Part I, Basic Plan, Table of Contents

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Board of Supervisor’s Resolution

CHESTERFIELD COUNTY: At a regular meeting of the Board of Supervisors, held in the Public Meeting Room at the Chesterfield Administration Building on June 24, 2020 at 6:00 p.m.

* On motion of Mr. Carroll, seconded by Mr. Holland, the Board adopted the Chesterfield County Emergency Operations Plan, 2020 Update. (It is noted a copy of the Plan is filed with the papers of this Board.)

WHEREAS, there exist dangers of many types including man-made disasters, natural disasters and possible hostile actions on an unknown enemy; and

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

WHEREAS, the revision of the Emergency Operations Plan will continue to keep Chesterfield County in compliance with the National Incident Management System; and

WHEREAS, the Board of Supervisors desires and the Commonwealth of Virginia and Federal Government require the adoption of appropriate planned protection measures.

NOW, THEREFORE BE IT RESOLVED by the Board of Supervisors of the County of Chesterfield this 24th day of June 2020 that it hereby adopts the Chesterfield County Emergency Operations Basic Plan for county emergency management.

Ayes: Haley, Carroll, Ingle, Winslow and Holland.
Nays: None.

Certified By:

[Signature]
Sara Hall
Clerk to the Board of Supervisors

* DRAFT MINUTES TO BE APPROVED AT THE REGULARLY SCHEDULED MEETING ON JULY 22, 2020.
Approval and Implementation

A note from County Administrator, Dr. Joe Casey:

The Emergency Operations Plan is an essential document for Chesterfield County to aid in an effective and efficient disaster response and recovery. This Plan provides an overview of response and recovery by (1) establishing the foundation in the EOP, (2) providing a departmental overview in the Emergency Support Functions, and finally, (3) outlining hazard specific annexes that are specific to Chesterfield County.

The Emergency Operations Plan is the foundation upon which all other County-wide emergency response plans are built. In addition, this Plan provides a framework for each County department to create a departmental specific emergency plan. Those departments that are specifically listed in this Plan should participate in planning efforts for county-wide disasters as well.

The Emergency Operations Plan has been developed by County Administration and approved by the Board of Supervisors (see Attachment 1, Board of Supervisors Resolution and meeting minutes). As County Administrator and Emergency Management Director, I cannot place enough emphasis on the importance of this document. Implementation of this plan by all County departments and agencies is not only strongly encouraged, it is expected.

__________________________________________

Dr. Joe Casey, County Administrator

Date: ______________________________
### Record of Changes

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<th>Description</th>
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<td>June 27, 2012</td>
<td>Streamlining the plan to better reflect the National Response Framework and Commonwealth of Virginia Emergency Operations plans; incorporate lessons learned from national disasters such as Hurricane Katrina and local disasters such as Hurricane Irene.</td>
<td>M. Oblinsky, E. Ashley</td>
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<td></td>
<td></td>
<td>June 2016</td>
<td>Four-year review to incorporate industry best practices</td>
<td>E. Ashley</td>
</tr>
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<td></td>
<td></td>
<td>April 2016</td>
<td>State Code changing a disaster declaration to be ratified by Board of Supervisors within 45 days, a change from 14 days.</td>
<td>General Assembly</td>
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<td></td>
<td></td>
<td>June 2020</td>
<td>Four-year review completed to update plan and incorporate industry best practices.</td>
<td>J. Robison</td>
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## Record of Distribution

Copies of this approved Emergency Operations Plan are distributed to all County Departments and officials of Chesterfield County Public Schools.

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<thead>
<tr>
<th>Department / Title</th>
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<td>Chesterfield Emergency Planning Committee - Chairperson</td>
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<td>Communications and Media - Director</td>
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<td>General Services - Director</td>
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<tr>
<td>Planning - Director</td>
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<tr>
<td>Police Chief</td>
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<tr>
<td>Purchasing - Director</td>
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<tr>
<td>Real Estate Assessment - Director</td>
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<td>Electronic</td>
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<td>Schools - Superintendent, Safety and Security Manager, Asst. Security Manager</td>
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<td>Electronic</td>
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<td>Sheriff</td>
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<td>Electronic</td>
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<tr>
<td>Social Services - Director</td>
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<tr>
<td>Utilities - Director</td>
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<td>Colonial Heights Fire/Emergency Management</td>
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I. Purpose

A crisis or emergency can happen at any time and could impact one individual, a single building or the entire community. Disasters cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of this Emergency Operations Plan (EOP) shall always be handled in a calm, consistent manner.

The purpose of this Emergency Operations Plan (“EOP” or “Plan”) is to establish the legal and organizational framework that will guide the County of Chesterfield and allied partners in all phases of emergency management: mitigating/preventing; preparing for; responding to and recovering from emergencies that threaten life or property within Chesterfield County. As required by the “Commonwealth of Virginia Emergency Services and Disaster Law of 2000 as Amended” (Code of Virginia, §§ 44-146.13 et seq.), this plan assigns broad responsibilities to local government departments, agencies and support organizations for disaster mitigation, prevention, preparedness, response, and recovery. These responsibilities are generally extensions of normal day-to-day functions involving the same personnel and material resources.

Supporting plans for specific hazards and conditions set forth the concepts and procedures whereby the County can effectively apply available resources to ensure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following an emergency or disaster situation.

Efficient implementation of the Plan provides a clear direction, responsibility and continuity of control for key officials and administrators. The purpose of any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, an annual evaluation of the Plan will be conducted to ensure all information is current. Interim review of EOP is recommended if one of the following occurs:

- Deficiencies revealed during emergencies and exercises.
- Changes in County government organizational structure.
- Changing conditions/situations in the community.
- New or changed State or Federal requirements.
- Policy and/or procedural changes relevant to emergency management in the County.

Key goals and concepts established through this EOP are as follows:

- Systematic organization of interagency efforts to minimize damage, restore impacted areas, and implement programs to mitigate vulnerability to future events;
- Proactive identification and deployment of resources in anticipation of or in response to a disaster event;
- Coordinated mechanisms for vertical and horizontal coordination, communications and information-sharing in response to threats or incidents;
Establishment of fundamental agreements that are the basis for interagency and intergovernmental planning, training, exercising, assessment and coordination, and information exchange

II. Scope

The EOP identifies a wide range of natural, technological, and manmade disasters that could occur in or near Chesterfield County. Emergency Support Functions (ESF) plans and Hazard-Specific Annexes support the EOP by providing additional details and direction on response efforts.

With the range of disasters that are anticipated, the EOP provides guidance across County departments, Agencies and other Organizations by describing an overall emergency response system to include:

- Organization of County Departments/Agencies during response to an event, including command authorities;
- Critical actions and interfaces during response and recovery;
- Management of the interaction between the jurisdiction and regional, state, and federal authorities;
- Management of the interaction between the County and its private partner organizations (hospitals, non-governmental emergency organizations and others) during emergencies;
- Management of needs with available resources.

The EOP is applicable to all County departments and/or agencies; therefore, all County departments and/or agencies may be requested to provide support during a disaster. Additionally, all personnel or partners that have a role in emergency response for Chesterfield County have access to and must be knowledgeable of this EOP. Emergency Management will provide revised versions of the EOP to County departments/offices and allied partners, as appropriate.

III. Situation Overview

Chesterfield County is located in the central region of the Commonwealth of Virginia, it covers approximately 446 square miles and had an estimated population of 355,000 (Chesterfield Planning Department estimate). Chesterfield County is part of the Richmond Metropolitan area in Central Virginia. An estimated 1.3 million residents live in the Richmond Metro area. It is ranked as the 44th largest Metropolitan Statistical Area (MSA) in the country. Neighboring cities include Richmond, Colonial Heights, Petersburg and Hopewell. Chesterfield County is also neighbored by the counties of Powhatan, Amelia, Dinwiddie, Prince George, Charles City, and Henrico.

The County falls within two major topographic regions of Virginia. Terrain in the western portion of the county is relatively hilly, with the highest elevation being approximately 400 feet above sea level. The eastern portion of the county is much flatter with elevations less than 100 feet above sea level. The County is crisscrossed by many waterways; most of which are too
narrow or shallow to be navigable. Major water bodies in the County are the James River to the north, the Swift Creek Reservoir in the west, and Lake Chesdin and the Appomattox River to the south.

