

Mathews County
Emergency
Operations Plan

Adopted
December 18, 2007

I. INTRODUCTION

Mathews County is vulnerable to a variety of hazards because of its geographic location and topography. The County faces challenges from tidal flooding, hurricanes, winter storms and tornadoes in addition to risks from hazardous materials, resource shortages and terrorism. To manage an emergency that requires more resources than are available through routine response systems, it is critical that all County public officials, non-governmental emergency organizations and the public understand their roles and responsibilities. Non-routine responsibilities begin when an incident is recognized as extraordinary and become increasingly vital as activities are organized beyond the initial response.

A comprehensive, coordinated effort from State and local officials in support of field emergency responders can save lives, protect property and restore essential services more quickly. The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia, § 44-146.13 to 44-146.29:2 requires that State and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events. Consistent with this requirement, the Mathews County Board of Supervisors has approved the *Mathews County Emergency Operations Plan*.

The *Mathews County Emergency Operations Plan* (Plan) includes descriptions of Emergency Support Functions and other Appendices.

Purpose

The *Mathews County Emergency Operations Plan* provides the legal and organizational basis for operations that will enable Mathews County to respond effectively and recover from disasters and/or emergency situations. The Plan assigns broad responsibilities to local government entities and emergency organizations, generally extensions of normal, day-to-day functions that involve the same personnel and material resources. By formalizing a command structure, communication framework and operating protocols, the Plan seeks to apply resources effectively, minimize casualties and property damage, and restore essential services as soon as possible following an incident.

Scope and Applicability

The Plan for Mathews County identifies potential emergencies, anticipates needs following an incident, and provides guidance for County Offices, agencies and other response organizations.

Elements of the emergency response system include:

- County operating structures, including command authorities, during an emergency.
- Critical actions during response and recovery.
- Interface between the County and other public entities including State, regional and federal authorities.
- Coordination between the County and partner organizations (such as the Mathews Volunteer Fire Department).
- Logistics management system that balances needs with resources available.

The Plan applies to all County entities, private organizations and individuals that provide support.

Incident Management Activities

The Plan covers the full spectrum of activities related to local incident management including disaster preparedness, response and recovery. This includes activities related to an evolving or potential incident as well as to a recognized emergency.

Incident management activities include:

- Increasing public awareness.
- Providing as much warning as possible of impending hazards.
- Designing strategies for coordination of resources.
- Coordinating protective measures across jurisdictions.
- Dispatching fire, medical and public health resources, following an incident.
- Enabling immediate recovery as well as addressing long-term needs.

Key Plan Concepts

The Plan includes systematic, coordinated incident management protocols such as:

- Incident Reporting
- Alert Notifications
- Resource Mobilization
- Activities Coordination
- Operating Structure and Standards (under different threat conditions)
- Integration of Crisis and Consequence Management functions.

Notification and resource deployment protocols are designed to anticipate catastrophic events in coordination and collaboration with Federal, State, private sector organizations and other local governments, as appropriate.

Emergency Support Functions (ESFs) facilitate delivery of critical services, assets, expertise and assistance. Each ESF will be led by a designated lead or primary organization, supported by complementary organizations.

Coordination, communications and information-sharing mechanisms help ensure responders, multiple levels of government and the public have relevant data..

Worker safety and health practices are intended to protect aid workers under anticipated conditions.

Through organization of interagency efforts, objectives are to minimize damage; restore impacted areas to pre-incident conditions, if feasible; and/or implement programs to reduce future vulnerability.

Detailed supplemental operations, tactical, and hazard-Specific contingency plans and procedures will provide practical guidance for managing anticipated incidents.

On-going interagency and intergovernmental planning, training, and assessment will assist

Mathews County to be prepared to respond to incidents in a timely and effective manner..

II. PLANNING ASSUMPTIONS

Incident management activities will be initiated and conducted based on principles contained in the National Incident Management System (NIMS).

Mathews County recognizes extraordinary incidents may:

- Occur at any time with little or no warning.
- Require significant information sharing across jurisdictions and between the public and private sectors.
- Include multiple geographic areas within the County.
- Involve multiple, highly varied hazards or threats on a local or regional scale.
- Result in numerous casualties; fatalities; displaced people and property loss; disrupt normal life support systems, essential public services and basic infrastructure; and cause significant damage to the environment.
- Attract a sizeable influx of independent, spontaneous volunteers and supplies.
- Require short-notice State and Federal asset coordination.
- Require prolonged, sustained incident management operations and support activities.

