radios	Culpeper Amateur Radio Association	Dick Becker	<a href="mailto:dick@w6lwg.com">dick@w6lwg.com</a>	540-272-7474
Verizon				800-837-4966

*Table 2.3 – Methods of Communication*

## **Tab 4 to Emergency Support Function #2** **AMATEUR RADIO EMERGENCY SERVICE**

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

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

The ARES/RACES 24-hour contact number for the Culpeper County area is (540) 272-7474. Upon notification by the EOC or other appropriate Culpeper County officials, the Culpeper County ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately to the EOC or other locations as directed. Upon reporting to the responsible Culpeper County official directing activation, the ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency. Should the Virginia Department of Emergency Management or higher authority activate the Radio Amateur Civil Service (RACES) as specified in the Code of Virginia, Section 44-146.16, the ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

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

It shall be the responsibility of the Culpeper County ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases. He shall keep the EOC fully advised of the state of readiness of ARES in Culpeper County.



**ESF #3: PUBLIC WORKS/ UTILITIES**

**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

Check operational readiness of all equipment

Notify/recall off duty personnel as necessary

Establish contact with private resources

Advise Director/Coordinator of possible needs/actions

Prepare for debris removal

Other key issues – notes

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# Emergency Support Function # 3 – Public Works

## ESF Coordinator

Building Inspector or designee

## Primary Agencies

Department of Building Inspection Services  
Culpeper Light and Power  
Rappahannock Electric  
Dominion Virginia Power  
Verizon  
Columbia Gas

## Secondary/Support Agencies

Emergency Management  
Department of Planning and Zoning  
Department of Parks and Recreation  
Water Authorities  
Fire and EMS  
Law Enforcement  
County Attorney  
VDOT  
VDEQ  
VDH  
American Red Cross

## MISSION

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

## ORGANIZATION

In Culpeper County, the public works function is handled by the Director of Utilities and his staff. They will be assisted by, and work in conjunction with, a variety of other county departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission. Culpeper County is served by the following utilities: Culpeper Light and Power, Rappahannock Electric, Dominion Virginia Power, Verizon, and Columbia Gas.

## CONCEPT OF OPERATIONS

The Department of Utilities will coordinate their public works responsibilities under the direction of the Director/Coordinator of Emergency Services. A representative from the utility department will report to the County EOC to assist in this effort. Contingency plans to provide emergency lighting, water, debris removal, and sewage disposal will be developed. The utilities department

will also assist other county departments in developing and implementing mitigation strategies, response actions, and recovery activities to protect life and property, as well as bring about a prompt recovery.

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

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

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

Priorities will be set regarding the allocation and use of available resources. Training will be provided, as required, in the use of the specialized equipment.

## GENERAL

Following a disaster, Culpeper County Officials will:

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

## ORGANIZATION

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

- Assessing damaged facilities;
- Inspections for structural, electrical, gas, plumbing and mechanical damages;
- Determine what type of assistance will be needed;
- Facilitation of the building permit process;
- Debris removal;
- Manage contracts with private firms;
- Coordinate with VDH on environmental and public health hazards; and
- Coordinate with VDOT for road clearance.

## ACTIONS/RESPONSIBILITIES

- Alert personnel to report to the Emergency Operations Center (EOC);
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment (IDA);
- Activate the necessary equipment and resources to address the emergency;
- Assist in assessing the degree of damage of the community
- Assist in coordinating response and recovery;
- Identify private contractors and procurement procedures;
- Prioritize debris removal;
- Inspect buildings for structural damage;
- Post appropriate signage to close buildings; and
- Ensure all repairs comply with current building codes, land-use regulations, and the county's comprehensive plan, unless exempted.

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

(Water, Electric, Natural Gas, Sewer, Sanitation)

<b>Provider</b>	<b>Address</b>	<b>Phone Number(s)</b>	<b>Contact Person</b>	<b>Service</b>
Town of Culpeper, WTP	816 Woodview Rd. Culpeper, VA	825-4717 Water plant 229-7810 Cell 825-6060 Office	Joey Blankenship Asst. Director	Water Treatment, Pumping and Storage
Town of Culpeper, WTP	816 Woodview Rd. Culpeper, VA	825-4747 Water plant 212-8846 Plant cell 717-6218 cell	Robert Hester Chief Operator	Water Treatment, Pumping and Storage
Town of Culpeper, WPCF	15108 Service Ln. Culpeper, VA	825-1199 Plant 229-7810 Cell 825-6060 Office	Joey Blankenship Asst. Director	Wastewater Treatment and Pump Stations
Town of Culpeper, WPCF	15108 Service Ln. Culpeper, VA	825-1199 Plant 717-3013 Plant cell 717-6218 Cell	Robert Hester Chief Operator	Wastewater Treatment and Pump Stations
Town of Culpeper, Public Works	15048 Service Ln. Culpeper, VA	825-0285 Office 222-4539 Cell	Jim Hoy Director	Water Distribution/Wastewater Collection
Town of Culpeper, Public Works	15048 Service Ln Culpeper, VA	825-0285 Office 729-1215	L.B. Settle Supervisor	Water Distribution/Wastewater Collection

*Table 3.1 – Utility Providers*

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

*(Include all available resources, location and contact information)*

RESOURCE	TYPE	ADDRESS	TELEPHONE	POINT OF CONTACT
8 ea dump trucks	Single axle	(Same contact info for all resources) 15048 Service Lane Culpeper, VA	825-0285 x.111 825-0285 x. 112 825-0285 x. 103	Jim Hoy, Director Gary Wise, Asst. Director Joshua Hayes, Manager
2 ea Backhoes	Rubber tire		540-222-4191	On Call
3 ea Front end loaders	Rubber tire articulating			
1 ea. Maintainer	Rubber tire grader			
1 ea. Street sweeper	Regenerative air sweeper			
1 ea. Skid steer loader	Bobcat (rubber track)			
1 ea. Sewer jet	O'Brien (trailer)			
1 ea. TV (Camera)trailer	Look Trailer			
1 ea Mini excavator	John Deere 35D			
2 ea Tractors w/loader 1 ea. w/o loader	Kubota 4x4 cab			
2 ea. Tool cat (Bobcat)	w/attachments			
3 ea. 1 ton dump trucks	Chevrolet 4x4			
1 ea. 1 ton flat bed dump	Chevrolet 4x4			
9 ea. Trailers	Box, flat bed, dump, etc.			

2 ea. Light towers	Doosan (mobile unit)			
5 ea. Message boards	Ver-Mac (mobile unit)			
2 ea. Arrow boards	Mobile unit			
1 ea. Crash cushion	Vorteq (w/arrow board)			
2 ea. Light stations	For flagging stations			
App 750' chain link fence	6'x10' panels			
App 500 ea. Traffic Cones	VDOT approved			
20 ea. Barricades	Plastic barriers			
10 sets of barricades	Metal barriers			
App 200 barricades	Type 3 Barrel (Style)			

**ESF #4: FIRE SERVICE**  
**QUICK REFERENCE CHECK LIST**  
**CULPEPER COUNTY**

Test all response and back up equipment

Notify mutual aid departments of possible needs

Alert/recall off duty personnel as necessary

Prepare to assist with public notification

Prepare for post disaster actions

Other key issues – notes

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# Emergency Support Function #4 - Firefighting

## ESF Coordinator

Fire Chief or appointee

## Primary Agencies

Fire Departments

## Secondary/Support Agencies

Virginia Department of Forestry (VDOF)  
Emergency Medical Service (EMS)

## MISSION

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

## ORGANIZATION

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

## CONCEPT OF OPERATIONS

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

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

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

## ORGANIZATION

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

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

### ACTIONS

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

### RESPONSIBILITIES

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

### EMERGENCY MANAGEMENT ACTIONS – FIRE SERVICE

#### 1. Normal Operations

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

#### 2. Increased Readiness

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

- a. Alert on-duty personnel.
- b. Review and update plans and procedures.
- c. Alert personnel to stand-by status.

- d. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- e. Check fire fighting, rescue, and communications equipment.

3. Response

- a. The representative should report to the EOC and assist with emergency operations.
- b. As the situation worsens, assign duties to all personnel. Fire department personnel may be requested to assist with warning and alerting, evacuation, communications, and emergency medical transport.
- c. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
- d. For other disasters: Continue to assist with warning and alerting, evacuation, communications, ground search and rescue, and emergency medical transport as well as any other emergency response operations, as required, in time of emergency.
- e. Record disaster-related expenses.

4. Recovery

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

Department	Pumpers	Aerial	Brush	Command	Ambulances	Tanker	Utility	Specialty	Personnel
Co. 1: Culpeper 151-153 W. Davis St. Culpeper, VA 540-825-8777	3	1 Tower	1	1	0		1	Rescue Engine* Chiefs vehicle- Car 1	53
Co. 2: Brandy P.O. Box 19 Brandy Station, VA 540-825-1555	2	0	1	1	0	1	1	EMS Response Vehicle, Rescue Squad, Serve, Gator	50
Co. 6: Richardsville 29361 Eleys Ford Rd. Richardsville, VA 540-399-1890	2	0	1	1	2	1	1	Gator, Zodiac Boat, 9 Canoes EMS Response vehicle	51
Co. 8: Salem P.O. Box 1254 Culpeper, VA 540-825-9112	2	0	1	0	1	1	2	Rehab Unit EMS Response vehicle	32
Co. 9: Little Fork 6011 Rixeyville Rd. Rixeyville, VA 540-937-7717	2	0	1	1	3	1	2	Rescue Squad, Equine Trailer, Gator Rescue Engine*	76
Co. 10: Rapidan P.O. Box 86 Rapidan, VA 540-672-5744	2	0	1	1	0	1	1	Rescue Engine* Light & Air unit	18
Co. 11: Culpeper Rescue P.O. Box 731 Culpeper, VA 540-825-2247	0	0	0	0	4	0	1	Response vehicle	78
Co. 12: Career Staff 14022 Public Safety Ct. Culpeper, VA 540-727-7161	0	0	0	0	5	0	0	Response vehicle	20
Co. 16: Reva 18230 Birmingham Rd. Culpeper, VA 540-547-3747	2	0	1	2	2	1	2	MCI trailer, Rescue Squad, 4x4 Engine, EMS Response vehicles (2)	31

\*Rescue Engine also included with pumpers

**ESF #5: EMERGENCY MANAGEMENT**

**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

EOC operational with all necessary equipment

EOP available

Key staff notified and assigned

Board of Supervisors notified

Local emergency requirement assessed

PIO in place

State EOC notified

Notify Finance Director when "Local Emergency" is declared

Other key issues – notes

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

## ESF Coordinator

Emergency Management Coordinator or designee

## Primary Agency

Emergency Management

## Secondary/Support Agencies

Law Enforcement

Health Department

Fire/EMS

Information and Technology

Planning and Zoning

Public Works

American Red Cross

County Attorney

County Administrator

Finance

Logistics

Building Inspections

Social Services

## MISSION

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

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

## ORGANIZATION

Emergency operations will be directed and controlled from the County Emergency Operations Center. The EOC staff will consist of the Director of Emergency Services, Coordinator of Emergency Services, key service chiefs/department heads or their designated representatives. Support personnel are to be designated to assist with communications, logistics, and administration. The Director of Emergency Services will be available for decision making as required.

## CONCEPT OF OPERATIONS

The Coordinator of Emergency Services will assume the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide

ongoing training to maintain emergency response capabilities. More specific SOP requirements may be listed in each respective ESF as needed.

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

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

### **EMERGENCY MANAGEMENT ACTIONS – DIRECTION AND CONTROL**

1. Normal Operations
  - a. Complete a hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed.
  - b. Develop and maintain an operational capability for emergency operations and reflect the same in the local Emergency Operations Plan.
  - c. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations.
  - d. Maintain a notification roster of these key personnel and their alternates.
  - e. Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s).
  - f. Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and The Salvation Army.
  - g. Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Consummate official working agreements with local EAS radio stations.
  - h. Identify and maintain a list of essential services and facilities that must continue to operate and may need to be protected during an emergency.
  - i. Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
  - j. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the County.
  - k. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.

- l. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and/or reduce its effects.
2. Increased Readiness

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

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



- f. Provide periodic situation reports and requests for assistance to the State EOC, as the situation requires.
  - g. Ensure that an accurate record of expenses is maintained.
  - h. Make an Initial Damage Assessment and forward to the State EOC.
4. Recovery
- a. This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.
  - b. Restore essential facilities and services.
  - c. Provide temporary housing and food as required.
  - d. Continue to maintain a record of disaster-related expenditures.
  - e. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
  - f. Provide information to the public.

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

### **MISSION**

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

### **ORGANIZATION**

1. See Organization Chart (Attachment 1).
2. The EOC staff will be organized as follows:
  - a. **EXECUTIVE GROUP** - Provides overall direction and control of emergency operation.
  - b. **OPERATIONS GROUP** - Maintains accurate estimates of the emergency situation, maintains current records of utilization and availability of resources and implements orders of the Executive Group.
  - c. **COMMUNICATIONS GROUP** - Establishes, operates and maintains communications with required elements of county resources, adjacent cities and counties and state agencies.
  - d. **DAMAGE ASSESSMENT AND ANALYSIS GROUP** - Maintains current Situation Reports referencing damages.

- e. **INFORMATION GROUP** - Collects, analyzes and disseminates appropriate official information to the population concerning the emergency.
- f. **SUPPORT GROUP** - Provides logistical support for Emergency Operations Center operations.

## CONCEPT OF OPERATIONS

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Services based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
4. Initial situation briefings will be provided by the Director of Emergency Services.
5. Direction and control of County personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
6. When the VEOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management through WebEOC or by calling the VEOC at (804) 674-2400 or 1-800-468-8892.
7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
8. Culpeper County Emergency Operations Center (EOC) is located at:  
14022 Public Safety Court Culpeper, Virginia 22701

## EMERGENCY MANAGEMENT ACTIONS – EMERGENCY OPERATIONS CENTER

- A. Emergency Operations Center functions during all three operational phases (Mobilization, Response and Recovery) include, but are not limited to:
  1. EXECUTIVE GROUP
    - a. Direct overall emergency operations.

- b. Initiate activation of EOC.
- c. Determine operational courses of action.
- d. Make decisions as to adoption of course of action.
- e. Adjudicate conflicting claims and/or requests for available personnel, equipment and other resources.

## 2. OPERATIONS GROUP

- a. Develop and maintain an accurate status of the emergency situation.
- b. Record and maintain current status of resources.
- c. Develop course(s) of action based on the emergency and available resources.
- d. Implement course of action approved by the Executive Group.
- e. Coordinate the procurement and utilization of all support services and resources made available from throughout the county.