Transportation modes within the County varies, and the County has several major highways and roads within its jurisdictional boundaries. These include Interstate 95, Interstate 295, Route 288, US-60 (Midlothian Turnpike), US-360 (Hull Street Road), and Route 150 (Chippenham Parkway). Rail lines within the County include the Southern Railway and the CSX Railway. Commodities, as well as people, are moved along the rail lines daily. Chesterfield has one county-owned airport, the Richmond Executive Airport; in addition, the Richmond International Airport is located just a few miles from the northeastern county border in Henrico County.

Virginia State University (VSU) lies within the southern section of the County, bordering the cities of Colonial Heights and Petersburg. VSU is designated as one of the State Managed Shelters and may be used in the event of a disaster-related mass evacuation from other parts of the Commonwealth. The 236-acre campus has a student population of approximately 4,600. John Tyler Community College also resides in Chesterfield with two locations, Chester and Midlothian. The two campuses have approximately 700 staff and a daytime student population of 9,000 students.

Chesterfield County is also home to the Virginia Department of Emergency Management (VDEM), the Commonwealth’s Emergency Operations Center, and the headquarters for the Virginia State Police. A state headquarters for the Virginia National Guard resides in Chesterfield, as well as a Virginia Department of Transportation facility.

The Emergency Operations Center (EOC) will coordinate the County’s response in the event of a county-wide disaster. The EOC can be located in a physical space or virtually depending on the nature of the incident.

Hazards
Hazard indices and vulnerability assessments for moderate- and significant-risk events were developed for Chesterfield County as part of the Richmond-Crater Regional Hazard Mitigation Plan (2017). The hazard indices evaluate the extent to which the buildings in the county are at risk from a particular hazard. The vulnerability assessments estimate the potential impacts if a particular area was affected by a specific hazard. These assessments are described in the Richmond-Crater Regional Hazard Mitigation Plan. Information on hazards from the Central Virginia Emergency Management Threat and Hazard Identification and Risk Assessment (2018) was also considered for this Plan.

Based on a hazard analysis and risk assessment of the area, the primary hazards in Chesterfield County are listed in the chart below (Figure 1). This list is reviewed annually by the Chesterfield Emergency Planning Committee (CEPC).
Chesterfield County, Virginia
Emergency Operations Plan

Figure 1. Hazard Analysis Summary

<table>
<thead>
<tr>
<th>Hazard</th>
<th>Threat Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hurricane/Tropical Storm</td>
<td>Significant</td>
</tr>
<tr>
<td>Tornado</td>
<td>Significant</td>
</tr>
<tr>
<td>Hazardous Materials</td>
<td>Significant</td>
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<tr>
<td>Flooding/Flash Flood</td>
<td>Moderate</td>
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<tr>
<td>Winter Storm</td>
<td>Moderate</td>
</tr>
<tr>
<td>Thunderstorm/Hail/Lightning</td>
<td>Moderate</td>
</tr>
<tr>
<td>Railroad Derailment</td>
<td>Moderate</td>
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<tr>
<td>Civil Disturbance</td>
<td>Moderate</td>
</tr>
<tr>
<td>WMD/Terrorism</td>
<td>Moderate</td>
</tr>
<tr>
<td>Riverine Flood</td>
<td>Moderate</td>
</tr>
<tr>
<td>Airplane Accident</td>
<td>Moderate</td>
</tr>
<tr>
<td>Major Fire</td>
<td>Moderate</td>
</tr>
<tr>
<td>Water supply shortage/Contamination</td>
<td>Moderate</td>
</tr>
<tr>
<td>Pandemic/Infectious Disease</td>
<td>Moderate</td>
</tr>
<tr>
<td>Cyber Attack</td>
<td>Moderate</td>
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<tr>
<td>Drought (Excessive Heat)</td>
<td>Limited</td>
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<tr>
<td>Mass Evacuation</td>
<td>Limited</td>
</tr>
<tr>
<td>Wildland Fire</td>
<td>Limited</td>
</tr>
<tr>
<td>Earthquake</td>
<td>Limited</td>
</tr>
<tr>
<td>Nuclear Attack</td>
<td>Limited</td>
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<tr>
<td>Dam Failure</td>
<td>Limited</td>
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<tr>
<td>Nuclear Power Plant Accident</td>
<td>Limited</td>
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<tr>
<td>Biological Incident</td>
<td>Limited</td>
</tr>
<tr>
<td>Structure Collapse</td>
<td>Limited</td>
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</table>

Reference: Richmond-Crater Multi-Regional Hazard Mitigation Plan; Adopted by Board of Supervisors August 8, 2017
Reference: Central Virginia Emergency Management Alliance Threat and Hazard Identification and Risk Assessment (THIRA); Dated March 13, 2018

Capability Assessment

The government of Chesterfield County is responsible for maintaining an emergency operations plan and response capability to protect the lives and property of its citizens from the effects of both manmade and natural disasters. The Chesterfield Emergency Operations Plan (EOP) has been developed in accordance with the Virginia Emergency Services and Disaster Law of 2000, as amended. This plan will be followed, revised, exercised, readopted, and reissued once every four years.

The County completes *The Local Capability Assessment for Readiness* (LCAR) on an annual basis. The LCAR provides a snapshot of Chesterfield County’s preparedness capabilities. This process is used to determine community capabilities and limits in order to prepare for and respond to the defined hazards. The LCAR can be used to identify resources and is also used to identify areas where mutual aid agreements can be developed. A capability assessment for
Chesterfield County is completed annually and can be accessed through the Chesterfield County Emergency Management Office.

IV. Assumptions

Planning Assumptions

A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population, and cause damage or destruction to private and public property.

B. Based on a hazard analysis of the area, the primary hazards in the County of Chesterfield are hurricanes, windstorms and tornadoes, hazardous materials incidents, flash flood, and winter weather.

C. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 requires that the County have a Director of Emergency Management, who appoints a Coordinator of Emergency Management with the consent of the governing body. In Chesterfield, the County Administrator serves as the Director of Emergency Management and the Fire Chief serves as the Deputy Director. The Emergency Management Coordinator is a civilian position serving as a Division Head in the Fire Department. Emergency Management is a Division under Community Risk Reduction, which is led by the Assistant Chief of Community Risk Reduction and manages the daily supervision of Emergency Management.

D. Incidents are managed at the local level. In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through mutual aid agreements with nearby jurisdictions, volunteer emergency organizations or through the State Emergency Operations Center. Local resources must be fully committed before state and federal assistance is requested.

E. Chesterfield County establishes and maintains mutual aid agreements with neighboring jurisdictions. The County also participates in the Statewide Mutual Aid (SMA) program and Emergency Management Assistance Compact (EMAC), administered through the Virginia Department of Emergency Management.

F. The Director of Emergency Management, the Deputy Director of Emergency Management, the Coordinator of Emergency Management, the Deputy Coordinator of Emergency Management, or a designee, mobilizes resources and personnel as required by the situation. This includes maximizing resources and partnerships among County departments and agencies.

G. Disaster coordination, at a strategic level, is conducted from the Emergency Operations Center.

H. Chesterfield County uses the National Incident Management System (NIMS) and the Incident Command Structure (ICS) in all emergency management operations.

I. County departments have current Continuity of Operations plans.
J. Special facilities such as those hospitals, nursing homes, adult day care, child day care, adult living facilities, juvenile residential facilities, and others have emergency plans developed in accordance with their licensing regulations.

K. Citizens expect guidance, direction and assistance from the government. The County shall provide information in an emergency as well as throughout the year in times of non-emergencies.

L. County departments responding to a disaster may utilize the Departmental Operations Centers (DOC) concept to coordinate tactical operations.

M. Regulated facilities, such as those storing Extremely Hazardous Substances (EHS) and Superfund Amendments and Re-authorization Act (SARA) sites posing a specific hazard, will develop, coordinate, and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

V. Organization and Assignment of Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations are structured around existing constitutional government. Emergency Management initiatives are successful when they involve local government officials, local government agencies, private sector and non-profit organizations. This section identifies the local agencies that will participate in the emergency response to a disaster affecting Chesterfield County. In the event of a disaster that is caused by manmade actions, the Virginia 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 when there are victims as defined in § 19.2-11.01.