Priorities for Mathews County:

- Save lives. Protect the health and safety of the public, responders, and recovery workers.
- Provide for the continuance of essential local government operations.
- Ensure the security of the County.
- Protect and restore critical infrastructure and key resources.
- Protect property. Mitigate damages and impacts on individuals, neighborhoods, businesses and the environment.
- Facilitate recovery of individuals, families, businesses and the community.
- Prevent an imminent incident from occurring, and protect the environment.

III. ROLES AND RESPONSIBILITIES

The Designated Supervisor for Emergency Services is the Chief Executive for Mathews County during a declared emergency. (This official will be referred to as the “Director of Emergency Services”). The Director of Emergency Services:

- Is responsible for the public safety and welfare of people in the County.
- Coordinates local resources to address the full spectrum of actions required to prevent, prepare for, respond to, and/or recover from hazardous incidents including terrorism, natural disasters, accidents, and comparable events.
- Has extraordinary power, dependent on local and State laws, to suspend local regulations and ordinances, establish curfews, direct evacuations, order quarantines in coordination with local health authorities, and enact other regulations, ordinances and directives required.
- Provides leadership, plays a key role in communication with the public, and assists people,

- businesses and organizations cope with the consequences of incidents that impact the County.
- Has the authorization to make any procurement decisions necessary to deal with the emergency conditions. He may delegate this authority to the County Administrator acting as the Deputy Incident Commander.

County Offices and resource organizations participate in Emergency Support Function (ESF) structures as coordinators, primary responders, and support organizations as required to support effective incident management.

Emergency Support Functions

Emergency Support Functions organize select public and private sector capabilities into new structures that provide focused resources, programs and emergency services.

Each ESF consists of one primary and one or more support entities. Mathews County has identified ESF primary agencies on the basis of their authorities, resources and capabilities. Support agencies are assigned based on their resources and capabilities in specific functional area. ESFs are expected to work together seamlessly in carrying out their roles and responsibilities.

It is important to note that all hazard and emergency-related incidents will not activate an ESF. Many incidents can be managed effectively by using standard, day-to-day operating procedures.

Non-government and Volunteer Organizations

The Mathews Volunteer Fire Department and the Mathews Volunteer Rescue Squad are primary responders in most emergencies. Additional non-government entities may collaborate with first responders, governments at all levels, and other organizations by providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims. For example, a local American Red Cross Chapter may provide relief services and staffing for *ESF #6 – Mass Care*. The Virginia Voluntary Organizations Active in Disasters (VVOAD) is an umbrella group of recognized local, state and national organizations that provide disaster relief and other significant capabilities to enhance incident management and response efforts

Private Sector

Primary and support entities coordinate with the private sector to share information, form courses of action, and integrate resources in order to prevent, prepare for, respond to and recover from disasters. Private sector organizations may identify risks, assess vulnerabilities, develop emergency response and business continuity plans, enhance overall readiness, implement prevention and protection programs, and provide goods and services through donations, contractual arrangement or direct government purchase.

Private sector organizations are encouraged to develop and maintain capabilities to respond and to manage a complete spectrum of incidents and emergencies. Mathews County maintains contact with key private sector resources, especially utilities, and includes select representatives in planning and training exercises designed to prevent, prepare for, and respond to disasters as well as to plan for and engage in recovery activities.

IV. OPERATIONS

General

This section identifies coordinating structures, processes and protocols employed by Mathews County to manage significant emergencies. These coordinating structures, processes and protocols will enable Mathews County to conduct essential governance activities and to integrate State, Federal, non-government organizations and private sector resources into comprehensive incident management teams.

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Mathews County organization for emergency operations, led by the Supervisor for Emergency Services in the role of Director of Emergency Services, includes government, non-government and private sector emergency response organizations in its structure. The County Administrator is responsible for emergency-related public information.

The Director of Emergency Services has delegated day-to-day management for emergency preparedness to the Coordinator of Emergency Services who develops and maintains the Emergency Operations Plan and carries out other responsibilities outlined in local, State and Federal regulations.