## 3. COMMUNICATIONS GROUP

- a. Establish and maintain Culpeper County emergency communications to include communications with adjacent cities and counties.
- b. Establish and maintain communications with the following agencies:
  - (1) Culpeper County Fire Departments
  - (2) Culpeper County Rescue Squads
  - (3) Culpeper County Sheriff's Department
  - (4) Culpeper County School System
  - (5) Culpeper County Public Works
  - (6) Virginia Emergency Operations Center
  - (7) All surrounding governmental agencies maintaining mutual aid/assistance agreements with Culpeper County.
  - (8) Amateur Radio
- c. Insure continuous telephone communications.
- d. Monitor NAEAS and EAS stations.
- e. Establish and operate the EOC Message Center.

## 4. DAMAGE ASSESSMENT AND ANALYSIS GROUP

- a. Maintain current damage status to include estimated dollar amounts.
- b. Display damage status in EOC.
- c. Recommend to Operations Groups priorities for debris removal.

## 5. INFORMATION GROUP

- a. Act as Culpeper County Public Information Office.
- b. Establish and operate an emergency information clearing point.
- c. Prepare and present official press releases to media based on current and factual information.

## 6. SUPPORT GROUP

- a. A group of specialty trained individuals will constitute an EOC Response Team.
- b. The team would be trained in the County Emergency Operations Plan and how to establish and operate an EOC.

- c. This group will maintain support and logistical coordination for all other groups in the EOC.

7. FOOD AND LODGING

- a. County staff will coordinate the operation of the cafeteria facilities necessary to feed the EOC staff.
- b. Cots and bedding will be furnished by the American Red Cross.

8. FIRST AID MEDICAL

The Health Department will establish and operate an emergency medical services treatment area for the EOC staff.

9. GOODS AND SERVICES

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

10. TRANSPORTATION

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

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

**EMERGENCY MANAGEMENT ORGANIZATION AND TELEPHONE LISTING**

<u>Position</u>	<u>Name</u>	<u>Work Phone</u>	<u>Home Phone</u>
Emergency Services Director	Chairman of the Board of Supervisors	540-727-3427	
Emergency Management Coordinator	Bill Ooten	540-727-7161	c-718-4008
Police	Chris Jenkins	540-829-5509	c- 718-3030 c- 717-5771 wk
Fire	Jr. Perryman	540-829-1577	c- 222-3277
Sheriff/Public Information Officer	PIO Pete Siebel	540-727-7520 540-829-9755	c- 718-7274
American Red Cross	Bill Brent	434-979-7143	c-434-242-5574
Building & Grounds Maintenance	Paul Howard	540-727-3409	c- 718-7246
Health Department – Environmental	Whitney Wright	540-316-6275	c-540-270-3583 c-703-731-0273
Director of Parks & Recreation	John Barrett	540-727-3444 x.157	412-606-2019
Director of Real Estate Assessment	W. Jason Kilby	540-727-3444 x222	540-727-0272 c-718-7415
Director of Human Services	Lisa Peacock	540-727-0372 x394	540-829-7160 c-540-717-5506
City/County Attorney	Bobbi Jo Alexis	540-727-3407	c- 718-2879 wk 703-586-5462
Health District Emergency Planner	Kathy Hatter	540-317-4135	c-540-718-1851 c-434-566-2311
Building Official	Robert P. Orr	727-3444 x184	540-718-0827
VA Cooperative Extension	Carl Stafford	540-727-3435 x351	c- 540-359-5532
County Administrator	John Egertson	540-727-3427	c- 540-718-1444 540-547-2802
Town Manager	Chris Hively	540-829-8250	c-540-718-5479
Town of Culpeper Public Works Director	Jim Hoy	540-825-0285	c-222-4539

*Table 5.1 – Emergency Management Organization*

## **Tab 2 to Emergency Support Function #5 EMERGENCY OPERATIONS CENTER (EOC)**

### **Mission**

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

### **Organization**

1. See EOC Organizational Chart.
2. The EOC staff will be organized using the Incident Command System. A partial listing of job responsibilities for the command and general staff are described below:

#### **A. Incident Commander/EOC Manager:**

- Manage overall operations
- Coordinate activities for all Command and General Staff
- Development and implementation of strategy
- Approve and authorize the implementation of an Incident Action Plan (IAP)
- Approve requests for additional resources or for the release of resources
- Authorize release of information to the news media
- Order the demobilization of the incident, when appropriate
- Ensure establishment and oversight of a Joint Information Center (JIC)

#### **B. Safety Officer:**

- Safety Officer is a member of the Command Staff and reports to the Incident Commander
- Monitoring and assessing hazardous and unsafe situations
- Developing measures for assuring personnel safety
- Correct unsafe acts or conditions through the regular line of authority
- Maintain an awareness of active and developing situations
- Investigate or Coordinate the Investigation of accidents that occur within the EOC
- Includes safety messages in each IAP

#### **C. Liaison Officer:**

- Liaison Officer is a member of the Command Staff and reports to the Incident Commander
- Interacting with the ESFs, state and federal agencies
- Identifying current or potential interagency problems
- Keeping the Incident Commander and Command Staff informed of current or potential problems

#### **D. External Affairs:**

- Public Information Officer is a member of the Command Staff and reports to the Incident Commander
- Initiates and maintains contact with the media throughout the incident
- Arranges for press briefings with Incident Commander and other EOC staff, as appropriate
- Coordinates with state and federal public information officers
- Coordinates VIP visits to EOC and affected areas
- Prepares fact sheet

- Coordinates Community Relations with local community leaders
  - Keeps the public informed of the situation
- E. Operations Section Chief:**
- Operations Section Chief is a member of the general staff and reports to the Incident Commander
  - Manages all operations directly applicable to the primary mission
  - Activates and supervises operations, organizational elements, and staging areas in accordance with the IAP
  - Assists in the formulation of the IAP and directs its execution
  - Directs the formulation and execution of subordinate unit operational plans and requests or releases of resources
  - Makes expedient changes to the IAP, as necessary, and reports changes to Incident Commander
  - Activates and supervises the Emergency Support Functions (ESF) Branch Chiefs assigned to the Operations Section
- F. Planning Section Chief:**
- Planning Section Chief is a member of the general staff and reports to the Incident Commander
  - Collect and process situation information about the incident
  - Identify the need for specialized resources
  - Perform operational planning
  - Activate Planning Section Units
  - Supervise preparation of IAP
  - Analyze data and emerging trends
  - Supervise Planning Section Units
  - Prepare situation reports for the operational period
  - Activates and Supervises the ESF Branch Chiefs assigned to the Planning Section
- G. Logistics Section Chief:**
- Logistics Section Chief is a member of the general staff and reports to the Incident Commander
  - Provide facilities, services, and materials in support of the incident
  - Participates in the development of the IAP
  - Advises on current service and support capabilities
  - Activate Logistics Section Units
  - Recommends the release of resources/supplies
  - Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section
- H. Finance and Administration Section Chief:**
- Finance and Administration Section Chief is a member of the general staff and reports to the Incident Commander
  - Manage all financial aspects of an incident
  - Activate Finance/Administration Section Units
  - Organize and operate within the guidelines, policy, and constraints
  - Participates in the development of the IAP
  - Extensive use of agency provided forms
  - Meet with assisting and cooperating agency representatives, as required
  - Identify and order supply and support needs for Finance Section
  - Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

## **Concept of Operations**

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Management based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
4. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
4. Prior to activation, laptops and/or desktop computers, phone lines, fax, copier, status boards, and other general office equipment will be set-up in the EOC. The EOC may remain functional during the mobilization, response and recovery operational phases.
5. Initial situation briefings will be provided by the Director of Emergency Management.
6. Direction and control of county personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
7. When the Virginia EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management, through use of WebEOC or by phone at (804) 674-2400 or 1-800-468-8892.
8. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.

## **Location**

The Emergency Operations Center (EOC) is located 14022 Public Safety Court Culpeper, Virginia 22701. The EOC does have a back-up power supply.

## **ACTIONS – EMERGENCY OPERATIONS CENTER**

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



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

Skeletal Staffing

Coordinator of Emergency Services  
Deputy Coordinator of Emergency Services  
Law Enforcement  
Message Clerk  
Phone Operator

Full Staffing

Coordinator of Emergency Services  
Deputy Coordinator of Emergency Services  
Director of Emergency Services  
Law Enforcement  
Fire and Rescue Chief or Designated Person  
Health Department Representative  
Human Services Representative  
Red Cross  
Message Clerks (2)  
PIO Officer  
Utility Director or Designated Person  
County Attorney Representative

Messengers (2)

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

Public Information/Rumor Control

Public Information Officer  
Phone Operators  
Message Clerk  
Messenger  
Security

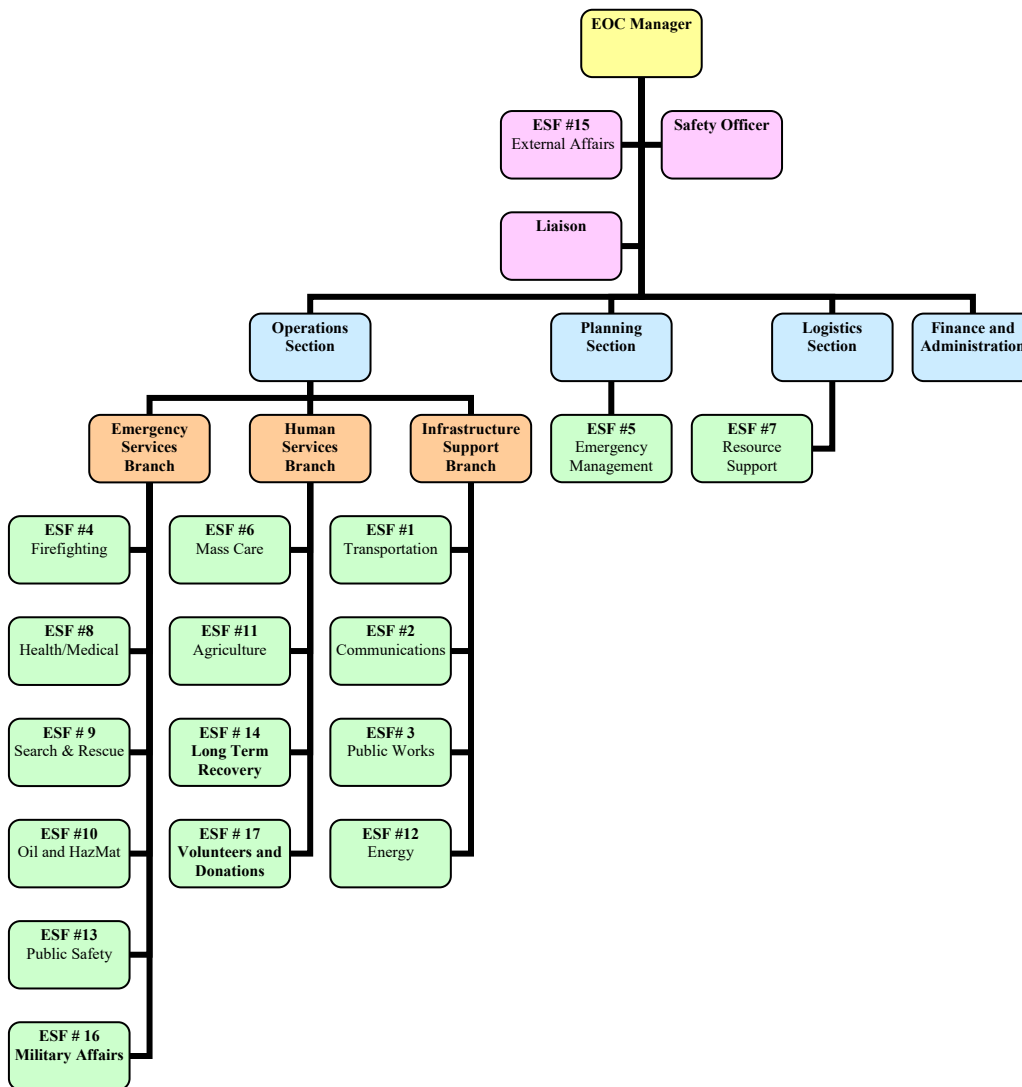
## Tab 4 to Emergency Support Function #5 INCIDENT COMMAND SYSTEM

### Emergency Operations Center (EOC) Structure

The EOC follows the Incident Command System (ICS)/NIMS structure and the Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

- Manageable span of control (3 to 7 staff; optimum is 5);
- Personnel accountability (each person reports to only one person in the chain of command); and
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)



Tab 5 to Emergency Support Function #5  
COUNTY MAP



**CULPEPER COUNTY**

**ESF #6: MASS CARE**  
**QUICK REFERENCE CHECK LIST**  
**CULPEPER COUNTY**

Joint effort by Social Services, American Red Cross, and Schools

Evaluate possible shelter needs

Notify/recall shelter staff as necessary

Assess/inspect shelters being considered for use

Prepare registration materials

Consider special needs population requirements

Determine maximum number shelter can accommodate

Establish EMS and security for shelter

Other key issues – notes

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

## ESF Coordinator

Department of Human Services Director or designee

## Primary Agencies

Department of Human Services  
American Red Cross  
Emergency Management

## Secondary/Support Agencies

Department of Criminal Justice Services  
Department of Health  
Law enforcement (security for shelter or evacuation)  
Salvation Army  
Virginia Voluntary Organizations Active in Disaster (VVOAD)  
Fire  
EMS  
Public Health  
Schools  
Housing Authority  
Animal Control  
VPI Extension Service  
Local Recovery Task Force  
Private Sector

## MISSIONS

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

## POLICIES

- The Director and/or Coordinator of Emergency Management, in consultation with the Director of Human Services, will determine the need to open a shelter and identify the shelter(s) location. This information will be communicated internally and externally through ESF # 2-Communications and ESF#15-Public Affairs.
- ESF-6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts;
- To support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, disability or other affiliation;
- To coordinate with ESFs #1, #3,# 5, #11, #14 and others regarding recovery and mitigation assistance, as appropriate;
- To assign personnel to support ESF-6 functions in accordance with the rules and regulations of their respective parent agencies; and

- To reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts.