Chesterfield County Officials and Agencies: Roles and Responsibilities

A. Elected officials (Board of Supervisors)
   - Provides strategic guidance and support during an emergency;
   - Adopts the Emergency Operations Plan (EOP) every four years;
   - Consents to the Director of Emergency Management’s appointment of the Coordinator of Emergency Management;
   - Consents to a declared local disaster at the next regularly scheduled meeting or at a special meeting within forty-five (45) days of the declaration, whichever occurs first; and;
   - Takes appropriate action to end the declared emergency.

B. Director of Emergency Management (County Administrator)
   - Leads the Policy Group during an Emergency Operations Center (EOC) activation;
   - Provides programmatic guidance and support to Emergency Management;
   - Provides for continuity of government;
   - Provides direction and control of Emergency Operations;
• In conjunction with Health District Director, prepares a recommendation to order quarantine through the State Health Commissioner;
• Appoints a Coordinator of Emergency Management with the consent of the governing body;
• Serves as Liaison between the Coordinator of Emergency Management and the Board of Supervisors; and
• Declares a local emergency with the consent of the governing body.

C. Deputy Director of Emergency Management (Fire Chief)
• Along with the Assistant Chief of Community Risk Reduction, oversees the daily operation of the Emergency Management Division;
• Serves as member of the Policy Group; and
• Holds overall responsibility for maintaining and updating the EOP.

D. Coordinator of Emergency Management
• Appointed by the Director of Emergency Management with the consent of the governing body;
• Directs and controls the Emergency Operations Center (EOC);
• Supervises day-to-day responsibilities of Emergency Management staff;
• Coordinates activities within the EOC as EOC Manager and coordinates efforts of departments in response to a declared emergency;
• Submits state-required reports and records;
• Assumes certain duties in the absence of the Director of Emergency Management;
• Coordinates disaster assistance and recovery;
• Develops mutual aid agreements to support the response to an incident;
• Conducts exercises to test and improve plans and systems; and
• Ensures that the EOP is reviewed, revised and adopted every four years.

E. Deputy Coordinator of Emergency Management
• Ensures the local EOC is in a constant state of readiness;
• Serves as County National Incident Management System (NIMS) Coordinator;
• Assists with coordination of activities within the EOC and with oversight of departments;
• Assists with coordination of disaster assistance and recovery;
• Assists in development and maintenance of EOP; and
• Reviews and revises the EOP annually and completes submission to the Board of Supervisors for adoption of the EOP every four years.

F. All Other County Departments/Agencies
• Develop and maintain detailed plans and standard operating procedures (SOPs) to support the operational mission or assignment;
• Develop and maintain detailed continuity of operations plans (COOP) to ensure that essential functions of county government can continue even in a disaster;
• Maintain current training levels for all appropriate staff on NIMS, ICS, and COOP;
• Pre-identify, assign and train staff to serve in the EOC. Staff may report to the EOC if requested by Emergency Management;
• Identify sources of emergency supplies, equipment and transportation;
• Negotiate and maintain mutual aid agreements which are identified in the plan;
• Maintain records of disaster related expenditures and appropriate documentation;
• Protect and preserve records essential for the continuity of government; and
• Establish and maintain list of succession of key emergency personnel.

Emergency Support Functions (ESF)
An Emergency Support Function (ESF) is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during emergencies. Due to Homeland Security Directive Eight and the updated Presidential Policy Directive Eight, the ESF structure is used extensively for response at the state and federal level through the Commonwealth of Virginia Emergency Operations Plan and the National Response Framework. Localities in the Commonwealth of Virginia are required to report issues and provide situational awareness to VDEM using the ESF structure. A chart listing the ESF and the lead department for the County can be found in Appendix 5 of this plan.

Note that not all incidents result in the activation of ESFs. It is possible that an incident may be addressed without activating the ESFs or only a few. The ESFs for Chesterfield County include:

1. Transportation
2. Communications
3. Infrastructure Assessment
4. Firefighting
5. Direction & Control
6. Mass Care
7. Resources
8. Public Health
9. Search and Rescue
10. Hazardous Materials
11. Agriculture
12. Energy
13. Public Safety
14. Local Short-Term Recovery
15. External Affairs
16. (none)

Citizen Involvement

While residents of Chesterfield County do not have an explicit role in response to a disaster within the county, all citizens are encouraged to take care of themselves and their neighbors in following a disaster. Individuals and households play an important role in the overall emergency management strategy. It is essential they reduce hazards in their own home, prepare a kit and plan, monitor emergency communications carefully and if possible be active in their community to be of assistance. There are several means by which this can be accomplished:

Chesterfield Emergency Planning Committee (CEPC)

The CEPC is comprised of representatives of local government, private industry, businesses, environmental groups, residents and emergency response organizations. Their primary charge is meeting the hazardous materials planning requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) and other local planning considerations as identified. The CEPC also serves as the Citizen Corps Council which serves to harness the power of every individual through education, training and volunteer service to provide for whole community preparedness. The CEPC provides oversight of the following Citizen Corps organizations:

Neighborhood Watch

The Chesterfield County Neighborhood Watch Program is a crime prevention program designed to remove or reduce the opportunity for crime to occur. Prevention begins with individual security and extends to home security while it encompasses neighborhood security. One of the main goals of the Neighborhood Watch program is to train citizens in the process of passive observation and to properly report suspicious activity. The program is managed by the Chesterfield Police Department.

Community Emergency Response Team (CERT)

Chesterfield County has an active CERT program available to assist with emergency preparedness and recovery activities. Emergency Management maintains a list of trained CERT volunteers. The CERT has the following functions, but not limited to:

- Participate in periodic training exercises / classes;
• Assist in safely conducting initial windshield assessments in their neighborhood during a natural or manmade disaster affecting that neighborhood;
• Assist with County events by providing volunteers to serve in any capacity needed by the event coordinators;
• Assist the Emergency Management division with sharing preparedness information with neighbors and citizen groups;
• Assist in additional activities as requested by the Emergency Management Public Outreach Coordinator.

Medical Reserve Corps (MRC)

The Chesterfield County Health Department maintains a list of trained and vetted health care professionals and support staff volunteers through its MRC program. These volunteers are available to assist with emergency preparedness, response and recovery activities. Specific examples of roles for the MRC may include the following:

• Work with medical professionals and facilities during a large-scale emergency such as a disease epidemic, a hazardous chemical release, or a natural disaster in triage, medical response and/or community education and response;
• Provide assistance and coordination in local mass fatality incidents;
• Augment Chesterfield Health District and other ESF-8 staff in staffing shelters, community centers, or other areas of need in a disaster.

Amateur Radio

• Provides alternative communications for EOC and Emergency Shelters;
• Provides communications at other support locations, i.e. distribution sites, as requested by the County based on their staffing availability.

Nongovernmental and Volunteer Organizations Active in Disaster

Nongovernmental organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life and reduce physical and emotional distress. These groups offer assistance in sheltering, emergency food supplies, counseling services, specialized services, and other vital services to support response and promote recovery for disaster victims. The Virginia Voluntary Organizations Active in Disaster (VA VOAD) is a group of recognized local, state and national organizations that provide disaster relief. VA VOAD provides significant capabilities to incident management, response and recovery efforts.

If necessary, a Local Disaster Recovery Task Force may activate depending on the needs of the community to provide for individuals, families, and businesses who have unmet needs after all additional outlets for assistance have been exhausted.
Voluntary Organizations Active in Disaster

Voluntary Organizations Active in Disaster (VOAD) consists of voluntary and civic government organizations with disaster relief roles. VOAD members come together to provide resources for disaster assistance in the following areas. The list below is not intended to be comprehensive, but to serve as a guide.

- Animal Control
- Building Repair
- Bulk Distribution
- Child Care
- Clean Up
- Clothing
- Communications
- Counseling
- Damage Assessment
- Chainsaw Crews
- Disaster Welfare Inquiry
- Financial Assistance
- Food (feeding and storage)
- Human Relations
- Mass Care
- Sheltering
- Transportation
- Volunteer Staffing
- Warehousing
- Debris Removal

Private Sector

In an emergency, the private sector has many different roles, which could include:

- Private owners of critical infrastructure;
- Response organizations (e.g. private ambulance, environmental clean-up);
- Regulated or responsible parties: owner operators of certain regulated facilities may have responsibility under law to prepare for and prevent incidents from occurring; or
- A local emergency organization member.

The private sector has the responsibility to:

- Plan for personal and business disaster preparedness, mitigation, response and recovery;
- Have knowledge of local emergency response plans and procedures;
- Implement protective actions as requested or required by the Director of Emergency Management, or by rule of law;
- Provide goods and services critical to the response and recovery process;
- Provide direct communication during a disaster and may have a representative embedded with emergency crews and/or in the EOC; and
- Participate in local planning and exercises as available.

The overall roles, responsibilities and participation of the private sector during disasters vary based on the nature of the organization and the impact of the disaster.
Private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local economic recovery. Examples of privately-owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.

Private sector organizations provide response resources (donated or compensated) during an incident—including specialized teams, equipment, and advanced technologies—through local public-private emergency plans, mutual aid agreements, or incident specific requests from local government and private sector volunteered initiatives.

Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for incidents, preventing incidents from occurring, and responding to an incident once it occurs.

Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the CEPC.

**VI. Concept of Operations**

**General**

This section describes the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structures and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate state, federal, non-governmental organizations and private sector efforts into a comprehensive approach to incident management.

Emergency Management in Chesterfield County is a Comprehensive Emergency Management Program. The Emergency Management Division strives to cover all mission areas of emergency management in its day-to-day and disaster activities. The five Mission Areas of Prevention, Protection, Mitigation, Response and Recovery support the National Preparedness Goal, that is, “a secure and resilient nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.” The risks include events such as natural disasters, disease pandemics, chemical spills and other manmade hazards, terrorist attacks and cyber-attacks. To best assist in achieving success in the mission areas, as described below, there are thirty-two core capabilities identified in the National Preparedness Goal which are intended to assist all who have a role in emergency management. The core capabilities of planning, public information and warning, and operational coordination are embedded within each of the five mission areas. The remaining
twenty-seven are specific to one mission area in no particular order. The core capabilities that are best aligned for local government are included with the appropriate mission areas.

- **Prevention:** this mission area comprises the capabilities necessary to avoid, prevent or stop a threatened or actual act of terrorism or manmade disasters. This also includes preparedness measures of conducting a systematic process engaging the whole community as appropriate in the development of executable strategic, operational or tactical level approaches.

- **Protection:** this mission area ensures that the County has the necessary capabilities to secure our residents and infrastructure against acts of terrorism, manmade or natural disasters.

- **Mitigation:** the effort to reduce loss of life and property by lessening the impact of disasters. This is achieved through risk analysis, which results in information that can be applied to activities that reduce risk pre or post disaster. Mitigation includes the core capability of community resilience that enables the recognition, understanding, communication of, and planning for risk. This is an inclusive whole community approach to empower individuals to make informed decisions to adapt, withstand and quickly recover from incidents that can also reduce long-term vulnerabilities.

- **Response:** comprises the capabilities necessary to save lives, protect property and the environment, and meet the basic human needs after an incident has occurred. This action-oriented mission area begins as the disaster occurs. Because all disasters begin locally, in the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or through the Virginia Emergency Operations Center (VEOC). A local emergency must be declared, and local resources must have intent to be fully committed before state and federal assistance is requested. Response related core capabilities ensure appropriate measures are taken to protect the health and safety of all responders as well as the environment.

- **Recovery:** allows the community to recover effectively, this may include state and federal partners. Recovery includes economic and business activities returning to a healthy state that is defined as an economically viable community for business and employment. When making recovery considerations, the Comprehensive Plan will be used as a tool through and also the protection and natural and cultural resources.

**Organization**

When the local emergency operations center (EOC) is activated, the County Administrator serves as the Director of Emergency Management. He/she ensures a consistent response and that the EOC follows the Incident Command Structure (ICS) structure. ICS is both a strategy and a method of organization to direct and control field operations. ICS is designed to effectively integrate resources from different agencies into a temporary emergency organization at an incident site that can expand and contract with the magnitude of the incident and resources on hand. Chesterfield County uses ICS and the National Incident Management System (NIMS) in the Emergency Operations Center (EOC), as detailed below.

Incident Command System (ICS) ensures:
Managed span of control (3 to 7 staff; optimum is 5); 
Unity of command and personnel accountability (each person reports to only one person in the chain of command); and 
Scalable structure that allows Emergency Support Functions to be staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position.)

Chesterfield County utilizes the structures from NIMS and ICS guidelines, including but not limited to:

- Incident Commander is responsible for field operations including:
  - Isolate the scene; 
  - Direct and control on-scene operations; 
  - Establish Unified Command; 
  - Manage on-scene resources; 
  - Request additional resources from the EOC 
- Incident Command Posts (ICP); 
- Area Command (if needed); 
- Emergency Operations Center is responsible for
  - Providing a common operating picture for the County; 
  - Providing resource support to field operations; 
  - Organizing and implementing mass care operations, as requested by incident command; 
  - Coordinating damage assessments and compiling associated reports; 
  - Tracking cost for both equipment and personnel; and 
  - Requesting assistance from state and other external sources. 
- Joint Field Office is responsible for
  - Coordinating federal assistance, and; 
  - Supporting incident management activities locally. 

**Declaration of a Local Emergency**

The Director of Emergency Management declares 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 is declared by the Director of Emergency Management with the consent of the Board of Supervisors. If the Board of Supervisors cannot convene due to the disaster or other exigent circumstances, the Director, or in his absence the Deputy Director, or in the absence of both the director and deputy director, any member of the Board of Supervisors, shall declare the existence of an emergency, subject to the confirmation by the Board of Supervisors at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. Appendix 2 of this plan contains a template for a Resolution Confirming the Declaration of Local Emergency. Preparation of the Resolution confirming the declaration and the accompanying agenda item should be coordinated with the County Attorney’s Office.
Activation of the Emergency Operations Center (EOC)

The Emergency Operations Center (EOC) may be opened and the Chesterfield Emergency Operations Plan, and/or the appropriate ESF and/or Annex, will be activated in the event that a local emergency stresses or exceeds the capabilities or resources of any County department, or if such an emergency threatens the County’s capabilities. The Director of Emergency Management, Deputy Director of Emergency Management, Emergency Management Coordinator, or their designees, will make this decision.

The EOC may be activated if any or all of the following conditions exist:
- There is an imminent threat to public safety or health on a large scale;
- An extensive multi-agency or multi-jurisdiction response, and coordination is required to resolve or recover from the emergency or disaster event;
- The disaster affects multiple 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.

Levels of Operational Response

Most emergencies follow a recognizable build-up period during which actions are taken to achieve a gradually increasing state of readiness. General actions to be taken at each readiness level are outlined below; more specific actions are detailed in functional annexes or in departmental or agency standard operating procedures. Each response action level will gain and maintain situational awareness as necessary. This awareness requires continuous monitoring or relevant sources of information regarding actual and developing incidents. Critical information is passed through established reporting channels according to protocols and allowing for any level of response to be activated at any moment.

Response Actions

Level IV – Routine (Daily) Operations
- Develop and maintain County-wide and departmental emergency operations plans, policies, procedures and mutual aid assistance agreements as necessary;
- Provide information and educational materials to the public via brochures, the Chesterfield County website, Local Television Channel, Chesterfield Alert, social media, and other forms of media;
- Verify the accuracy of emergency contact lists, resource lists and emergency contracts by the appropriate departments;
- Emergency Management Division assists County departments/agencies with preparations for an EOC activation; and
- Appropriately plan for crisis, determine capability requirements and ensure departments/agencies are effectively trained and participate in exercises.

Level III – Increased Readiness
- Exists when the Emergency Management Coordinator receives notice of a potential emergency from the Virginia Department of Emergency Management (VDEM), the Virginia Fusion Center, National Weather Service (NWS) or other reliable sources,
such as Chesterfield County public safety departments (Fire, Police, Emergency Communication Center and Sheriff’s Office);
- Emergency Management monitors the situation and begins to disseminate information to department representatives in the form of SPOT Reports;
- Departments begin preparations to mobilize/activate departmental plans and develop a staffing plan; and
- Determine any protective measures that need to be implemented in preparation for the situation.

Level II – Response Operations: Mobilization
- Occurs when a disaster (natural or manmade) is imminent or conditions worsen to the point that full scale mitigation and/or preparedness activities are required;
- Determination of Declared Emergency may be needed;
- Activate and deploy key resources and capabilities if necessary;
- Set incident objectives following situational assessment.