## SCOPE

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

The services and programs may include the following:

- Sheltering
- Food service
- Emergency First Aid
- Counseling
- Family Assistance Center (FAC)
- Reunification Services
- Virginia Criminal Injuries Compensation Fund
- Department of Criminal Justice Services

## CONCEPT OF OPERATIONS

### GENERAL

The Culpeper County Department of Social Services is designated the lead agency for ESF # 6 and maintains overview of ESF # 6 activities, resolves conflicts and responds to questions. The Culpeper County Department of Human Services maintains Standard Operating Procedures for opening and managing a shelter and/or Family Assistance Center (FAC). The American Red Cross in partnership with the Department of Human Services is responsible for reception and care of evacuees including feeding operations. Local law enforcement will provide security at the shelters. Local health department and EMS providers will provide first aid and limited medical care at the shelter center. Local Fire Departments will provide fire protection to the shelters. Culpeper County Schools may provide transportation of evacuees to the designated shelter location. The Department of Human Services, as the lead for ESF # 6 will ensure coordination with other ESFs for integration of special sheltering needs for non-general populations, including individuals with access and functional needs and service animals. The Department of Human Services will also lead the efforts in assisting impacted individuals with any benefits and programs available to them and will coordinate with the Community Services Board to provide counseling services as needed.

Culpeper County has pre-determined shelter locations in the event of a large disaster requiring an evacuation. Shelter locations have, at best, a limited supply of cots, blankets, personal hygiene supplies, etc. Additional supplies will be requested through ESF # 7 – Resource Management, if needed. The following services may be offered at these locations:

### SHELTERING

- An emergency shelter is an immediate short-term accommodation either (1) designated by local officials for persons threatened by or displaced by an incident, or (2) designated by state officials directing a mandatory evacuation across jurisdictional boundaries either before or after an incident
- Public emergency shelters will provide accommodations for all population groups. Appropriate provisions must be made within the shelter facilities to accommodate people

with special medical needs that do not require hospital admission, people without their own transportation, and registered sex offenders.

- Additionally, sheltering for pets and service animals must be included in planning and coordinated with ESF-11. *Refer to the Animal Care and Control Support Annex for details regarding pet and animal sheltering.*
- For mass evacuations directed by state officials, the Virginia Department of Social Services will coordinate the designation of shelter facilities and the operation of shelters for people who evacuate out of their home jurisdiction

### FEEDING

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

### EMERGENCY FIRST AID

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

### COUNSELING

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

### SECURITY

- The Culpeper County Sheriff's Department and Town Police Departments have the responsibility for coordinating security during a disaster.
- Secure evacuated areas.
- Provide security to shelter(s)

### TRANSPORTION

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

## REUNIFICATION SERVICES

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

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



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

### **Criminal Injury Compensation Fund**

Criminal Injuries Compensation Fund (CICF) Department  
Virginia Workers' Compensation Commission  
333 E. Franklin Street  
Richmond, VA 23219  
CICF Toll Free: 1-800-552-4007

Tracy Roe, CICF Ombudsman  
800-552-4007 (normal business hours)  
804-614-5567 (after hours)

Leigh Snellings, CICF Assistant Director (alternate)  
804.212.4232

### **Virginia Department of Criminal Justice Services**

Julia Fuller-Wilson  
Crisis Response Team Coordinator  
1100 Bank Street  
Richmond, VA 23219  
804-371-0386 (normal business hours)  
804-840-4276 (after hours)  
Fax: (804) 786-3414  
Link: <http://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>

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

**Tab 1 to Emergency Support Function #6  
AMERICAN RED CROSS CHAPTERS**

Territory	Contact Person(s)	Phone	Address
Shenandoah	Bill Brent, Executive Director	434-979-7143 C- 434-242-5574	1105 Rose Hill Drive Charlottesville, VA 22903
Shenandoah	Viviana Cristian, Disaster Program Manager	434-979-7143 C- 434-242-5585	1105 Rose Hill Drive Charlottesville, VA 22903

*Table 6.1 – American Red Cross Chapters*

**Tab 2 to Emergency Support Function #6  
Designated Shelter**

<b>Facility Information</b>	<b>Contact Person(s) and Information</b>	<b>Capacity</b>	<b>Pet Friendly (Y/N)</b>	<b>Back Up Power (Y/N)</b>
Floyd T. Binns Middle School 205 E. Grandview Ave Culpeper, VA 22701	Dr. Russell Houck 825-3677 x.3120 C- 540-408-8563 H- 540-829-0191	242 @ 40 sq ft	Service animals only	Y
Eastern View High School 16332 Cyclone Way Culpeper, VA 22701	Same as above	318 @ 40 sq ft	Service animals only	Y
Culpeper Co. Middle School 14300 Achievement Drive Culpeper, VA 22701	Same as above	365 @ 40 sq ft	Service animals only	N
Culpeper Co. High School 14240 Achievement Drive Culpeper, VA 22701	Same as above	246 @ 40 sq ft	Service animals only	N
Salem Vol. Fire & Rescue 13428 Scotts Mill Road Culpeper, VA 22701	Mike Bailey, Chief C-540-423-4228 John Hall, President C- 540-212-8199		Service animals only	Y
Culpeper Vol. Rescue Squad 1121 N. Main Street Culpeper, VA 22701	Roland Hankey, Chief C-540-827-7079 Michelle Hankey, Pres. C-540-827-7143		Service animals only	Y

*Table 6.2 – Shelter Locations*

### Tab 3 to Emergency Support Function #6 Shelter Registration Form



**American Red Cross**

*Please print all sections*

**AMERICAN RED CROSS  
SHELTER REGISTRATION FORM**

incident / DR number & Name:	
Shelter Name:	
Shelter City, County, State:	

Family Name: (Last Name)	Total family members registered:      sheltered:
Pre-Disaster Address:	Post-Disaster Address <i>(if different)</i> :
City/State/Zip:	City/State/Zip:
Home phone:	Cell phone/Other:
Method of Transportation: If personal vehicle—plate #/State: <i>(for security purposes only)</i>	Identification verified by: (Record Document I.D. number and type)
	Primary language:
	If primary language is not English, does anyone speak English? (Who?)

**INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS**

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

Are there members of your family who currently need medical attention or are taking medication? <input type="checkbox"/> No <input type="checkbox"/> Yes -- who?	Referral to DHS: <input type="checkbox"/> Y <input type="checkbox"/> N
Are there other evacuated members of your family who are staying elsewhere?	Referral to DMH: <input type="checkbox"/> Y <input type="checkbox"/> N
<i>Please list contact information if known:</i>	
Special dietary needs:	
Special accommodations required:	
Housing needs are: <input type="checkbox"/> Permanent <input type="checkbox"/> Temporary <input type="checkbox"/> Unknown at this time	Is Home insured? <input type="checkbox"/> Y <input type="checkbox"/> N
How is family affected? <input type="checkbox"/> Home Damaged <input type="checkbox"/> Home Destroyed <input type="checkbox"/> Home Inaccessible	<input type="checkbox"/> Evacuated from area

Notes:

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

Family Member Signature (print and sign) \_\_\_\_\_ Date \_\_\_\_\_

ARC Worker Name (print and sign) \_\_\_\_\_ Date \_\_\_\_\_

<b>For ARC purposes only:</b>		
Release of confidential information form: <input type="checkbox"/> Signed & attached <input type="checkbox"/> Refused	Date:	
Copies separated and distributed by:	Date:	
Data entry completed by:	Date:	

Form 5972 Rev 5/01

Shelter registration on-site file - Mass Care

**Tab 4 to Emergency Support Function #6  
Special Needs Population  
Requiring Special Care in Times of Emergency**

**General**

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

**Special Transportation Resources**

- Culpeper County Public Schools
- Governmental Cooperative(s)
- Additional transportation resources are identified in ESF # 1

**Tab 5 to Emergency Support Function #6  
STATEMENT OF UNDERSTANDING BETWEEN THE AMERICAN RED CROSS AND  
CULPEPER COUNTY**

**PURPOSE**

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

**SCOPE**

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

**RESPONSIBILITIES**

**1. American Red Cross**

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

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

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

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

- a. Assist with the registration of evacuees, mass care shelter and feeding operations at the shelter(s) placed into operation during an emergency.

These operations will consist of providing assistance or support to the following assignments:

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

## **2. Culpeper County**

In Preparation for an Emergency, Culpeper County will:

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

## **PLANNING AND IMPLEMENTATION**

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

AUTHORITIES AND REFERENCES

1. Statement of Understanding between the Federal Emergency Management Agency and the American Red Cross, January 22, 1982.
2. Statement of Understanding between the local government chief executives and local Chapters of the American Red Cross.

Culpeper County

American Red Cross-Local Chapter

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



**Tab 6 to Emergency Support Function #6  
Heating & Cooling Shelter Ministry**

**Contact:**

Bill Schlegel, Chairman  
703-878-3665  
540-307-0750 Cell  
[schlegew@comcast.net](mailto:schlegew@comcast.net)

Nancie Williams, Vice Chair  
248-877-0845 Cell  
[e4short@gmail.com](mailto:e4short@gmail.com)

Culpeper Winter Heat Shelter  
Physical: 1100 N. Main Street Culpeper, VA  
Mailing: P.O. Box 1262 Culpeper, VA  
Phone: 540-317-0030  
[culpeperheatshelter@gmail.com](mailto:culpeperheatshelter@gmail.com)  
\*Open for 18 weeks during Winter

**ESF #7: RESOURCE MANAGEMENT**

**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

EOC operational with all necessary equipment

SOPs available

Points of Distribution identified

Staging Location identified

Key staff notified and assigned

Local emergency requirement assessed

Other key issues – notes

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# Emergency Support Function #7 - Resource Support

## ESF Coordinator:

Logistics Section Coordinator or designee

## Primary Agencies

Emergency Management  
E-911  
Culpeper County Sheriff's Office

## Secondary/Support Agencies

Virginia Department of Transportation  
Virginia Department of Emergency Management

## MISSION

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

## SCOPE

- Culpeper 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; and
- During an incident if demand for resources exceeds the locality's capabilities, then outside requests will be made based on Memorandum of Understanding (MOU), Mutual Aid agreements and local/state policy.

## POLICIES

- Culpeper County will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
- Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation;
- Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency; and
- The Emergency Operations Plan (EOP) reflects state policy, regarding requesting resources.

## CONCEPT OF OPERATIONS

### GENERAL

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

### ORGANIZATION

- Departments, with an emergency function, will be responsible for identifying resources, including human resources;
- Convey available resources to emergency manager;
- Identify potential distributions sites for emergency response;
- Identify policies and personnel responsible for obtaining resources;

### ACTIONS/RESPONSIBILITIES

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

**Tab 1 to Emergency Support Function #7  
Staging Areas/Points of Distribution**

<b>Facility Information</b>	<b>Contact Person(s)</b>	<b>Phone Number(s)</b>	<b>Square Footage (sq ft)</b>
TBD			

*Table 7.1 – Staging Areas*

**ESF #8: MEDICAL AND HEALTH**  
**QUICK REFERENCE CHECK LIST**  
**CULPEPER COUNTY**

Establish communication with local and neighboring health care facilities

Prepare to test milk, food, and water for contamination

Review prepared statements in the Appendices

Monitor and record disease reports

Maintain contact with State Health Department

Establish contact with State Medical Examiner's office

Prepare for crisis counseling

Other key issues – notes

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

## ESF Coordinator:

Health District Director or designee

## Primary Agencies

Culpeper County Health Department/ Rappahannock/Rapidan Health District  
EMS Providers  
Hospitals

## Secondary/Support Agencies

Department of Human Services  
Water Authority  
Community Services Board  
Fire Departments  
Law Enforcement  
American Red Cross  
Virginia Department of Environmental Quality  
Virginia Department of Health  
Virginia Department of Agriculture and Consumer Services

## MISSION

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

## PURPOSE

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

## SCOPE

- An all hazards approach based on Culpeper County's ability to provide medical resources;
- When an incident exceeds the local capabilities, outside assistance will be requested through MOUs, Mutual Aid Agreements, including Statewide Mutual Aid and the coordination of this plan with the Rappahannock/Rapidan Health District Emergency Response Plan and the Southwest Virginia Emergency Medical Services Response Plan;
- VDH— Rappahannock/Rapidan District will monitor, survey, and evaluate the situation to determine if there is a public health issue/emergency;
- Hospitals may request resources through Hospital WebEOC, which is maintained by the Virginia Hospital and Healthcare Association (VHHA); and

- The Northwest Region Healthcare Coalition (NWRHC), which is the Northwest Region's emergency preparedness planning group, is responsible for the development of a regional healthcare emergency response system. It also establishes a regional emergency preparedness infrastructure for healthcare institutions in the Northwest Virginia Healthcare region. The Coalition fosters collaborative and aggressive planning efforts between the medical care facilities and local emergency response agencies. The NWRHC is made up of members from hospitals, long-term care facilities, local public health districts, emergency management, emergency medical services and other healthcare organizations. The coalition works collaboratively to plan for, prepare for, respond to and recover from natural or man-made disasters that result in health emergencies.

#### POLICIES

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

#### CONCEPT OF OPERATIONS

- Culpeper County will respond with available resources as designated in the plan;
- Support and assistance from neighboring local governments and state agencies will be requested based on mutual aid agreements and coordination with other agency's plans;
- VDH— Rappahannock/Rapidan Health District in conjunction with the Office of Drinking Water Programs, may conduct environmental sampling of water sources (i.e. wells and water treatment facilities) to ensure safe drinking water supplies;
- VDH— Rappahannock/Rapidan Health District may also conduct infectious disease surveillance (i.e. measles, chickenpox, seasonal influenza, bacterial infections, etc.) in accordance with VDH policies and procedures, to determine the potential for a public health issue/emergency;
- Public Health Advisories will be coordinated with VDH, Culpeper County Emergency Management, Virginia Department of Emergency Management, and disseminated through the JIC; and
- If the EOC is activated during the response, representatives of this ESF will be assigned to the EOC.