Level I – Response Operations: Emergency Response
- With a disaster striking, key resources, to include staff and equipment are deployed and response actions are coordinated. The degree of emergency operation depends on the severity of the event;
- A local emergency may be declared;
- An Incident Action Plan (IAP) will be developed to identify and prioritize requirements, and incident objectives will be established. Resources will be prioritized to save lives, protect property and the environment, and meet basic human needs;
- 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;
- Start tracking costs of response;
- Implement evacuation orders, as needed;
- Open and staff emergency shelters, as needed;
- The County EOC facilitates a collaborative and cohesive response among departments;
- Once immediate response missions and life-saving activities conclude demobilization will occur and the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.
- In the event of an emergency as defined in this plan where there are victims of a crime, the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance.
  o Criminal Incident Compensation Fund (804) 399-8966
  o DCJS (804) 225-3456 during office hours; (804)840-4276 after hours or http://www.dcjs.virginia.gov/
Recovery Actions

Recovery is both a short-term and a long-term process. Short-term operations restore vital services to the community and provide for essential services to the public. Short-term recovery is immediate and overlaps with response, restoring utilities, reestablishing transportation routes and restoring public health. These actions may last for weeks.

Short-term immediate recovery begins at the onset of the disaster and is identified through Emergency Support Function #14. In the short-term recovery process, a secondary priority to the assistance of the community is to also track the expenditures of the County for possible reimbursement through the provisions set-forth by the Stafford Act, FEMA and VDEM. The short-term recovery that focuses on this reimbursement, known as public assistance, will be led in a coordinated effort with Risk Management, Accounting, Emergency Management and pre-identified Recovery liaisons from each department.

Long-term recovery focuses on restoring the community to its normal, or to an improved state of affairs. Restoring non-essential services and reconstruction of the damaged areas may continue for many months or years.

During the recovery period, some of the actions that may need to be implemented:

- Preliminary damage assessment begins once the situation is deemed safe for personnel. An initial assessment must be completed, and information sent to the State, within 72 hours of the end of the event.
- Determine viability for safe re-entry of residents;
- Emergency Management Coordinator to identify the Recovery Manager;
- Continue tracking all expenses for FEMA reimbursement process;
- Begin immediate repairs to electric, water and sewer lines and stations; and
- Cleanup and restoration of public facilities, businesses, and residences.

VII. Administration, Finance and Logistics

During a disaster, all assets of the County (human resources, as well as facility and equipment resources) fall under the purview of the Director of Emergency Management (County Administrator) or his designee to utilize in any way for response to an emergency.

Activation of the EOC or a local emergency declaration indicates that all departments involved in response to the emergency should immediately begin tracking event related costs. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions must be followed to increase the speed of which these actions can take place.

The Director of Emergency Management must notify the Directors of the Risk Management, Budget, Purchasing, Treasurer and Accounting Departments, or their designees, that a local emergency or disaster has been declared in accordance with the provisions set forth in section 44-146.21 of the Virginia Emergency Services and Disaster Law of 2000.
A. In an emergency situation, the Procurement Director, or designee, will be responsible for expediting the process of purchasing necessary emergency equipment, supplies and contracted support personnel.

B. The Budget Director or designee would permit over-spending in particular line items (e.g. overtime, materials, and supplies) under emergency circumstances as defined in the EOP. A year-end adjustment can be made if required.

C. The Procurement, Treasurer, Budget and Accounting Departments will staff the Emergency Operations Center’s Finance and Administration Section during emergency operations. This section will work with the Emergency Support Functions (ESF) to facilitate needed purchases.

D. The Director of Emergency Management, or designee, must define disaster related expenditures for the Finance Section and the appropriate length of time these disaster-related expenditures will be incurred. All disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement from the Commonwealth of Virginia or Federal government. The Accounting Department will coordinate record keeping for all incurred expenses throughout the emergency/disaster period. This Department will also assist in compilation of information for the “Report of Disaster-Related Expenditures” as required.

E. The EOC’s Finance and Administration Section will work within the EOC’s Logistics Section – to track resource needs, purchases, equipment and personnel utilizing electronic software to the extent possible.

F. Employees must complete normal time accounting procedures, to include overtime hours worked, during disaster response and recovery operations. Employee time will be approved through standard department leadership routes.

G. The County Administrator acting in his/her role as Director of Emergency Management may re-assign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.

H. Chesterfield County has mutual aid agreements in place with local volunteer and non-governmental agencies for use of facilities, food, equipment, etc. during disaster response and recovery operations. Chesterfield County also participates in both the Emergency Management Assistance Compact (EMAC) and Statewide Mutual Aid (SMA) Agreement, which provides for requesting goods, services, personnel, and equipment through the Virginia Emergency Operations Center.

**Actions**

- Develop, maintain, and disseminate budget and management directions and procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments;
Chesterfield County, Virginia

Emergency Operations Plan

- Provide training to familiarize staff with state and federal disaster assistance requirements and forms;
- Instruct all departments to maintain a continuous inventory of supplies on hand at all times;
- Prepare to make emergency purchases of goods and services;
- Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures;
- Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation;
- Track and compile accurate cost records from data submitted by departments;
- Prepare and submit disaster assistance applications for reimbursement;
- Assist in the preparation and submission of government insurance claims;
- Work with the County Treasurer to ensure reimbursements are received and reconciled; and
- Update and revise, as necessary, all human resource policies and procedures.

VIII. Mitigation Activities

Mitigation 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 may need to be addressed:

- Review the Richmond-Crater Regional Hazard Mitigation Plan and update, as necessary, any mitigation actions that could be of assistance in preventing similar impacts for a future disaster;
- Coordinate Federal Flood Insurance operations and integrate mitigation with other program efforts;
- Work with VDEM to develop mitigation grant projects to assist in areas most at risk if available;
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event;
- Document losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.
- Track costs directly related to mitigation activities for possible reimbursement.

IX. Communications

The County’s Emergency Communications Center (ECC) is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disasters. The ECC Supervisor on duty notifies key personnel and department heads as required by the type of report and standard operating procedures (SOP).

The ECC is most often the first point of contact for the general public. The ECC receives weather emergency information through the National Weather Service.

The ECC gathers this information and delivers warnings to public safety through text, phone
calls and emails, if necessary. Communications and Media has the ability to push information out through websites, social media, and private sector media partners.

Should an evacuation become necessary, warning and evacuation instructions will be put out via media outlets that include social media, radio, internet, Chesterfield Alert, and television. As outlined in ESF #15, Communications and Media shall develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.

County departments utilize additional means to communicate during emergencies. The 800MHz radio system is a primary means of communication for field personnel. Information can be shared between departments quickly and easily. The use of email, cell phones and landline phones are extensive in an emergency. In addition, members of public safety have the ability to communicate through mobile data computers/terminals

**X. Information Collection and Dissemination**

In an emergency or disaster, it is important to provide timely and accurate information to the public and to the media outlets. Communications and Media will work with the EOC to determine which information should be shared with the public. During an emergency, Communications and Media will disseminate information by appropriate means, to include any media outlets, internet, cable channel, the Emergency Alert System, NOAA All-hazards radio, Chesterfield Alert, and the County website. Communications and Media will communicate any news releases with the EOC Manager and ensure information is accurately released in a timely manner.

**XI. Plan Development and Maintenance**

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 requires jurisdictions to develop, adopt, and keep current a written crisis and emergency management plan. The Coordinator of Emergency Management will conduct an annual review of the Chesterfield County Emergency Operations Plan and update as necessary. In addition, a comprehensive review and revision of the EOP is conducted every four years to ensure that the plan remains current. The updated EOP is formally adopted by the County Board of Supervisors at that time.

Drafting an emergency plan is a community effort and relies heavily on Chesterfield County employees to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness. Stakeholders from County agencies, CEPC as well as external partners (hospital, American Red Cross, utility companies, etc.) should have input into the County’s Plan.

It is the responsibility of the Coordinator of Emergency Management, or designee, to assure that the plan is tested and exercised on a scheduled basis as per the guidelines of NIMS Homeland Security Exercise and Evaluation Plans. The Coordinator will maintain the schedule and assure
that the appropriate resources are available to complete these activities. Section XII of this Plan discusses exercises and training in more detail.

**XII. Exercises and Training**

Trained and knowledgeable personnel are essential for the prompt and proper execution of this EOP. The Director of Emergency Management along with the Emergency Management Staff ensures that all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Chesterfield County EOP. Personnel will be provided with the necessary training, drills and exercises to execute those responsibilities in an effective and responsible manner. Focused training should be offered annually; however, this does not preclude position specific or department related training from being required as deemed necessary by the Department Head, such as COOP training, etc.