#### ACTIONS

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



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

<b>Provider</b>	<b>Location</b>	<b>Phone Number</b>	<b>Contact</b>	<b>Resources</b>	<b>Personnel</b>

*Table 8.1 – EMS Providers*

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

<b>Facility</b>	<b>Address</b>	<b>Phone Number(s)</b>	<b>Contact Person</b>	<b>Personnel</b>
Novant Health UVA Culpeper Medical Center	501 Sunset Lane, Culpeper, VA	540-829-4100	Administrator	
Fauquier Hospital	500 Hospital Dr, Warrenton, VA	540-316-5000	Administrator	
English Meadows	215 Southridge Pkwy. Culpeper, VA	540-825-4500	Administrator	
The Culpeper	12425 Village Loop, Culpeper, VA	540-825-2411	Administrator	
Our Father's House Christian Home	15261 Jubilee Rd. Culpeper, VA	540-727-8292	Administrator	
Med Express	1420 S. Main St. Culpeper, VA	540-825-2202	Administrator	
Wellspring Family Practice & Walk In Clinic	15237 Creativity Drive Culpeper, VA	540-321-4281	Administrator	
The Arbors at Culpeper	15255 Ira Hoffman Lane Culpeper, VA	844-409-2778	Administrator	
Culpeper Health & Rehab Center	602 Madison Rd. Culpeper, VA	540-825-2884	Administrator	
Culpeper Medical Clinic	451 James Madison Hwy #104 Culpeper, VA	540-727-8880	Administrator	

*Table 8.2 – Hospitals & Clinics*

**Tab 3 to Emergency Support Function #8  
Emergency MEDEVAC Services**

<b>Provider</b>	<b>Address</b>	<b>Phone Number</b>	<b>Point of Contact</b>
Life Evac	23301 Airport Rd. Petersburg, VA	877-902-7779 Non Emerg 804-722-0914	
Phi Air Medical	3300 Gallows Rd. Falls Church, VA	800-258-8181 Non Emerg 703-661-0935	
Pegasus	1215 Lee Street, Charlottesville, VA	800-552-1826 Non Emerg 434-924-9287	
Med Star	4390 Parliament Place Ste. R Lanham, MD 20706	800-824-6814 Non Emerg 202-877-7234 844-877-2424	
Park Police	1901 Anacostia Drive SE Washington, DC	202-690-0808 Non Emerg 202-690-0738	
VSP- Richmond	7700 Midlothian Turnpike Richmond, VA	804-674-2400	

Table 8.3 - Medevacs

**Tab 4 to Emergency Support Function #8**  
**Virginia Funeral Directors Associations Inc.**  
**Mortuary Disaster Plan Organization**

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

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

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

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

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

## Tab 5 to Emergency Support Function #8 Virginia Medical Examiner Districts

**COMMONWEALTH OF VIRGINIA**  
**DEPARTMENT OF HEALTH**  
OFFICE OF THE CHIEF MEDICAL EXAMINER  
400 East Jackson Street  
Richmond, VA 23219-3694  
(804) 786-3174



### OFFICES OF THE MEDICAL EXAMINER

#### **Central District (Richmond)**

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

#### **Tidewater District (Norfolk)**

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

#### **Northern District (Manassas)**

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

#### **Western District (Roanoke)**

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

**ESF #9: SEARCH & RESCUE**  
**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

Test all response and back up equipment

Notify mutual aid departments of possible needs

Alert/recall off duty personnel as necessary

Notify VEOC

Prepare for post disaster actions

Other key issues – notes

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# Emergency Support Function #9 - Search and Rescue

## ESF Coordinator:

Culpeper County Sheriff or Designee

## Primary Agencies

Local Law Enforcement  
Volunteer Search and Rescue Groups  
EMS  
Local Fire Departments

## Secondary/Support Agencies

Emergency Management  
Civil Air Patrol  
Virginia Department of Emergency Management

## MISSION

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

## SCOPE

The locality is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the county. Search and Rescue must be prepared to respond to emergency events and provide special life saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in “open field” situations, such as parks, neighborhoods, or other open terrain.

## POLICES

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
- All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF;
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;
- Will coordinate with State and Federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education; and
- Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

## CONCEPT OF OPERATIONS

### GENERAL

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

### ORGANIZATION

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

Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

### ACTIONS

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

### RESPONSIBILITIES

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations throughout the affected area; and
- Request further assistance from the Virginia Department of Emergency Management for additional resources.



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

<b>Resource Provider</b>	<b>Address</b>	<b>Phone Number(s)</b>	<b>Contact Person</b>	<b>Personnel</b>	<b>Capability</b>
E911 Dispatch	14022 Public Safety Ct. Culpeper, VA 22701	540-727-7900			Has list of resources on hand

**ESF #10: OIL & HAZARDOUS MATERIALS**

**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

Test all response and back up equipment

Notify mutual aid departments of possible needs

Alert/recall off duty personnel as necessary

Prepare to assist with public notification

Prepare for post disaster actions

Other key issues – notes

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

## **ESF Coordinator**

Culpeper County Hazardous Materials Coordinator or designee

## **Primary Agencies**

Fire Departments  
Virginia Department of Emergency Management  
Virginia Department of Environmental Quality

## **Secondary/Support Agencies**

Emergency Management  
Law Enforcement  
EMS

## MISSION

The local fire department will be contacted immediately and the Fire Chief will assume primary operational control of all hazardous materials incidents.

Mutual Aid Agreements with neighboring jurisdictions may provide support to the fire department, depending on their capabilities.

## SCOPE

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

## POLICIES

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

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

## CONCEPT OF OPERATIONS

### GENERAL

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

#### Organization:

- The Local Fire Chief or designee will assume primary operational control of all hazardous materials incidents;
- Mutual aid agreements between the community and the local government will be implemented;
- The local fire chief may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team
- The fire chief will determine the need to evacuate or shelter in place.
- Law enforcement may coordinate the evacuation of the area.
- ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

#### Actions/Responsibilities:

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

**ESF #11: AGRICULTURE & NATURAL RESOURCES**

**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

Monitor all communication systems

Recall off duty personnel as necessary

Make any required notifications

Implement any emergency procedures

Test back up equipment

Other key issues – notes

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# Emergency Support Function # 11 – Agriculture and Natural Resources

## ESF Coordinator

Local Extension Agent or designee

## Primary Agencies

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

## Secondary/Support Agencies

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

## MISSION

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

## SCOPE

Determined based on the local capabilities and include:

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

## POLICES

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

## CONCEPT OF OPERATIONS

### GENERAL

- Provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation;
- Ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident;
- Identifies, secures and arranges for the transportation of food to disaster areas; and
- Protects cultural resources and historic property resources during an incident.

### ORGANIZATION

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

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

### ACTIONS

These items may vary based on local capabilities and the type and magnitude of the emergency event.

- Assist in determining the critical needs of the affected population;
- Catalog available resources and locate these resources;
- Ensure food is fit for consumption;

- Assist and coordinate shipment of food to staging areas;
- Work to obtain critical food supplies that are unavailable from existing inventories;
- Identify animal and plant disease outbreaks;
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected; and,
- Proper containment and disposal of contaminated food, animals, and/or plants.

## RESPONSIBILITIES

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



**Tab 1 to Emergency Support Function #11**  
**EMERGENCY FOOD SUPPLY LIST**

Consider the following things when putting together your emergency food supplies:

- Store at least one gallon of water per person for three days
- Store at least a three day supply of non-perishable food. Suggested items:
  1. Ready-to-eat canned meats, fruits, vegetables and a can opener
  2. Protein or fruit bars
  3. Dry cereal or granola
  4. Peanut butter
  5. Dried fruit
  6. Nuts
  7. Crackers
  8. Canned juices
  9. Non-perishable pasteurized milk
  10. High energy foods
  11. Vitamins
  12. Food for infants
  13. Comfort/stress foods



# Emergency Support Function # 12 – Energy

## ESF Coordinator

Emergency Manager or Designee

## Primary Agencies

Appalachian Power Company  
Rappahannock Electric Cooperative  
Dominion Virginia Power  
Culpeper Light & Power

## Secondary/Support Agencies

Emergency Management  
Public Works  
State Corporation Commission (SCC)  
Virginia Department of Mines, Minerals, and Energy (DMME)

## MISSION

Estimate the impact of energy system outages in the locality.

Make decisions about closings based on:

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

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

## SCOPE

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

Estimate the impact of energy system outages in the community.

Provide information concerning the energy restoration process such as:

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

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

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

## POLICIES

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

## CONCEPT OF OPERATIONS

### GENERAL

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

Generation capacity shortfalls are a result of:

- Extreme weather conditions; disruptions to generation facilities.

Other energy shortages (such as petroleum products) may result from:

- Extreme weather
- Strikes
- International embargoes
- Disruption of pipeline system
- Terrorism

And can impact transportation and industrial uses

Other Impacts:

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

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

## ORGANIZATION

Culpeper County may activate its EOC in order to:

- Provide for the health and safety of individuals affected by the event;
- Comply with local and state actions to conserve fuel, if needed;
- Coordinate with local governments and utility providers to provide emergency information, education, and conservation guidance to the citizens;
- Coordinate information with local, state, and federal officials and energy;
- Coordinate with suppliers about available energy supply recovery assistance; and
- Submit requests to the Virginia Emergency Operations Center (VEOC) for fuel and power assistance, based on current policy.

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

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

#### ACTIONS

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;
- Keep the public informed;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- Consider declaring a local emergency; and
- Document expenses.

#### RESPONSIBILITIES

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

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

<b>Utility Provider</b>	<b>Address</b>	<b>Phone Number(s) &amp; 24-Hour Contact</b>	<b>Contact Person</b>
Rappahannock Electric	13252 Cedar Run Church Rd. Culpeper, VA	825-8373 800-552-3904	
Dominion VA Power	120 Tredegar St Richmond, VA	866-366-4357	
Culpeper Light & Power	500 Electric Ave. Culpeper, VA	825-8165 825-3039 after hrs	Mike Stover, Director

*Table 12.1 – Utility Providers*

**Tab 2 to Emergency Support Function #12  
Local Petroleum Providers**

Provide	Phone Number(s)	Contact Person
Southern States	540-825-9651	
Quarles	540-825-9034	

*Table 12.2 – Local Petroleum Providers*

**ESF #13: LAW ENFORCEMENT**  
**QUICK REFERENCE CHECK LIST**  
**CULPEPER COUNTY**

Notify/recall off duty personnel as necessary

Check all communications equipment

Review SOPs for emergency actions

Mobilize all signs, barricades, and related equipment

Prepare for public notification

Check all backup equipment

Provide security for EOC

Other key issues – notes

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# Emergency Support Function # 13 – Public Safety & Security

## ESF Coordinator

Sheriff

## Primary Agencies

Culpeper County Sheriff's Office

## Support Agencies

Fire Departments

EMS

E-911

Virginia Department of Transportation (VDOT)

Virginia State Police (VSP)

## MISSION

To maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a “safe scene” for the duration of a traffic disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead in a mass casualty incident.

## PURPOSE

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

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

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

## SCOPE

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

## ORGANIZATION

The Sheriff's Department located at 132 West Davis Street has the primary responsibility for law enforcement, security, warning, evacuation, traffic control, and evaluating the request for search and rescue. Additional resources are available if needed through working agreements with the Department of State Police, or other law enforcement organizations—county/town police departments or county sheriff's offices—in the region.

## CONCEPT OF OPERATIONS

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

In the event of a state- or federally-declared disaster, the Governor can provide National Guard personnel and equipment to support 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 local law enforcement; typically a liaison officer will be assigned to each field unit.

A hazardous or potential hazardous situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points
- Signs to control or restrict traffic
- Two-way radios to communicate to personnel within and outside the secured area
- Control point(s)
- Adjacent highway markers indicating closure of area
- Patrols within and outside the secured areas
- An established pass system for entry and exit of secured area(s)

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

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

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also, the local law enforcement and the Fire Department will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning. Virginia Department of Emergency Management Emergency Operations Center should be notified as soon as possible.

Although Culpeper County does not have a designated primary Evacuation Assembly Center, schools, churches, or public facilities may be designated and used as needed. Final selection and coordination of the evacuation center(s) should be made at the time of the emergency.

Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies (if needed), and sleeping bags or blankets. They will also be advised to secure their homes and turn off utilities before leaving. It is recommended that pets remain at home. The local law enforcement will provide for the security of the evacuation area. VDOT Residency Shop personnel will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points.

## **EMERGENCY MANAGEMENT ACTIONS – LAW ENFORCEMENT**

### 1. Normal Operations

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

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

### 2. Increased Readiness

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

- a. Review and update plans and procedures
- b. Assign emergency duties and provide specialized training as needed.
- c. Delineate the specific areas which may need to be evacuated and designate evacuation routes
- d. Alert personnel to standby status
- e. Begin to keep records of all expenses incurred and continue for the duration of the emergency

- f. Alert all personnel and special facilities, as required.
- g. Test primary communications systems and arrange for alternate systems, if necessary.

### 3. Response

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

### 4. Recovery

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

**Tab 1 to Emergency Support Function #13  
ENTRY PERMIT TO ENTER RESTRICTED AREAS**

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

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

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

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

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

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

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

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

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

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Entry granted into hazard area.

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

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

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

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

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

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

**Signatures of applicant and members of his field party**

**Date**

Print full name first, then sign.

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

**Tab 3 to Emergency Support Function #13  
LAW ENFORCEMENT RESOURCES**

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

Department	Phone Number	Contact	Resource: Personnel
Sheriff's Office	540-727-7520		Civilian-Part Time: 3
			Civilian-Full Time: 14
			Sworn-Part-Time: 24
			Sworn-Full Time: 86
			<b>Resource: Equipment</b>
	Patrol Cruisers: 25		
			Patrol Motorcycles: 2
			Patrol Bicycles: 4
			Dirt Bikes: 1
			Patrol Vans: 0
			CID Cruisers: 6
			CID 4WD: 8
			Court/Jail Cruisers: 8
			Court/Jail Vans: 2
			SRO's cruisers- 9
			Civil process cruisers- 5
			Admin vehicles: 15, of which 10 are 4WD

**ESF #14: LONG TERM RECOVERY**

**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

Make available VDEM report forms

Initial report to State EOC due in the first 24 hours

Next report due to State EOC in 72 hours

Assign damage assessment teams

Provide necessary safety equipment for teams

Maintain contact with teams from EOC

Other key issues – notes

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# Emergency Support Function #14 – Long Term Recovery

## ESF Coordinator

Emergency Management Coordinator or designee

## Primary Agencies

Emergency Management

## Secondary/Support Agencies

Building Official's Office

Zoning and Planning Office

Department of Human Services

American Red Cross

Virginia Voluntary Organizations Active in Disaster (VVOAD)

Public Affairs

County Attorney

Local Disaster Recovery Task Force

Planning District Commission

## MISSION

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

## SCOPE

ESF #14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 will address significant long-term impacts in the affected area on housing, business and employment, community infrastructure, and social services. The full scope of services provided will depend on local capabilities and resources. During a disaster, maps of the locality will be located in the **Planning Section and/or ESF #5**. Available maps may include VDOT highway transportation maps, topographical maps, Geographic Information System (GIS) mapping, etc.

## POLICIES

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

## CONCEPT OF OPERATIONS

### GENERAL

The recovery phase addresses broad recovery and reconstruction which deals with more permanent and long-term redevelopment issues.

The recovery and reconstruction component, deals with housing and redevelopment, public works, economic development, land use, zoning, and government financing. Culpeper County uses an established coding system for structures inspected by the Damage Assessment Team. This system provides for a quick overview of the anticipated need for long-term recovery housing and other services.

The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the federal government, and private industry.

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The locality will develop strategies in coordination with regional local governments and the Planning District Commission. Federal and state catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase include:

- Completion of the damage assessment;
- Completion of the debris removal;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Hazard Mitigation projects.

### ORGANIZATION

- The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.
- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities.
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues.

- The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education,.
- The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

## 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;
- Obtain maps of the impacted areas;
- 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.

**ESF #15: EMERGENCY PUBLIC INFORMATION**

**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

Gather information as it becomes available

Develop a draft media release for review by Director or Coordinator

Prepare for activation of the EAS

Make ready access to cable television

Clear all releases with Director/Coordinator

Other key issues – notes

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# Emergency Support Function # 15 – External Affairs

## ESF Coordinator

Public Information Officer or Designee

## Primary Agencies

E-911  
Sheriff/Police  
Emergency Manager

## Secondary/Support Agencies

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

## MISSION

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.

## GENERAL

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

Culpeper County participates in disaster public education and awareness activities on a regular basis, in conjunction with local Fire, EMS, Virginia Department of Emergency Management, Virginia Department of Health, VDOT, National Weather Service, etc. Programs include fire prevention, animal care and control, weather spotter training, disaster preparedness for seniors, public health issues (i.e. seasonal influenza, pandemic influenza), etc. Culpeper County Schools participate in the annual statewide tornado drill.

Culpeper County has a population whose primary language is English. Translators are available through the Department of Human Services, the Migrant Health Network, and the Health Department. Disaster preparedness, response, and recovery information is available in Spanish through the Virginia Department of Emergency Management (VDEM). Public Health information is also available in Spanish.

Emergency Public Information may be disseminated to special populations through use of interpreters (non-English speaking and hearing impaired), public address systems, closed caption television, door-to-door, Braille (visually impaired), etc.

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

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

#### ORGANIZATION

A Public Affairs Officer may be appointed to serve as the primary ESF #15 coordinator. Other local and/or state officials will serve within the JIC.

Press releases will be coordinated and disseminated from the JIC, in conjunction with the Emergency Manager, County Administrator and appropriate lead agency and/or ESF. Individual agencies will **NOT** issue separate press releases. Media briefings will be conducted from the JIC and scheduled accordingly.

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

#### RESPONSIBILITIES/ACTIONS

- Develop standard operations procedures (SOPs) to carry out the public information function;
- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazard present;
- Develop Rumor Control Procedures;
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies;
- Brief local news media personnel, community officials, local, state, and federal agencies on External Affairs policies, plans, and procedures;
- Maintain current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases;
- Maintain support agreements and liaison arrangements with other agencies and the news media, if needed;
- Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster;
- Coordinate with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety to prepare initial press releases;
- Assist with the preparation/transmission of EAS messages, if needed;
- Disseminate news releases and daily Situation Reports from the State EOC via the agency's website;
- Disseminate information to elected officials through the legislative liaison function;
- Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the general public to call for information;

- Monitor the media to insure accuracy of information and correct inaccuracies as quickly as possible;
- Plan and organize news conferences with the Governors staff, if necessary;
- Provide information to the public about available community disaster relief assistance and mitigation programs;
- Coordinate efforts to provide information to public officials, and;
- Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.

**Tab 1 to Emergency Support Function #15  
Emergency Public Information Resources**

<b>Newspaper</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
Culpeper Star Exponent	122 West Spencer St. Culpeper, VA		540-825-0771
Culpeper Times (Rappahannock Media LLC)	206 S. Main Street Ste. 301 Culpeper, VA	Jeff Say	540-812-2282
<b>Television Stations</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
Culpeper Media Network	105 N Main Street #103 Culpeper, VA 22701	Jonathan Krawchuk	540-825-2447
<b>Radio Stations</b>	<b>Address</b>	<b>Contact</b>	<b>Phone Number(s)</b>
WJMA	207 Spicers Mill Road Orange, VA 22960		540-672-1000 Main 540-825-0103 Studio
WFLS	10333 Southpoint Landing Blvd. Ste 215 Fredericksburg, VA 22401		540-370-9357
WINC	520 N Pleasant Valley Rd Winchester, VA 22601		540-667-2224 norm bus hrs 800-662-9462

*Table 15.1 – Media Contacts*



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

**Public Information Notification of an Incident  
(Fire and/or Explosion Not Imminent)**

At \_\_\_\_\_ (a.m./p.m.) today, an incident/accident occurred on

\_\_\_\_\_ (hwy/street). Certain dangerous materials

have been spilled/leaked/released from a tank car/truck. Due to the toxic nature of the

material released into the atmosphere, all traffic on \_\_\_\_\_

(hwy/street) is being rerouted via \_\_\_\_\_ (hwy/intersection) until further

notice.

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

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

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

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

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

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

*Table 15-3 – PIO Message # 2*

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

DATE: \_\_\_\_\_  
TO: \_\_\_\_\_  
FROM: Culpeper County Health Department  
SUBJECT: Health Risks Resulting from \_\_\_\_\_  
(event, site, & date)

The \_\_\_\_\_ at \_\_\_\_\_ in Culpeper  
(event)  
County on \_\_\_\_\_ released chemical particles into the  
(date)  
environment in concentrations sufficient to cause health problems in some persons.

Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees may experience symptoms which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms which are characteristic of exposure to the chemicals which necessitated the evacuation. These symptoms are

\_\_\_\_\_  
(enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_, and  
(site of incident)  
estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information contact Culpeper County Health Department at **540-829-7350**.

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

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

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

\_\_\_\_\_  
(list symptoms on the MSDS)

Any person who was in the vicinity of \_\_\_\_\_ between \_\_\_\_\_ on \_\_\_\_\_ should be alert to symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact the Culpeper County Health Department at **540-829-7350**.

*Table 15.5 – PIO Message # 4*

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

DATE: \_\_\_\_\_  
TO: All Primary Care Physicians in \_\_\_\_\_  
(area, site & date)  
FROM: Culpeper County Health Department  
SUBJECT: Health Risks Resulting from \_\_\_\_\_  
(event, site and date)

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

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

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_, and  
(site of incident)  
estimated time of onset of symptoms. Report incidents to the Culpeper County Health Department.

For additional information, contact Culpeper County Department of Health at  
**540-829-7350.**

*Table 15.5 – PIO Message # 5*

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

DATE: \_\_\_\_\_  
TO: All Primary Care Facilities in \_\_\_\_\_  
(area, county, county)  
FROM: Culpeper County Health Department  
SUBJECT: Health Risks Resulting from \_\_\_\_\_  
(event, site & date)

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

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

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_, and  
(site of incident)  
estimated time of onset of symptoms. Report incidents to the Culpeper County Health Department.

For additional information, contact Culpeper County Department of Health at  
**540-829-7350.**

**ESF #16: MILITARY**  
**QUICK REFERENCE CHECK LIST**  
**CULPEPER COUNTY**

- Check all communications equipment
- Review SOPs for emergency actions
- Mobilize all signs, barricades, and related equipment
- Prepare for public notification
- Check all backup equipment
- Provide security for EOC
- Other key issues – notes

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# Emergency Support Function # 16 – Military Support

## ESF Coordinator

Emergency Management Coordinator or designee

## Primary Agency

Department of Military Affairs – Virginia National Guard

## Secondary/Support Agencies

Emergency Management  
Virginia Department of Emergency Management

## MISSION

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

## CONCEPT OF OPERATIONS

### GENERAL

The Virginia National Guard, when directed by the Governor of the Commonwealth of Virginia, can employ Virginia National Guard personnel, equipment, and resources, through appropriate commanders, to assist civil authorities. The National Guard is only available under a disaster declaration.

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

### ORGANIZATION

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

### POLICIES

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

### RESPONSIBILITIES

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



**ESF #17: VOLUNTEER & DONATIONS MANAGEMENT**

**QUICK REFERENCE CHECK LIST**

**CULPEPER COUNTY**

Establish communication with local volunteer organizations

Monitor situation

Maintain contact office of emergency management

Prepare for crisis counseling

Other key issues – notes

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

### **ESF Coordinator**

Emergency Management Coordinator

### **Primary Agencies**

Virginia Voluntary Organizations Active in Disaster (VVOAD)

### **Secondary/support Agencies**

Emergency Management  
Local Disaster Recovery Task Force  
Public Information Office  
Department of Human Services  
County Attorney  
American Red Cross  
Salvation Army  
Piedmont United Way  
Culpeper Ministerial Association

### **MISSION**

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

### **SCOPE**

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

### **POLICIES**

VVOAD, the Local Recovery Task Force, and Emergency Management has primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.

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

VVOAD:

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

## CONCEPT OF OPERATIONS

### GENERAL

Volunteer and Donations Management operations may include the following:

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

Donated Goods Management Function

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

Volunteer Management Function

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

### ORGANIZATION

VVOAD will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by Culpeper County and volunteer organizations, as required.

VVOAD will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Shelter Centers.

Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

ESF #15 will coordinate with ESF # 2 – Communications and ESF # 15 – External Affairs to develop public service announcements (PSAs) to notify the public about donations programs.

PSAs will be disseminated from the Joint Information Center (JIC). PSAs may also include information about unneeded items, such as used clothing.

If additional resources are needed, a request for assistance from the Virginia Voluntary Organizations Active in Disaster (VVOAD) will be made through ESF # 7 – Resource Management to the Virginia Emergency Operations Center (VEOC).

#### RESPONSIBILITIES

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

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

1. Name: \_\_\_\_\_
2. Social Security Number: \_\_\_\_\_
3. Organization (if appropriate) \_\_\_\_\_
4. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.) \_\_\_\_\_  
\_\_\_\_\_
5. Estimated length of time services can be provided in the disaster area:  
\_\_\_\_\_  
\_\_\_\_\_
6. Special tools or equipment required to provide service: \_\_\_\_\_  
\_\_\_\_\_
7. Billet or emergency shelter assignment in local area: \_\_\_\_\_  
\_\_\_\_\_
7. Are you or your group self-sufficient with regard to food and clothing:  
\_\_\_\_\_ Yes \_\_\_\_\_ No  
Explanation: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

# Animal Care, Control and Sheltering Support Annex

## Coordinating Agency

Culpeper County Animal Control

## Cooperating Agencies

Emergency Management  
Culpeper County Sheriff's Office  
Local Veterinarians  
Culpeper County Health Department  
Virginia Cooperative Extension Service  
Virginia Department of Agriculture and Consumer Services (VDACS)  
Virginia Department of Emergency Management  
Virginia Veterinary Medical Association  
Virginia Animal Control Association  
Animal Welfare/Rescue Organizations

## MISSION

The Animal Care and Control Annex coordinates public and private sector resources to identify and meet animal service needs that may arise during an emergency or disaster. This annex provides basic guidance for all participants in animal related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration.

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

## SCOPE

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an animal emergency as coordinated by the Department of Animal Control. The *Virginia State Comprehensive Animal Law* provides clear definitions and care requirements under *Virginia Code 3.1-796.66 Definitions*. Partial listings of these definitions are located in Tab 1 of this annex.

## ASSUMPTIONS

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. Pet-friendly shelters will only shelter those animals defined as household pets.
3. No dogs with a known bite history or previously classified by Animal Control as "Dangerous" or "Potentially Dangerous" will be accepted into a pet-friendly shelter.
4. No dog that shows signs of aggression during initial check-in will be accepted.
5. All dogs and cats must be accompanied by proof of current vaccinations and current rabies tags.
6. No feral cats or wild-trapped cats will be accepted.
7. Animals should be brought to the Pet-Friendly shelter in a suitable cage or on a leash provided by the owner.
8. Birds must be brought in the owner's cage. Bird breeders with large numbers of birds will need to seek sanctuary elsewhere.

9. Pocket pets (hamsters, gerbils, hedgehogs, sugar gliders, etc.) must be brought to shelter in owner's cage. The cage must be of good material to prevent escape.
10. No reptiles will be accepted.
11. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas that they threaten, and types and numbers of animals most vulnerable in these areas.
12. The Director of Emergency Manager or the County Administrator may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) will be used to establish the organizational structure.
13. Culpeper County Emergency Operations Center may be activated to manage the emergency.
14. Any disaster may potentially have adverse effects on the jurisdiction's animal population or the public health and welfare.
15. State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

## POLICIES

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

All Local governments must develop and maintain an animal emergency response plan (Code of Virginia 44-146.18 19) with the assistance of the Virginia Department of Emergency Management.

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

## CONCEPT OF OPERATIONS

### ORGANIZATION

The Department of Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Director is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function.

The Department of Animal Control has primary responsibility for:

- Evacuation, transport, recordkeeping, and sheltering of companion animals
- Medical care for companion animals
- Capture, quarantine, and/or destruction of infectious, contaminated, and/or hazardous animals

Secondary responsibilities include:

- Aid in providing services for agricultural animals (livestock)

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

The Director of Animal Control and Coordinator of Emergency Management will coordinate with ESF # 11 and all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with Culpeper County in respect to their agreed support.

### RISK ASSESSMENT

The Hazard Analysis for Culpeper County identifies flooding and winter storms as the primary disaster concerns. The threat of flooding may create the need for mass evacuation of people, pets, and livestock. The risk of flood also creates the potential for severe injury or death to animals and damage to property causing animals to roam at large complicating traffic and other emergency services.

Winter storms and other emergencies may arise in which the plan would in part or entirety be utilized to address situations such as livestock transportation accidents, fires, rabies epidemic, etc.

### RESPONSIBILITIES

- Develop and implement plans, policies, and procedures for overarching animal care and control activities, animal recovery, and household pet sheltering during disasters, including Mutual Aid Agreements;
- Develop procedures for public information and education on animal disaster preparedness;
- Maintain current listings of emergency contacts and resources necessary for response to an animal emergency;
- Oversee all activities (mitigation, planning, response and recovery) in regards to emergency animal care and control;
- Develop logistical support to carry out emergency response and recovery actions;
- Maintain an inventory of supplies on hand;
- Protect vital records, critical systems, and essential operations;
- In conjunction with the VPI Extension Service and VDACS, produce and maintain maps/listings with locations of large livestock operations and other special animal facilities identified to include volume, contact information, etc;
- In conjunction with the VDH and VDACS, produce and maintain plans, policies and procedures regarding Animal Disease Control;
- Train staff and volunteers;
- Conduct or participate in emergency shelter drills and disaster response drills.
- Provide just-in-time training as necessary on task appropriate plans, policies, and procedures;
- Implement Mutual Aid Agreements;
- Document costs to insure federal or state disaster assistance can be sought for reimbursement of disaster related expenditures;
- Large livestock operations will be encouraged to develop emergency procedures and evacuation plans for the animals in the care and custody and provide them to the Emergency Manager and Animal Control Director for comment and review; and
- Citizens will be encouraged to develop household emergency plans that would include their pets in all aspects of response including evacuation and sheltering.