The Coordinator of Emergency Management develops, administers, and maintains a comprehensive training and exercise program that fits the needs of Chesterfield County. Chesterfield will utilize a “crawl, walk, run” approach to developing exercises to begin with Tabletop Exercises and working up to Functional Exercises. Training is based on federal and state guidance. All training and exercises conducted in Chesterfield County are developed and documented using the Homeland Security Exercise and Evaluation Program (HSEEP). Deficiencies identified by an exercise are addressed immediately through After-Action Reports and Improvement Plans.

The Coordinator of Emergency Management or designee also participates in regional exercises, as available, in order to test the EOP.

**XIII. AUTHORITIES AND REFERENCES**

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

**Federal**


**State**

• Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Code of Virginia section 44-146.13 et seq. as amended.


• Virginia Department of Emergency Management (December 2017). *Hazard Mitigation Management Plan*.


• Virginia Department of Emergency Management (September 2010). *Radiological Emergency Response Plan*.


• Virginia Department of Emergency Management (July 2010). *Virginia Hurricane Emergency Response Plan*.

**Local**


• Chesterfield County (December 20, 2019). *Radiological Emergency Response Plan*. Ingestion Exposure Pathways.

• Virginia Department of Emergency Management (Updated Annually Online). Local Capability Assessment Report (LCAR).
• Richmond Regional Planning District Commission and the Crater Planning District Commission (2017). *Richmond-Crater Multi-Regional Hazard Mitigation Plan*.

### Appendix 1 – List of Acronyms

<table>
<thead>
<tr>
<th>Acronym</th>
<th>Description</th>
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<tbody>
<tr>
<td>ARC</td>
<td>American Red Cross</td>
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<td>ARES</td>
<td>Amateur Radio Emergency Service</td>
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<td>AAR</td>
<td>After Action Report</td>
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<td>CAP</td>
<td>Civil Air Patrol</td>
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<td>CART</td>
<td>Community Animal Response Team</td>
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<td>CEPC</td>
<td>Chesterfield Emergency Planning Committee</td>
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<td>CERT</td>
<td>Community Emergency Response Team</td>
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<td>COG</td>
<td>Continuity of Government</td>
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<td>COOP</td>
<td>Continuity of Operations</td>
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<td>COP</td>
<td>Common Operating Picture</td>
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<td>DAC</td>
<td>Disaster Assistance Center</td>
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<td>DFO</td>
<td>Disaster Field Office</td>
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<td>DHS</td>
<td>Department of Homeland Security</td>
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<td>DMAT</td>
<td>Disaster Medical Assistance Teams</td>
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<td>DOC</td>
<td>Department Operating Centers</td>
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<td>DRC</td>
<td>Disaster Recovery Center</td>
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<td>DRT</td>
<td>Disaster Recovery Team</td>
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<td>EAS</td>
<td>Emergency Alert System</td>
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<td>ECC</td>
<td>Emergency Communications Center</td>
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<td>EMAC</td>
<td>Emergency Management Assistance Compact</td>
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<td>EMOI</td>
<td>Emergency Management Operating Instruction</td>
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<td>EMS</td>
<td>Emergency Medical Service</td>
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<td>EOC</td>
<td>Emergency Operations Center</td>
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<td>EOP</td>
<td>Emergency Operations Plan</td>
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<td>EPA</td>
<td>Environmental Protection Agency</td>
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<td>ERT</td>
<td>Emergency Response Team</td>
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<td>ESF</td>
<td>Emergency Support Functions</td>
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<td>FAC</td>
<td>Family Assistance Center</td>
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<td>Acronym</td>
<td>Full Form</td>
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<td>FBI</td>
<td>Federal Bureau of Investigation</td>
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<td>FCO</td>
<td>Federal Coordinating Officer</td>
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<td>FEMA</td>
<td>Federal Emergency Management Agency</td>
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<td>FRC</td>
<td>Family Reception Center</td>
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<td>ICS</td>
<td>Incident Command System</td>
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<td>IMT</td>
<td>Incident Management Team</td>
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<td>IED</td>
<td>Improvised Explosive Device</td>
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<td>IEMS</td>
<td>Integrated Emergency Management System</td>
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<td>IFLOWNS</td>
<td>Integrated Flood Observing and Warning System</td>
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<td>IPAWS</td>
<td>Integrated Public Alert &amp; Warning System</td>
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<td>HSEEP</td>
<td>Homeland Security Exercise and Evaluation Program</td>
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<td>JIC</td>
<td>Joint Information Center</td>
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<td>JFO</td>
<td>Joint Field Office</td>
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<td>LCAR</td>
<td>Local Capability Assessment Report</td>
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<td>MACC</td>
<td>Multi-agency Command Center</td>
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<td>MCI</td>
<td>Multi-Casualty Incident</td>
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<td>MEDEVAC</td>
<td>Medical Evacuation</td>
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<td>MOA</td>
<td>Memorandum of Agreement</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>MSA</td>
<td>Metropolitan Statistical Area</td>
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<td>NDMS</td>
<td>National Disaster Medical System</td>
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<td>NGO</td>
<td>Nongovernmental Organization</td>
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<td>NIMS</td>
<td>National Incident Management System</td>
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<td>NOAA</td>
<td>National Oceanic and Atmospheric Administration</td>
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<td>NRC</td>
<td>Nuclear Regulatory Commission</td>
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<td>NRF</td>
<td>National Response Framework</td>
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<tr>
<td>NWS</td>
<td>National Weather Service</td>
</tr>
<tr>
<td>OCME</td>
<td>Office of the Chief Medical Examiner</td>
</tr>
<tr>
<td>PDA</td>
<td>Preliminary Damage Assessment</td>
</tr>
<tr>
<td>PIO</td>
<td>Public Information Officer</td>
</tr>
<tr>
<td>POC</td>
<td>Point of Contact</td>
</tr>
<tr>
<td>Acronym</td>
<td>Description</td>
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<tr>
<td>---------</td>
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</tr>
<tr>
<td>SAR</td>
<td>Search and Rescue</td>
</tr>
<tr>
<td>SARA</td>
<td>Superfund Amendments and Reauthorization Act</td>
</tr>
<tr>
<td>SART</td>
<td>State Animal Response Team</td>
</tr>
<tr>
<td>SCC</td>
<td>State Corporation Commission</td>
</tr>
<tr>
<td>SDS</td>
<td>Safety Data Sheets</td>
</tr>
<tr>
<td>SMA</td>
<td>Statewide Mutual Aid</td>
</tr>
<tr>
<td>SOP</td>
<td>Standard Operating Procedures</td>
</tr>
<tr>
<td>USACE</td>
<td>U.S. Army Corps of Engineers</td>
</tr>
<tr>
<td>USAFC</td>
<td>U.S.A. Freedom Corps</td>
</tr>
<tr>
<td>USCG</td>
<td>U.S. Coast Guard</td>
</tr>
<tr>
<td>USDA</td>
<td>U.S. Department of Agriculture</td>
</tr>
<tr>
<td>VDEM</td>
<td>Virginia Department of Emergency Management</td>
</tr>
<tr>
<td>VEST</td>
<td>Virginia Emergency Support Team</td>
</tr>
<tr>
<td>VEOC</td>
<td>Virginia Emergency Operations Center</td>
</tr>
<tr>
<td>VFDA</td>
<td>Virginia Funeral Directors Association, Inc.</td>
</tr>
<tr>
<td>VOAD</td>
<td>Voluntary Organizations Active in Disaster</td>
</tr>
<tr>
<td>WMD</td>
<td>Weapons of Mass Destruction</td>
</tr>
</tbody>
</table>
Appendix 2 – Sample Resolution Confirming Declaration of Local Emergency [to be drafted in coordination with the County Attorney’s Office]

A RESOLUTION TO CONFIRM AND CONSENT TO THE DECLARATION OF A LOCAL EMERGENCY

WHEREAS, <describe emergency or threatened emergency>; and

WHEREAS, pursuant to the authority granted by § 44-146.21(A) of the Code of Virginia, <name of current county administrator>, County Administrator, as Director of Emergency Management for the County of Chesterfield, Virginia, declared the existence of a local emergency at <time> on <month, day, year> in order to provide preparedness, response, recovery and other activities to protect life, property, and operations threatened by the effects of <insert emergency description or storm name, etc.>; and

WHEREAS, <emergency description or storm name, etc.> may create significant impacts on the County, including reduced public safety services, healthcare services, and county resources; and

WHEREAS, the anticipated effects of <emergency description or storm name, etc.> constitute a disaster as described in § 44-146.16 of the Code of Virginia (Code); and

WHEREAS, in accordance with the local emergency declaration and § 44-146.21 of the Code of Virginia, the County’s Emergency Operations Plan is activated and all furnishing of aid and assistance thereunder is authorized, and the County Administrator, as the Director of Emergency Management, is authorized by this Board to undertake all necessary actions authorized by § 44-146.21(C) of the Code of Virginia.