### ACTIONS

#### Increased Readiness:

- Alert personnel (officers and volunteers) to be on call; and
- Monitor situation and prepare public service announcements



### Mobilization:

- Alert all personnel;
- Open Support Shelters;
- Activate other resources as needed; and
- Implement evacuation upon command

### Response:

- Maintain communication with the EOC, shelters, and related personnel;
  - Receive, transport, and care for companion animals;
  - Identify, control and/or destroy animals that pose a threat or hazard to citizens, property, and public safety;
  - Maintain records;
  - Rescue and provide care for sick/injured animals
  - Organize food, water, shelter and waste disposal for companion animals in shelters; and
- 
- Coordinate with the Health Department in regards to zoonotic and epizootic disease.

### Recovery:

- Reunite animals with owners;
  - Provide lists and locations of shelters and animals to public
  - Transport any unclaimed animals to Galax Regional Shelter
  - Follow standard operations for any unclaimed animals
- Provide ongoing shelter options for pets of homeless owners;
- Report disaster related expenses to EOC;
- Provide documentation of injuries, deaths, and rescue operations to EOC;
- Relieve volunteers and personnel as needed; and
- Deactivate Emergency Shelters per direction of EOC.

### Evaluation:

- Assess strengths and areas for improvement and provide practical solutions;
- Evaluate staff and volunteer roles and performance; and
- Revise the plan as necessary.

## **Tab 1 to Animal Care and Control Annex DEFINITIONS**

### **Household Pet**

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

### **Feral/Stray Domesticated Animals:**

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

### **Livestock:**

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

### **Poultry:**

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

### **Wildlife:**

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

### **Exotic Animals:**

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

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

**Tab 2 to Animal Care and Control Support Annex  
RESOURCE LIST**

<b>Resources</b>	<b>Quantity</b>	<b>Location</b>
<b>Staff</b>	1 Animal Control Officer and 5 Deputy Animal Control Officers	Personal residences
<b>Vehicles</b>	<ul style="list-style-type: none"> <li>• 3 FWD vehicles – 1 large or 2 medium dogs or 4 small dogs/cats</li> <li>• 1 van – 6 – 8 large dogs, 10 small dogs/cats</li> </ul>	Personal residences
	<ul style="list-style-type: none"> <li>• 18 large dog crates/cages</li> <li>• 14 medium dog crates/cages</li> <li>• 14 small dog/cat crates/cages</li> <li>• 2 live dog traps</li> <li>• 2 cat traps</li> </ul>	Shelter
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• The facility perpetually warehouses food stock for cats and dogs as well as potable water and first aid medical supplies and euthanasia drugs for animals</li> </ul>	Shelter
<b>Supplies</b>		

*Table SA1.1*

## Tab 3 to Animal Care and Control Support Annex Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information			
Full Name:		Driver's License Number:	
Street Address:			
City, State, Zip			
Phone Numbers:	Home:	Cell or Alternate:	
Pet Information			
Description of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other _____		Pet's Name:	Crate Assigned:
<input type="checkbox"/> Intact <b>MALE</b> <input type="checkbox"/> Neutered		<input type="checkbox"/> Intact <input type="checkbox"/> Spayed <b>FEMALE</b> <input type="checkbox"/> In Heat	
Breed:	Color:	Age:	
Distinctive Markings:			
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, number:	
Veterinarian Name:			
Pet Medications - List any medications below that you pet is currently taking			
Name of Medication	Dosage	Purpose	
TO BE COMPLETED BY SHELTER			
Arrival Date:		Departure Date:	
Did the owner provide proof of the following:			Yes
• Written proof of vaccinations during the past 12 months			No
• Proper ID collar and up to date rabies tag. If yes, record Tag # _____			
• Proper ID on all belongings			
• Leash			
• Ample food supply			
• Water/food bowls			
• Necessary medication(s) (ensure medications are listed above)			
• Owner provided cage has owner's name, address, pet name and other pertinent information labeled clearly and securely on the cage			
Registration Agreement			
<p>I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or may pet(s) will become property of the local animal control facility and treated as stray(s).</p> <p>I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.</p> <p>I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. <b><u>I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s).</u></b> Check-out is required when departing from the shelter.</p> <p>I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).</p>			
SIGNATURE			
Owner's Signature		Shelter Intake personnel	

**Tab 4 to Animal Care and Control Support Annex**  
**Pet-Friendly Shelter Sites**

Name	Address	Type	Pet Capacity
Louisa CART/SART (Community Animal Response Team/State Animal Response Team)	P.O. Box 704 Mineral, VA 23117	2	150

*Table SA1.2*

## Tab 5 to Animal Care and Control Support Annex Lost Animal Report

Today's Date	Information Received By		
<b>Owner Information</b>			
Name	Address		
Temporary Address	Phone Number		
<b>Date/Location Where Animal Was Last Seen</b>			
Date Last Seen	Location		
Do You Have A Picture Of The Animal?	Is The Animal Friendly?		
Does The Animal Have A History Of Running Away?			
<b>Animal Description</b>			
Type Of Animal	If A Litter, Number In Litter		
Breed	Size (Small/Medium/Large)	Animal's Name	
Male/Female/Fixed	Tail (Short/Long/Curly/Straight)	Distinguishing Marks	
Fur Length/Coat Type	Colors	Ears (Floppy/Erect)	
Is Animal Wearing A Collar?	Does The Animal Have An ID Tag? Info On Tag?		
Rabies License Number?	Indoor/Outdoor Animal	Cat – Declawed?	
<b>Veterinarian Used</b>			
Name	Phone		
Address	Are Shots Current?		
Animal On Any Medication?	Frequency		
When Was Medication Last Given?			
<b>Contacts</b>			
Who Else Have You Notified That The Animal Is Missing?			
Comments			
<b>Office Use Only</b>			
Lost Animal Matched With Animal ID #	Date Owner Contacted		
Date Animal Reclaimed	Released to Owner Print & Sign Name		
Owner's Drivers License #	State	Phone Number	
<b>Status Of Animal</b>			
Owner Located	Matched At Shelter	Deceased	Unknown After 30 Days

**Tab 6 to Animal Care and Control Support Annex  
Contacts and Outside Resources**

<b>Resource</b>	<b>Address</b>	<b>Telephone</b>	<b>Service</b>
Jamie Bennett	Boston, VA	540-547-2131	Director of Animal Services
Kim Seibert	Orange, VA	540-718-1583	Animal Control Ops. Mgr.
Terry Sargent	Unionville, VA	540-854-6151	Shelter Ops. Mgr.
Scott Gregg	Culpeper, VA	540-718-1582	Dep ACO
Robert Hornung	Madison, VA	540-229-8327	Dep ACO
Nikki Shugars	Culpeper, VA	540-718-1580	Dep ACO

*Table SA1.3*

# ANNEX A: EVACUATION

## MISSION

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

## SCOPE

This annex is applicable to departments and agencies that are participating and responding with assistance to an evacuation as coordinated by Culpeper County Emergency Management. This document will address wide-ranging scenarios with no consideration for special incident(s) at this time. Additional incident scenarios can be found in the appropriate Incident Annex.

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

1. Catastrophic event with warning – An event where citizens may need to evacuate or shelter in place then seek evacuation; citizens will not be able to return home in a reasonable period of time. Examples may include major hurricanes, wild land fires and severe riverine flooding.
2. Disruptive event with warning – An event where citizens may need to evacuate; citizens will be able to return home in a reasonable period of time. Examples may include hurricanes, minor to moderate flooding events, or hazardous materials events.
3. Catastrophic event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation efforts after the event. Citizens will not be able to return home in a reasonable period of time. Examples may include terrorism events, severe tornadoes and hazardous material events.
4. Disruptive event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation after an event. Citizens will be able to return home within a reasonable period of time. Examples may include severe weather, flash flooding and transportation accidents.

## ASSUMPTIONS

1. A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities;
2. Warning time, in the case of a riverine flood, will normally be available to evacuate the threatened population. A local evacuation might be needed because of a hazardous materials incident, major fire, terrorist incident or other incident;
3. Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in motels;
4. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented as determined necessary to protect life and property. Evacuation instructions should be based on known or assumed health or safety risks associated with



- the hazard. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support from the EOC as necessary;
5. The timing of an evacuation directive will be determined by the circumstances of the event;
  6. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas and population along the established evacuation routes most vulnerable to these threats. A hazard analysis has also been completed for routes that will be used primarily for pedestrian traffic;
  7. During events without warning, there might be limited to no time prior to the event to implement more formalized evacuation processes;
  8. Emergency evacuations might require evacuation of all or part of a Culpeper County neighborhood. Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of the County. Traffic control resources must be in place prior to public release of an evacuation order;
  9. Evacuation will require a greater lead-time to implement than that of in-place sheltering. A delayed evacuation order could endanger the lives and result in civil disorder.
  10. There are on-going efforts to proactively reach out and educate citizens on family preparedness, evacuation procedures, and where to go for additional information on these subjects;
  11. Evacuation procedures, to include notification and routing, will be made available to the public by all available means;
  12. The primary means of evacuation from any event will be private vehicles;
  13. Residents who are ill or disabled may require vehicles with special transportation capabilities;
  14. Stranded motorists could present significant problems during an evacuation situation;
  15. Evacuation or protective action guidance must be communicated in a clear, concise and timely manner in order to ensure the effective implementation of the strategy recommended. A variety of communication pathways may have to be utilized in order to effectively communicate the hazard, level or risk and the recommended evacuation or protection action to the public;
  16. Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals;
  17. Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given;
  18. Every hospital, long-term care facility and home health agency should have plans in place to shelter in place, evacuate patients in their care, transport them to safe and secure alternate facilities and support their medical needs.
  19. Local emergency managers have been given the authority to review and collaborate with managers of nursing homes, childcare facilities and assisted living facilities in developing emergency plans.

## POLICIES

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

## CONCEPT OF OPERATIONS

### ORGANIZATION

Evacuation of Culpeper County will be directed by the County Administrator or his appointed person within the official line of succession as laid out in the continuity of government plan. In small-scale incidents or incidents needing immediate evacuation, the on-scene incident commander will have the authority to determine and implement evacuation orders. The implementation of the evacuation will be managed in a unified command format to best integrate all necessary ESFs for a successful result. This concept will also be utilized to coordinate no-warning evacuations.

Emergency Support Functions (ESFs) having primary responsibilities during an evacuation are:

- ESF # 1 - Transportation--traffic management and transport
- ESF # 6 - Mass Care, Housing and Human Services--sheltering
- ESF # 13 - Public Safety and Security--traffic control and security

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

Culpeper County has pre-identified shelter locations throughout the county. Citizens will be provided transportation, if necessary, to the shelter locations. Transportation resources are identified in ESF # 1. Culpeper County will identify refuges of last resort as needed, based on the type of event.

### RESPONSIBILITIES

- Traffic control in the event of an emergency requiring evacuation, in accordance with Highway Laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances;
- Assist in directing and/or moving motorists to shelters or refuges of last resort as an event approaches;
- Coordinate resources and information with state and adjacent jurisdiction law enforcement;
- Provide security for ingress and egress of the evacuated area(s) and for shelters and refuges of last resort;
- Select sites to serve as refuges of last resort and shelters;
- Fulfill sheltering plan as required in response to an evacuation;
- Outreach to citizens on evacuation education pre-event and notification during an event regarding personal evacuation and sheltering plan;
- Recommend policies, procedures, and projects necessary for the implementation of evacuation plans;
- Facilitate training to local agencies and other organizations regarding evacuation plans;
- Coordinate evacuation efforts with external agencies including federal, state, and other localities;

- Disseminate public information through all media types regarding evacuation efforts pre-event, during the event, and post-event; and
- Develop, review and test the evacuation plan, policies, and procedures.

### ACTION CHECKLIST

- Special facilities will be encouraged to develop emergency procedures and evacuation plans for those charged to their care and custody and provide them to the Emergency Manager for comment and review; and
- Citizens will be encouraged to develop household emergency plans that include their pets and any other dependents in all aspects of response including evacuation and sheltering.
- Develop, review and test the evacuation plan. policies and procedures;
- Implement the plan;
- Provide training to agencies and staff on task-appropriate plans, policies and procedures;
- Provide adequate support for evacuation preparedness, planning and response. Report any shortfalls and request needed assistance or supplies;
- Develop and implement the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
- Select, prepare plans for, and initiate sites to serve as refuges of last resort and/or shelters;
- Develop and implement the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations; and
- Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
- Coordinate information dissemination internally and externally; and
- Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures; and
- Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **ANNEX B: RADIOLOGICAL PROTECTION**

### MISSION

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

### ORGANIZATION

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

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

### CONCEPT OF OPERATIONS

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

All accidents/incidents involving radioactive materials should be reported to the Radiological Officer, State Department of Emergency Management (804-674-2400) and to the State Department of Health, Bureau of Radiological Health (804-864-8150). Again, these agencies will provide technical advice and assistance with monitoring and exposure control as required.

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

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

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

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

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

### **EMERGENCY MANAGEMENT ACTIONS – RADIOLOGICAL PROTECTION**

1. Normal Operations
  - a. Designate a Radiological Officer.
  - b. Develop and maintain a local capability for a radiological emergency response.
  - c. Designate and provide training for radiological monitors.
  - d. Maintain equipment and supplies.
  - e. Develop plans and procedures to respond in time of emergency.
2. Increased Readiness  
(Not applicable. Radiological incidents typically occur with little or no advance warning.)
3. Emergency Operations
  - a. Mobilization Phase (Not applicable). (See Radiological Protection Plan.)
  - b. Response Phase
    - (1) Assess the situation.
    - (2) Take preventive protective actions as necessary.
    - (3) Alert the designated representative of the Fire Department to assume command on-site or at the EOC.
    - (4) The Radiological Officer will provide technical advice as required.

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

4. Recovery

Assist as required.

**LOCAL RADIOLOGICAL EQUIPMENT AND SUPPLIES**

**None**

# **ANNEX C: HAZARDOUS MATERIALS INCIDENTS**

## **SARA TITLE III**

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

## **ORGANIZATION**

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

The Culpeper County Local Emergency Planning Committee (LEPC) was formed pursuant to 42 US Code, Chapter 116- Title 42, The Public Health and Welfare; Chapter 116, Emergency Planning and Community Right-to-know Act (EPCRA); and Superfund Amendments and Reauthorization Act (SARA).

## **ON SCENE RESPONSIBILITY**

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

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

## **TRANSPORTATION ACCIDENTS**

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

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

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

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

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

## FIXED FACILITIES

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

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

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

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

The fire representative and the Coordinator of Emergency Services are responsible for maintaining and updating this annex. All departments and agencies assigned duties to respond to an accident involving hazardous materials will develop and keep current procedures to ensure an adequate response capability. The heads of law enforcement, fire, and rescue services will ensure that all personnel are adequately trained in the procedures for responding to accidents involving hazardous materials and that peak efficiency is maintained at all times.



## **EMERGENCY MANAGEMENT ACTIONS – HAZARDOUS MATERIALS INCIDENTS**

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

(Not Applicable. Hazardous materials incidents typically occur with little or no advance warning.)
3. Emergency Operations
  - a. Mobilization Phase (Not Applicable.)
  - b. Response Phase
    - (1) Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook.
    - (2) If hazardous materials are involved, isolate and secure the accident scene.
    - (3) Alert the fire representative to assume command on site.
    - (4) Establish and maintain direct communication between the local EOC and the fire representative or other on-the-scene controller.
    - (5) Report to the State EOC. Request a technical analysis of the probability of a disaster, its likely consequences, and recommended protective actions. If the accident involves a transportation accident, establish and maintain contact with the railroad or trucking company involved.
    - (6) Alert the local Health Director.
    - (7) Consider response alternatives to protect the public. Estimate potential harm without intervention. Consider evacuation.
    - (8) Direct protective action, as appropriate.
    - (9) Alert the hospitals to be prepared to receive potential victims and of the nature of the hazard.
    - (10) Conduct radiological monitoring, if appropriate.
    - (11) Continue to provide periodic status reports to the State EOC.

4. Recovery

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

## HAZARDOUS MATERIALS EMERGENCY TELEPHONE NUMBERS

1. **Virginia Department of Emergency Management, Hazardous Materials Officer**, 804-674-2400 or 1-800-468-8892 (Emergencies only).
2. **Chemical Transportation Emergency Center (CHEMTREC)**, 1-800-424-9300 (toll free).
3. **Pesticide Safety Team Network (PSTN)**, contacted through CHEMTREC, 1-800-424-9300 (toll free).
4. **Pesticides** – Department of Agriculture and Consumer Services, 804-786-3798.
5. **Radioactive Materials** – Department of Health, 804-864-8150; off-duty, 804-674-2400; ask for Radiological Health Specialist support.
6. **Etiological Agents** – Department of Health, 804-864-8141; off-duty, 804-674-2400.
7. **Oil or Other Polluting Substances in Water** – VA Department of Environmental Quality, 703-583-3800. Evenings/Weekends, call VEOC @ 804-674-2400.
8. **Hazardous Chemicals** – Division of Consolidated Laboratory Services, 804-648-4480.
9. **Federal and State Assistance** – Department of Emergency Management, 804-674-2400 or 1-800-468-8892 (Emergencies only).

## **ANNEX D: RESOURCE SHORTAGE**

The Coordinator of Emergency Services in conjunction with ESF #7 and ESF #5 will coordinate the local government response in the event of a critical resource shortage. Conservation measures in the event of fuel or other resource shortages are likely to be directed by the state. State-level “Commodity Managers” have been designated for each type of resource. The Red Cross will coordinate emergency assistance to individuals.

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

The Coordinator of Emergency Services should analyze the local situation and determine the potential impact of specific resource shortages. This should include a survey of major suppliers and users. Local emergencies arising from a resource shortage, may only be declared by the Governor, by petition of the County.

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

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

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

### **AUTHORITIES AND REFERENCES**

1. Commonwealth of Virginia Emergency Operations Plan, Annex L of Volume 1, April 2004.
2. Commonwealth of Virginia, State Operation of Public Utilities, Chapter 17, Code of Virginia.

### **EMERGENCY MANAGEMENT ACTIONS – RESOURCE SHORTAGE**

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

A resource shortage disaster is threatening the local area.

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

### 3. Emergency Operations

#### a. Mobilization Phase

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

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

#### b. Response Phase

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

- (1) Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
- (2) Allocate available resources to assure the maintenance of essential services.
- (3) Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.

- (4) Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies that may have available supplies.
- (5) Notify the appropriate State Resource Commodity manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
- (6) Enforce state and local government conservation programs.
- (7) Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the shortage is of such severity that local government cannot provide an adequate response.

4. Recovery

Assist as required.

## STATE-LEVEL COMMODITY MANAGERS

<b>Commodity</b>	<b>Manager</b>	<b>Telephone</b>
Natural Gas	State Corporation Commission Division of Energy Regulation	(804)371-9611
Electric Power	State Corporation Commission Division of Energy Regulation	(804)371-9611
Petroleum Products	Department of Emergency Management	(804)674-2400
Solid Fuels	Department of Emergency Management	(804)674-2400
Potable Water	Department of Health	(804)864-7500
Transportation	Department of Transportation	(804)786-2801
Health and Medical	Department of Health	(804)864-7035
Food	Department of Agriculture and Consumer Services	(804)786-3523

After business hours, call the Virginia Emergency Operations Center for all Commodity Managers. Phone: (800)468-8892 or (804)674-2400 or enter request for resources in WebEOC.

## **ANNEX E: WATER CONTAMINATION**

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

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

### **EMERGENCY MANAGEMENT ACTIONS – WATER CONTAMINATION**

#### 1. Normal Operations

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

#### 2. Increased Readiness

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

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

#### 3. Emergency Operations

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

- a. Implement appropriate conservation measures and emergency management programs as directed by local plans, the State Water Control Board, and the Virginia Department of Health.
- b. Keep the public fully informed and provide appropriate guidance.



- c. Maintain liaison with firms and agencies that have spare equipment, personnel and expertise that could be used in addressing the problem and ensuring that essential services can be maintained.
- d. Begin to maintain a record of all expenditures and continue throughout emergency operations.

4. Response Phase

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

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

5. Recovery

Assist as required.

## **ANNEX F: DAM SAFETY**

### MISSION

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

### ORGANIZATION

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

### CONCEPT OF OPERATIONS

Dam owners are responsible for the proper design, construction, operation, maintenance and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the local law enforcement and Coordinator of Emergency Services and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an "Emergency Action Plan." A copy must be provided to the local Director of Emergency Services, the State Department of Emergency Management, and The State Water Control Board. This "Emergency Action Plan" is required prior to issuance of an Operation and Maintenance Permit by the State Water Control Board.

Standards have been established for "Dam Classifications" and "Emergency Stages". The affected public will be routinely notified of conditions at the dam during Stage 1. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Director of Emergency Services will warn the public, order evacuation from the affected area, and declare a local emergency. If appropriate, he will recommend that the Governor declare a state of emergency.

### AUTHORITIES

In addition to those listed in the Basic Plan:

- A. Code of Virginia, Title 62.1, Chapter 8.1, Dam Safety Act, 1982.
- B. Virginia Soil and Water Conservation Board, Regulation VR 625-01-00, Impounding Structure Regulation, February 1, 1989.

## **EMERGENCY MANAGEMENT ACTIONS – DAM SAFETY**

1. Normal Operations
  - a. Dam Owners
    - (1) Operate and maintain the dam to assure the continued integrity of the structure.
    - (2) Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure.
  - b. Government

Develop compatible procedures to warn and evacuate the public in the event of dam failure.
2. Increased Readiness
  - a. Stage I Conditions

Alert on-duty emergency response personnel
  - b. Stage II Conditions
    - (1) Alert on-duty emergency response personnel.
    - (2) Notify public of possible dam failure.
    - (3) Review warning and evacuation plans and procedures.
    - (4) Place off-duty emergency response personnel on alert.
3. Emergency Operations
  - a. Mobilization Phase – Latter Part of Stage II or at Stage III Conditions
    - (1) Activate EOC (manning as appropriate).
    - (2) Notify State EOC, (804) 674-2400 or (800) 468-8892.
    - (3) Alert emergency response personnel to standby status.
    - (4) Begin record keeping of all incurred expenses.
  - b. Response Phase – Stage III Conditions
    - (1) Order immediate evacuation of residents in expected inundation areas.
    - (2) Sound warning through use of sirens, horns, vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to

evacuate individuals immediately out of the area or to high ground in area for later rescue.

- (3) Call in all emergency response personnel to provide help required to protect lives and property.
- (4) Activate EOC, if not previously accomplished.
- (5) Follow established procedures within designated functional areas specified in this plan.

#### 4. Recovery

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

## DAM CLASSIFICATIONS AND EMERGENCY STAGES

### Dam Classifications

Dams that exceed 25 feet in height or impound more than 50 acre-feet --100 acre-feet for agricultural--must be classified as to the degree of hazard potential they impose should the structure fail completely.

**Class I** (High Hazard) – Probable loss of life; excessive economic loss.

**Class II** (Moderate Hazard) – Possible loss of life; appreciable economic loss.

**Class III** (Low Hazard) – No loss of life expected; minimal economic loss.

### Emergency Stages

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions that may be appropriate readiness actions.

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

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

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

**DIRECTORY OF DAMS REQUIRING EMERGENCY ACTION PLANS  
CULPEPER COUNTY**

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

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

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

**Class I**

<u>Name</u>	<u>Structural Height</u>	<u>Maximum Capacity</u>	<u>Type</u>
Mountain Run #8A	38 Feet	1,870 Acre Feet	Earth
Mountain Run #11	44 Feet	2,800 Acre Feet	Earth
Mountain Run #50	65 Feet	10,000 Acre Feet	Earth
Mountain Run #13	32 Feet	1,140 Acre Feet	Earth
Mountain Run #18	43 Feet	2,290 Acre Feet	Earth

**Class II**

None

**Class III**

<b>Brandy Rock Farm</b>	26 Feet	250 Acre Feet	Earth
<b>Swan</b>	20 Feet	80 Acre Feet	Earth
<b>Beauregard #1</b>	20 Feet	96 Acre Feet	Earth
<b>Beauregard #2</b>	18 Feet	101 Acre Feet	Earth
<b>South Wales Country Club</b>	27 Feet	112 Acre Feet	Earth

<u>Name</u>	<u>Structural Height</u>	<u>Maximum Capacity</u>	<u>Type</u>
<b>Benzinger</b>	20 Feet	138 Acre Feet	Earth
<b>Compton</b>	35 Feet	35 Acre Feet	Earth
<b>Smiley</b>	33 Feet	60 Acre Feet	Earth
<b>Monument Mills</b>	30 Feet	100 Acre Feet	Gravity-Other
<b>Miller Place</b>	16 Feet	102 Acre Feet	Earth
<b>Hawkins</b>	22 Feet	110 Acre Feet	Earth

## **ANNEX G: NUCLEAR ATTACK**

### MISSION

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

### ORGANIZATION

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

### CONCEPT OF OPERATIONS

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

Should the USA be subjected to a full-scale nuclear attack, Culpeper County may be subject to radioactive fallout, to include electromagnetic pulse (EMP).

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

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

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

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

### **ACTION CHECKLIST – NUCLEAR ATTACK**

1. Normal Operations
  - a. Develop and maintain an emergency preparedness program.

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

### **RELOCATION AND NO ATTACK**

4. Emergency Operations
- a. Mobilization Phase
    - (1) Call a meeting of key officials. Review preparatory actions already started and expedite those necessary to alert and mobilize emergency operating forces.
    - (2) Prepare to activate the Emergency Assembly Centers and traffic control points. Begin or continue to upgrade fallout shelter facilities as needed. Assure the coordination of in-the-field support services (primarily food and shelter).



- (3) Continue to provide daily situation reports to the State EOC concerning local preparedness activities.
- (4) Take other actions as called for by state guidance.

b. Evacuation Movement Phase

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

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

c. Relocation Phase

- (1) Continue to provide resource support to associated risk-host jurisdictions as required. Begin to stock fallout shelters with a 14-day supply of drinking water and food supplies.
- (2) Continue fallout shelter upgrading as required.
- (3) Provide services to evacuees through the Evacuation Assembly Centers.
- (4) Monitor the execution of planned actions and direct modified actions as necessary. Reference State guidance.
- (5) Continue to submit daily situation reports to the State EOC concerning local preparedness activities, requirements for good and services, and availabilities.

d. Return Movement Phase

- (1) In coordination with the State EOC, disseminate information to relocatees to return to their homes in the risk area(s).
- (2) Direct and coordinate cleanup activities.

- (3) Continue to provide daily situation reports to the State EOC and advise when all relocatees have departed.

5. Post-Relocation Recovery

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

### **RELOCATION AND ATTACK**

4. Emergency Operations

a. Attack Warning and Movement to Shelter Phase

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

b. In-Shelter Phase

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

c. Shelter Emergency Phase

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

d. Relocation Phase (continued)

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

e. Return Movement Phase

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

5. Post-Attack Recovery

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

# Damage Assessment Support Annex

## Coordinating Agency

Culpeper County Department of Building and Zoning

## Cooperating Agencies

Culpeper County Assessor's Office  
Culpeper County Department of Public Works  
Culpeper County Department of Parks and Recreation  
Culpeper County Department of Emergency Management  
Culpeper County Department of Finance  
Culpeper County Sheriff's Office  
Culpeper County Department of Human Services  
Culpeper County Public Schools  
American Red Cross  
Amateur Radio Emergency Services  
Virginia Department of Transportation (VDOT)

## MISSION

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

## SCOPE

Damage assessment activities are an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (City/County, state and private) and equipment. This annex covers a broad scope of responsibilities, assignments and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by Culpeper County Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

## DEFINITIONS

Initial Damage Assessment (IDA): Independent Culpeper County review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is due into the Virginia Emergency Operations Center in the required format (see Tab 1) within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

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

## SITUATION

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including American Red Cross, insurance companies,

utility companies, and others. Outside of these assessments, a series of local, state and federal damage assessment activities will be conducted.