NOW, THEREFORE, BE IT RESOLVED by the Chesterfield County Board of Supervisors this <insert date> day of <month year>,

1) that the act of the County Administrator, as the Director of Emergency Management, in declaring a local emergency is hereby consented to and confirmed, as are all actions set forth above which are taken pursuant to that declaration;

2) that all actions, powers, functions, and duties of the Director of Emergency Management and the emergency management organization have been and shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of Chesterfield so as to mitigate the effects of said emergency; and

3) that once all emergency actions pursuant to the declaration of a local emergency have been taken, as determined by the Director of Emergency Management, the declared emergency shall be ended without further action of this Board of Supervisors.

__________________________________
Chair
Board of Supervisors of Chesterfield County
Appendix 3 - Essential Records

Court Records

The preservation of certain vital records for the locality and all essential records of the Circuit Court is the responsibility of the Clerk of the Circuit Court. All such records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include, but are not limited to, the following:

- Land Records
- Criminal Records
- Wills and Estate Records
- Civil Records
- Adoption, Divorce and other Chancery Records
- Marriage Licenses
- Judgments
- Business Assumed Names
- District Court Appeal Records

The evacuation of such records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court. The Sheriff’s Office will provide security of records upon request by the Clerk of Courts.

*Microfilm copies of all land records and permanent records are stored in the Archives of the Library of Virginia located in Richmond, Virginia.*

Agencies/Organizations

Each agency/organization within Chesterfield 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.
### Appendix 4 – Succession of Authority

<table>
<thead>
<tr>
<th>Category</th>
<th>Succession of Authority</th>
</tr>
</thead>
<tbody>
<tr>
<td>County Administration</td>
<td>County Administrator&lt;br&gt;Deputy County Administrator&lt;br&gt;Deputy County Administrator</td>
</tr>
<tr>
<td>Fire &amp; EMS</td>
<td>Fire Chief&lt;br&gt;Deputy Fire Chief&lt;br&gt;Assistant Chief</td>
</tr>
<tr>
<td>Police Department</td>
<td>Police Chief&lt;br&gt;Deputy Chief of Operations&lt;br&gt;Deputy Chief of Support</td>
</tr>
<tr>
<td>Sheriff’s Office</td>
<td>Sheriff&lt;br&gt;Lieutenant Colonel&lt;br&gt;Major</td>
</tr>
<tr>
<td>Emergency Communications</td>
<td>Director&lt;br&gt;Operations Manager&lt;br&gt;Operations Support Manager</td>
</tr>
<tr>
<td>Emergency Management</td>
<td>Coordinator&lt;br&gt;Deputy Coordinator&lt;br&gt;Public Outreach Coordinator</td>
</tr>
<tr>
<td>Building Inspections</td>
<td>Building Official&lt;br&gt;Assistant Building Official&lt;br&gt;Chief of Commercial Plan Review</td>
</tr>
<tr>
<td>Environmental Engineering</td>
<td>Director&lt;br&gt;Assistant Director&lt;br&gt;Drainage Superintendent</td>
</tr>
<tr>
<td>Planning</td>
<td>Director&lt;br&gt;Assistant Director</td>
</tr>
<tr>
<td>Transportation</td>
<td>Director&lt;br&gt;Assistant Director&lt;br&gt;Program Manager</td>
</tr>
<tr>
<td>Utilities</td>
<td>Director&lt;br&gt;Assistant Director of Operations and Maintenance&lt;br&gt;Assistant Director of Engineering and Development</td>
</tr>
<tr>
<td>Citizen Information and Resources</td>
<td>Director&lt;br&gt;Assistant Director&lt;br&gt;Manager</td>
</tr>
<tr>
<td>Juvenile Detention</td>
<td>Director of Chesterfield Juvenile Justice Services&lt;br&gt;Assistant Director of Chesterfield Juvenile Detention Home&lt;br&gt;Program Administrator for Chesterfield Juvenile Detention Home</td>
</tr>
<tr>
<td>Category</td>
<td>Title</td>
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<tr>
<td>-------------------------------</td>
<td>-----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Mental Health</td>
<td>Executive Director</td>
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<tr>
<td></td>
<td>Assistant Director</td>
</tr>
<tr>
<td></td>
<td>Services Manager</td>
</tr>
<tr>
<td>Schools</td>
<td>Superintendent</td>
</tr>
<tr>
<td></td>
<td>Deputy Superintendent</td>
</tr>
<tr>
<td></td>
<td>Chief Operations Officer</td>
</tr>
<tr>
<td>Social Services</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Assistant Director – Admin and Finance</td>
</tr>
<tr>
<td></td>
<td>Assistant Director – Family Services</td>
</tr>
<tr>
<td>Human Resources</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Economic Development</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Assistant Director</td>
</tr>
<tr>
<td>Cooperative Extension</td>
<td>Director of Parks and Recreation</td>
</tr>
<tr>
<td></td>
<td>Assistant Director of Parks and Recreation (Recreation Focused)</td>
</tr>
<tr>
<td></td>
<td>Cooperative Extension Division Manager and 4-H Agent</td>
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<tr>
<td>General Services</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Assistant Director</td>
</tr>
<tr>
<td></td>
<td>Chief of Administrative Services</td>
</tr>
<tr>
<td>Information Technology</td>
<td>CIO</td>
</tr>
<tr>
<td></td>
<td>Deputy CIO</td>
</tr>
<tr>
<td></td>
<td>Division Chief - Infrastructure</td>
</tr>
<tr>
<td>Libraries</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Assistant Director</td>
</tr>
<tr>
<td></td>
<td>Chief of Administrative Services</td>
</tr>
<tr>
<td>Parks and Recreation</td>
<td>Director of Parks and Recreation</td>
</tr>
<tr>
<td></td>
<td>Assistant Director of Parks and Recreation (Recreation Focused)</td>
</tr>
<tr>
<td></td>
<td>Assistant Director of Parks and Recreation (Parks Focused)</td>
</tr>
<tr>
<td>Risk Management</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Assistant Director Claims and Finance</td>
</tr>
<tr>
<td></td>
<td>Assistant Director EHS</td>
</tr>
<tr>
<td>Communications and Media</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Digital and Media Relations Manager</td>
</tr>
<tr>
<td></td>
<td>Public Information and Creative Content Manager</td>
</tr>
<tr>
<td>Accounting</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Assistant Director – Operations</td>
</tr>
<tr>
<td></td>
<td>Assistant Director – Financial Reporting and Compliance</td>
</tr>
<tr>
<td>Budget</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>Sr. Budget Analyst</td>
</tr>
<tr>
<td></td>
<td>Budget Analyst</td>
</tr>
<tr>
<td>Procurement</td>
<td>Director</td>
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<tr>
<td>---------------------</td>
<td>-----------------------------------</td>
</tr>
<tr>
<td></td>
<td>Assistant Director</td>
</tr>
<tr>
<td></td>
<td>Principal Contract Officer</td>
</tr>
</tbody>
</table>
# Appendix 5 – Emergency Support Functions (Chesterfield County)

## ESF Name & Local Coordinating Agency

<table>
<thead>
<tr>
<th>ESF #</th>
<th>ESF Name &amp; Description</th>
<th>Federal</th>
<th>State</th>
<th>Local</th>
</tr>
</thead>
<tbody>
<tr>
<td>01</td>
<td>TRANSPORTATION</td>
<td>DOT</td>
<td>VDOT</td>
<td>Police</td>
</tr>
<tr>
<td>02</td>
<td>COMMUNICATIONS</td>
<td>DHS</td>
<td>VITA/VDEM</td>
<td>ECC</td>
</tr>
<tr>
<td>03</td>
<td>INFRASTRUCTURE ASSESSMENT</td>
<td>DoD/USACE</td>
<td>VDH/DGS</td>
<td>General Services, Building Inspections</td>
</tr>
<tr>
<td>04</td>
<td>FIRE FIGHTING</td>
<td>USFS</td>
<td>VDFP/VDOF</td>
<td>CFEMS</td>
</tr>
<tr>
<td>05</td>
<td>Direction and Control (Federal and State: EMERGENCY MANAGEMENT)</td>
<td>FEMA</td>
<td>VDEM</td>
<td>Emergency Management</td>
</tr>
<tr>
<td>06</td>
<td>MASS CARE, HOUSING, AND HUMAN SERVICES</td>
<td>FEMA</td>
<td>VDSS</td>
<td>Social Services</td>
</tr>
<tr>
<td>07</td>
<td>LOGISTICS AND RESOURCE SUPPORT</td>
<td>GSA/FEMA</td>
<td>VDEM</td>
<td>General Services/Procurement</td>
</tr>
<tr>
<td>08</td>
<td>HEALTH AND MEDICAL SERVICES</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Coordinate, develop and implement traffic control measures that will enhance traffic flow, evacuation and re-entry to affected areas.