During the recovery phase of a disaster, Culpeper County will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for Culpeper County to determine actions needed, the establishment of priorities, and the allocation of local government resources, and what, if any, outside assistance will be required.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a "major disaster", "major emergency", or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts. The President, under a "major emergency" declaration may authorize the utilization of any federal equipment, personnel and other resources. The President under a "major disaster" declaration may authorize two basic types of disaster relief assistance:

1. Individual Assistance (IA)
  - a. Temporary housing;
  - b. Individual and family grants (IFG);
  - c. Disaster unemployment assistance;
  - d. Disaster loans to individuals, businesses and farmers;
  - e. Agricultural assistance;
  - f. Legal services to low-income families and individuals;
  - g. Consumer counseling and assistance in obtaining insurance benefits;
  - h. Social security assistance;
  - i. Veteran's assistance; and
  - j. Casualty loss tax assistance.
2. Public Assistance (PA)
  - a. Debris removal;
  - b. Emergency protective measures; and
  - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

## ASSUMPTIONS

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

## POLICIES

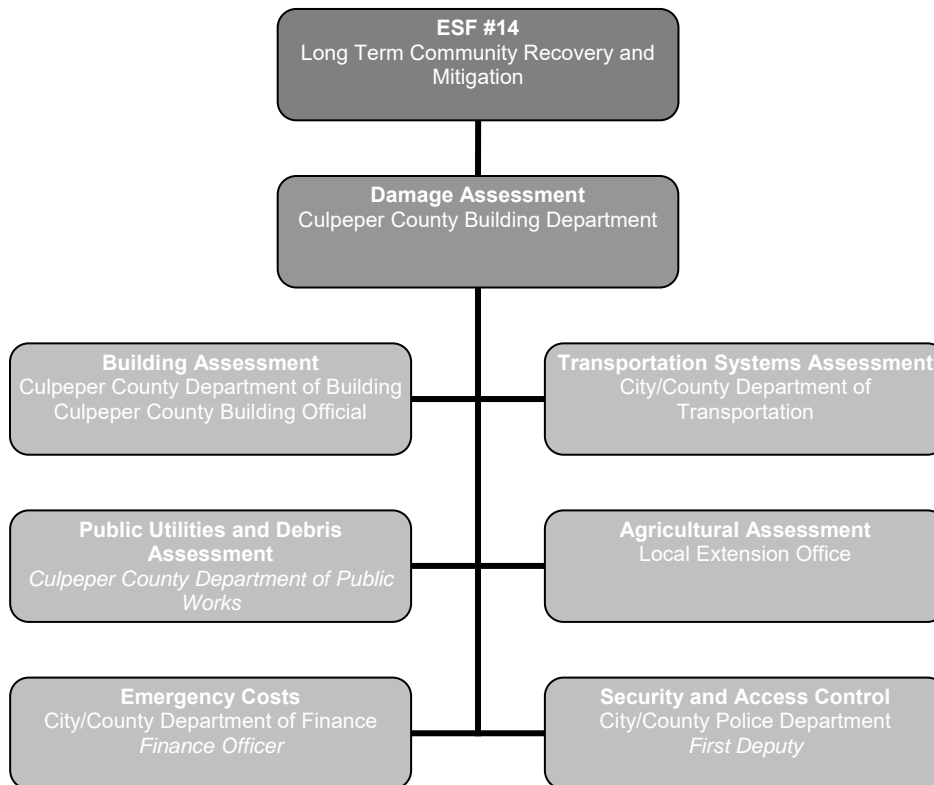
1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary);
2. At the Incident Commander's request, the first priority for damage assessment may be to assess Culpeper County structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with Culpeper County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;

4. An estimate of expenditures and obligated expenditures will be submitted to both Culpeper County and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident;
6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC;
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions.

**CONCEPT OF OPERATIONS**

**ORGANIZATION**

The ultimate responsibility of damage assessment lies with the local governing authority. The Culpeper County Emergency Manager or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the Culpeper County Department of Building. The damage assessment teams will be supported by multiple agencies from Culpeper County. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.



Additional ESFs may need to be utilized to enhance the results of the evacuation such as ESF 7 (Resource Management), ESF 5 (Emergency Management) and ESF 11 (Agriculture and Natural Services). If the incident involves chemicals or radiation that may cause contamination of damage area, ESF 8 (Health and Medical) and ESF 10 (Oil and Hazardous Materials) may also be needed. The

primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the damage assessment.

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by County, state and federal regulations. If supplies, materials, and equipment are required, records will be maintained in accordance to County, state and federal reporting requirements. All procurement processes will also follow appropriate County procurement policies and regulations, and state and federal policies and regulations as necessary.

## RESPONSIBILITIES

1. Culpeper County Department of Building and Zoning
  - a. Assemble the appropriate team and develop damage assessment plans, policies and procedures;
  - b. Maintain a list of critical facilities that will require immediate repair if damaged;
  - c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the Culpeper County Emergency Manager;
  - d. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
  - e. Conduct damage assessment training programs for the teams;
  - f. Coordinate disaster teams conducting field surveys;
  - g. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies;
  - h. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
  - i. Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
  - j. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
  - k. Correlate and consolidate all expenditures for damage assessment to the Department of Finance;
  - l. Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival.
2. Culpeper County Department of Public Works
  - a. Designate representatives to serve as members of damage assessment teams;
  - b. Participate in damage assessment training;
  - c. Collect and compile damage data regarding public and private utilities, and provide to City/County Department of Building and Zoning within the EOC;
  - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
3. Virginia Department of Transportation
  - a. Designate representatives to serve as members of damage assessment teams;
  - b. Participate in damage assessment training;
  - c. Collect and compile damage data regarding public and private transportation resources, and provide to City/County Department of Building and Zoning within the EOC;
  - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
4. Culpeper County Extension Office
  - a. Designate representatives to serve as members of damage assessment teams;
  - b. Participate in damage assessment training;

- c. Collect and compile damage data regarding public and private agricultural resources, and provide to City/County Department of Building and Zoning within the EOC;
  - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
5. Culpeper County Sheriff's Office and Independence Police Department
    - a. Provide security for ingress and egress of the damaged area(s) post-event;
    - b. Provide access and security for damage assessment activities with Culpeper County.
  6. Culpeper County Department of Finance
    - a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
    - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;
    - c. Report these estimates and obligations to the Emergency Manager for inclusion into the appropriate Public Assistance IDA categories.
  7. Culpeper County Emergency Management
    - a. Overall direction and control of damage assessment for Culpeper County;
    - b. Reporting of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format;
    - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process; and
  8. Culpeper County Public Information Officer
    - a. Ensures prior coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the assessments.

## ACTIONS

### Mitigation/Prevention:

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

### Preparedness:

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

### Response:

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



### Recovery:

- Continue damage assessment surveys as needed;
- Advise on priority repairs and unsafe structures;
- Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
- Monitor restoration activities;
- Complete an event review with all responding parties;
- Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
- Review building codes and land use regulations for possible improvements;
- Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
- Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **Tab 1 to Damage Assessment Annex**

# **Damage Assessment Team Assignments**

The appointed representative from the Department of Building will report to the EOC when activated by the Emergency Manager. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

### **I. PRIVATE PROPERTY**

#### Category A – Residential/Personal Property

Houses, manufactured homes, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles/boats.

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

#### Category B – Business and Industry

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

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

#### Category C – Agriculture

An agricultural parcel is at least 5 acres. Include estimate of all damage to houses, manufactured homes, crops (type and acres), farm buildings, livestock (number and type), fencing (in miles) and equipment (pieces and type).

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

### **II. PUBLIC PROPERTY**

#### Category A – Debris Clearance

Debris on roads and streets, on public property, on private property and structure demolition.

Team: Department Heads and additional staff, as needed

#### Category B – Protective Measures

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

Team: Department Heads and additional staff, as needed

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

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

Category C – Road Systems

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

Team: VDOT

Department Heads and additional staff, as needed

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Department Heads and additional staff, as needed

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Department Heads and additional staff, as needed

Category F – Public Utility Systems

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

Team: Department Heads and additional staff, as needed

Virginia Department of Health – Environmental Health

Category G – Recreational Facilities

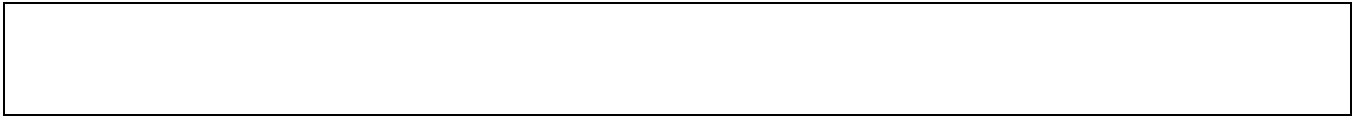
Damage to parks, shelters, lighting and equipment.

Team: Parks and Recreation

Department Heads and additional staff, as needed

**Tab 2 to Damage Assessment Annex  
TELEPHONE REPORT**

<b>LOCAL GOVERNMENT DAMAGE ASSESSMENT – TELEPHONE REPORT</b>				
<b>1. CALLER NAME</b>			<b>2. PROPERTY ADDRESS (include apt. no; zip code)</b>	
<b>3. TELEPHONE NUMBER</b>			<b>4. TYPE OF PROPERTY</b>	<b>5. OWNERSHIP</b>
Home	Work	Cell	<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)
Best time to call	Best number to use			
<b>6. CONSTRUCTION TYPE</b>				
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other				
<b>7. TYPE OF INSURANCE</b>				
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None				
<b>8. DAMAGES (Check all that apply)</b>				
<b>HVAC</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Water Heater</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Electricity</b> <input type="checkbox"/> On <input type="checkbox"/> Off <b>Natural Gas</b> <input type="checkbox"/> On <input type="checkbox"/> Off  <b>Roof Intact</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Foundation</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Windows</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Sewer</b> <input type="checkbox"/> OK <input type="checkbox"/> Not OK  <b>Major Appliances</b> <input type="checkbox"/> Yes <input type="checkbox"/> No <b>Basement Flooding</b> <input type="checkbox"/> Yes - Depth ____ Feet <b>Furnace</b> <input type="checkbox"/> Yes <input type="checkbox"/> No				
<b>9. SOURCE OF DAMAGES</b>				
<input type="checkbox"/> Sewer back-up <input type="checkbox"/> Primarily Flood <input type="checkbox"/> Wind/Wind driven rain <input type="checkbox"/> Tornado Other <input type="checkbox"/>				
<b>10. Based on the damages reported, the property is currently</b> <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable				
<b>11. CALLER'S ESTIMATE OF DAMAGES</b>				
<b>REPAIRS</b>		<b>CONTENTS</b>		<b>TOTAL</b>
\$		\$		\$
<b>12. COMMENTS</b>				



**Tab 3 to Damage Assessment Annex  
Cumulative Initial Damage Assessment Report**

**PRIMARY: Input into WebEOC**

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

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

**Part I: Private Property CUMULATIVE DAMAGES**

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

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

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

**Additional Comments:**



## Tab 4 to Damage Assessment Annex Public Assistance Damage Assessment Guidelines

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

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.  
*Eligibility Criteria:* Virginia Population per latest US Census x annual multiplier for state eligibility; Locality population per latest US Census x annual local multiplier for local eligibility.  
 Adapted from the *Public Assistance Guide, FEMA 322* ; Additional policy information is available at <http://www.fema.gov/government/grant/pa/policy.shtml>

## Tab 5 to Damage Assessment Annex Public Assistance Damage Assessment Field Form

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

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

Damage Definitions	General Description	Things to Look For	Water Levels
--------------------	---------------------	--------------------	--------------

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

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

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



<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>
Structure is a total loss.  <b><u>Not economically feasible to rebuild.</u></b>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor.  More than 2 feet in <b>mobile home.</b>
<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable.  <b><u>Will take more than 30 days to repair.</u></b>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement.  6 inches to 2 feet in <b>mobile home</b> with <b>plywood</b> floors. 1 inch in <b>mobile home</b> with <b>particle board</b> floors.
<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable.  <b><u>Will take less than 30 days to repair.</u></b>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. <b>Mobile home</b> , "Belly Board" to 6 inches.
<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>
Structure has received minimal damage and is <b><u>habitable without repairs.</u></b>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor Minor basement flooding. <b>Mobile home</b> , no water in "Belly Board".

### **IDA Tips: Estimating Water Depths**

Brick - 2 1/2 inches per course  
Stair risers - 7 inches

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

Concrete or cinder block - 8 inches per course  
Standard doors - 6 feet 8 inches

Door knobs - 36 inches above floor

Additional information: [www.VAEmergency.com](http://www.VAEmergency.com)  
03/13/07 VDEM

Adapted from FEMA 9327.1-PR April 2005

Revised

**Tab 7 to Damage Assessment Annex**

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM										
Incident Type				Sector	Place Name			IDA Date		
Geographic Area Description								Page #	Of Total Pages	
IDA Team										
		SINGLE FAMILY	MULTI - FAMILY	MOBILE HOME	Total Surveyed	% Owner	% FL Ins.	% HO Ins.	% Low Income	Number Inaccessible
AFFECTED	OWNER									
	RENTER									
	Secondary									
MINOR	OWNER									
	RENTER									
	Secondary									
MAJOR	OWNER									
	RENTER									
	Secondary									
DESTROYED	OWNER									
	RENTER									
	Secondary									
<b>TOTAL PRIMARY</b>										
TOTAL SECONDARY										
TOTAL (incl. Secondary)										
ROADS / BRIDGES	Number of Roads / Bridges Damaged			Number of Households Impacted						
UTILITIES	Number of Households Without Utilities			Estimated Date for Utilities Restoration						
Comments										

# Debris Management Support Annex

## Coordinating Agency

Public Works

## Cooperating Agencies

Emergency Management

Virginia Department of Transportation (VDOT)

Engineering

Virginia Department of Health

Virginia Department of Environmental Quality (DEQ)

## MISSION

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

## SCOPE

Natural and man-made disasters precipitate a variety of debris that would include, but not limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.

In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process of state agencies and local governments.

The debris management program implemented by state agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.

## POLICIES

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

- Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

## CONCEPT OF OPERATIONS

### GENERAL

The Department of Public Works will be responsible for coordinating debris removal operations for Culpeper County. Culpeper County provides residential and commercial solid waste curbside removal on a daily basis and operates a sanitary landfill. Culpeper County will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To this end, Public Works will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the incident.

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

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

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

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

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

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

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

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

## ORGANIZATION

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

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

## RESPONSIBILITIES

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

- Document costs for the duration of the incident;
- Coordinate and track resources (public, private);
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance

## Tab 1 to Debris Removal Support Annex

### DEBRIS CLASSIFICATIONS\*

Definitions of classifications of debris are as follows:

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

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

- \* Debris classifications developed and used by Corps of Engineers in Hurricane Andrew recovery.

**Tab 2 to Debris Removal Support Annex  
DEBRIS COLLECTION SITES**

Site	Address
Landfill	
<b>Additional Sites To Be Determined as Needed</b>	



### **Tab 3 to Debris Removal Support Annex DEBRIS QUANTITY ESTIMATES**

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

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

The model formula is as follows:

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

Where

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

**H** is the number of households (7,259)

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

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

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

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

Then **Q = 7,259 (H) x 80 (C) x 1.3 (V) x 1.3 (B) x 1.3 (S) = 1.3 million cubic yards**

#### **References:**

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

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