To maintain continuity of information and telecommunications equipment.

Coordinate and organize capabilities and resources to facilitate the delivery of essential services, technical assistance, engineering expertise, construction management and other support to prepare, respond, or recover from an incident.

Directs and controls operations regarding fire suppression, technical rescue, hazardous material and emergency medical services.

Provide centralized direction and coordination during an event. Collect and process information and assure the implementation of emergency actions, disseminate information and act as a liaison to other agencies.

Receives and cares for persons who have been evacuated, either from a high-risk area in anticipation of an emergency or response to an actual emergency. Includes provision for sheltering, emergency assistance and other human services.

Minimize the effect that disasters or emergency situations may have on the County to include property, personnel and citizens. Provides support for requirements not specifically identified in other Emergency Support Functions.
Provides for coordinated medical, public health, mental health and emergency medical services to save lives in the time of an emergency.

| Federal: DHHS | State: VDH | Local: Public Health |

**ESF # 09 SEARCH AND RESCUE**
Provides for the coordination and effective use of available resources for search and rescue activities.

| Federal: FEMA | State: VDEM | Local: Police, CFEMS |

**ESF # 10 HAZARDOUS MATERIALS**
Response to hazardous material incidents, preventing or minimizing the loss of life and property and to assist with rescue, warning and other operations required.

| Federal: USEPA | State: VDEM/DEQ | Local: CFEMS |

**ESF # 11 AGRICULTURE AND NATURAL RESOURCES**
Coordinate response to agriculture loss and emergencies.

| Federal: USDA | State: VDACS | Local: Cooperative Extension |

**ESF # 12 ENERGY**
Describe procedures to restore utilities critical to saving lives, protecting health, safety and property; to enable other support functions to respond.

| Federal: USDOE | State: VDEM | Local: General Services, Utilities |

**ESF # 13 PUBLIC SAFETY AND SECURITY**
Maintain law and order and assist with evacuation of threatened areas or re-entry.

| Federal: DOJ/ATF | State: VSP | Local: Police, Sheriff |

**ESF # 14 RECOVERY**
Provides a framework to facilitate short term recovery and begin the process of long-term recovery which includes resources, financial reimbursement and community needs.

| Federal: DHS/CISA | State: VDEM/CHCD | Local: Risk Mgmt/Accounting |

**ESF # 15 EXTERNAL AFFAIRS**
Keep the public and County employees informed in regard to an emergency situation.

| Federal: DHS | State: VDEM | Local: Communications and Media |

**ESF # 16 MILITARY AFFAIRS**
Coordinate response with military partners in the Region.

| Federal: N/A | State: DMA | Local: Emergency Management/County Administration |

**ESF # 17 VOLUNTEER AND DONATIONS MANAGEMENT**
Coordinating process for the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated good during a disaster.

| Federal: N/A | State: VDEM | Local: Emergency Management |
Appendix 6 – Glossary of Key Terms

Amateur Radio Emergency Services (ARES): A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed.

American Red Cross (ARC): 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.

Chesterfield Emergency Planning Committee (CEPC): 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.

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 colocated with the Incident Base. Also referred to as the Incident Command Post.

Common Operating Picture (COP): A broad view of the overall situation as reflected by situation reports, aerial photography and other information or intelligence.

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

Continuity of Operations: A process of identifying the essential functions - including staff, systems and procedures - that ensures the continuation of an agency’s ability to operate.

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.

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the community, the Commonwealth, or the nation that the incapacity or destruction of such systems and assets would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

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

Disaster Field Office (DFO): An administrative office established by FEMA and staffed by appropriate Federal / State personnel following a disaster declaration by the President.
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 (EAS): A network of broadcast stations and 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 Management: The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include firefighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

Emergency Management Assistance Compact (EMAC): Administered by the National Emergency Management Association, EMAC is congressionally ratified organization that provides form and structure to the interstate mutual aid and assistance process. Through EMAC or other mutual aid or assistance agreements, a State can request and receive other assistance from other member States.

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

Emergency Operations Plan (EOP): A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Planning Committee: Designated local officials responsible for developing, maintaining and evaluating the local Emergency Operations Plan(s).

Emergency Support Function (ESF): 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 (GIS): A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

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

Hazardous Materials Emergency Response Plan: The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for 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.

Hazard Mitigation: Any action taken to reduce or eliminate the long-term risk to human life or property.

Incident Action Plan (IAP): A plan that provides a concise, coherent means of capturing and communicating overall incident priorities, objectives, and strategies in the contexts of both operations and support activities. If an incident is likely to extend beyond one operational period, become more complex, or involve multiple jurisdictions and/or agencies, in this case preparing an IAP will become increasingly important to maintain effective, efficient and safe operations.

Incident Command System (ICS): 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.

Incident Management Team (IMT): The Incident Commander and appropriate command and general staff personnel assigned to an incident.
Initial Damage Assessment Report (IDA): A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

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.

Major Disaster: Any natural or manmade disaster in any part of the United States which, in the determination of the President of the United States, is or thereafter determined to be of sufficient severity and magnitude to warrant disaster assistance, above and beyond the capabilities of the state and local emergency services, by the federal government to supplement the efforts and available resources of the affected states, local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby and is so declared by the President.

Manmade Disaster: Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.

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

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

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

National Incident Management System (NIMS): A system mandated by the federal Homeland Security Presidential Directive (HSPD) 5 that provides a consistent, nationwide
National Response Framework (NRF): 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 (NWS): The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

Natural Disaster: Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.

Non-Governmental Organization (NGO): A nonprofit entity that is based on interests of its members, individuals or institutions and that is not created by the government, but may work cooperatively with government. Such organizations serve the public purpose, not a private benefit. Examples of NGOs are the members of the Virginia VOAD – Voluntary Organizations Active in Disasters.

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.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves identifying and applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity, and apprehending potential perpetrators.

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.

Recovery: Recovery involves restoring systems to normal after the emergency. Some long-term recovery actions may continue for months or even years.

Resource Shortage: The absence, unavailability, or reduced supply of any raw or processed natural resource or any commodities, goods, or services of any kind which bear a substantial
relationship to the health, safety, welfare, and economic well being of the citizens of the Commonwealth.

**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.

**Severe Weather "Warning":** Severe weather conditions which could cause serious property damage or loss of life have occurred -- have been actually observed or reported. For example, a Flash Flood Warning means that heavy rains have occurred, and low-lying areas are likely to be flooded

**Severe Weather "Watch":** Atmospheric conditions indicate that severe weather is possible, but has not yet occurred (e.g., Hurricane Watch, Flash Flood Watch, Tornado Watch, etc.).

**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.

**Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707. In this plan it is referred to as “The Stafford Act.” A Federal statute, which provides for the prompt delivery of Federal assistance to affected local governments and individuals following a major disaster, especially when State and local relief resources are overwhelmed.

**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. Referred to as SARA Title 3.

**Threat:** Any indication of possible violence, harm or danger.

**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.

**Voluntary Organizations Active in Disasters (VOAD):** Coalition of non-governmental agencies that actively participate in disaster response and recovery.

**Warning:** The alerting of public officials, emergency support services, and the general public to a threatened emergency or disaster situation.

**Weapons of Mass Destruction (WMD):** Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).
Appendix 7 – EOC Organization

EOC Structure
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