The Director of Emergency Services in concert with the Coordinator of Emergency Services directs and controls emergency operations and issues directives to other entities concerning disaster preparedness.

The Sheriff of Mathews County and the Coordinator of Emergency Services, assisted by heads of County Offices, are responsible to equip and maintain an Emergency Operations Center (EOC) from which to direct operations during emergencies. The primary EOC is located in the Sheriff's Office, County Courthouse Complex. An alternate EOC facility can be located in Thomas Hunter Middle School.

The Director of Emergency Services, or in his absence the Coordinator of Emergency Services, determines the need to evacuate large areas and issue orders for evacuation or other protective action as needed. The Sheriff will implement evacuation orders and provide security for the evacuated area. In the event of a hazardous materials incident the Fire Chief, or his representative on the scene, implements immediate protective action to include evacuation, as appropriate.

Heads of Mathews County Offices will prepare and maintain plans and procedures in order to be prepared to accomplish assigned responsibilities effectively. Office heads will identify sources from which emergency supplies, equipment and transportation can be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement if federal disaster assistance is needed. In time of emergency, the heads of County Offices will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Office heads will establish lists of succession for key emergency personnel.

The Coordinator of Emergency Services will ensure compatibility between the Mathews County Emergency Operations Plan and plans and procedures of other entities expected to provide facilities and other resources in an emergency.

Mathews County recognizes assistance may not be immediately available from the State or Federal government after a natural or man-made disaster and has planned accordingly. All appropriate local resources will be committed before requesting assistance from the State. Requests for assistance will be made through the State EOC to the State Coordinator.

The Director of Emergency Services, or in his absence the Coordinator of Emergency Services with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on the type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Warning time will be used to implement increased readiness measures to provide maximum protection for people, property and supplies from the effects of threatened disasters.

Day-to-day functions, not contributing directly to emergency management, may be suspended for the duration of an emergency by the Director of Emergency Services or his successor. Efforts normally required of those functions will be redirected to accomplish emergency tasks by the heads of the Offices affected.

Declaration of a Local Emergency

The Mathews County Board of Supervisors, by resolution, should declare an emergency whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response is required in order to prevent or alleviate damage, loss, hardship or suffering.

- A local emergency may be declared by the Director of Emergency Services with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law).
- A local emergency should be declared when a coordinated response among local organizations must be directed, or it becomes necessary to incur substantial financial obligations to protect the health and safety of persons and property, or to provide assistance to disaster victims.
- A declaration of a local emergency activates the response and recovery programs of all applicable local and inter-jurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those Plans.

In the event the Board cannot convene due to the disaster, the Director of Emergency Services, or any other Emergency Management staff in his absence, may declare a local emergency to exist, subject to confirmation of the entire Board within fourteen days. The Director of Emergency Services, or in his absence the Coordinator of Emergency Services, will advise the Virginia EOC immediately following the declaration of a local emergency. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.

When local resources are insufficient to cope with the effects of a disaster and the County requests State assistance, the following procedures will apply. The Director of Emergency Services, by letter to the State Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed and State assistance is being requested. A copy of the Resolution declaring a local emergency to exist should accompany this letter.

The Virginia Emergency Operations Plan requires the submission of the following reports by local government in time of emergency. These reports are available using the online Virginia Emergency Operations Center (VEOC).

- Daily Situation Report
- Initial Damage Assessment Report
- Request for Assistance Form

Support by military units may be requested through the VEOC. When available, military forces will support and assist local forces and may receive from the local Director of Emergency Services or his designated representative. Mission-type requests, to include objectives, priorities and other information necessary to accomplish missions can be provided to the military.

Emergency assistance may be requested from neighboring jurisdictions. Conversely, emergency forces may be sent from Mathews County to assist other jurisdictions. Such assistance will be in accordance with existing mutual aid agreements. In the absence of official agreements, a directive by the Director of Emergency Services, or in his absence the Coordinator of Emergency Services, will determine that such assistance is necessary and feasible.

The County Director of Emergency Services, the Coordinator of Emergency Services and the Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.

The *Mathews County Emergency Operations Plan* is effective for execution when:

- Any disaster threatens or occurs in Mathews County and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
- A *State of Emergency* is declared by the Governor.

The Plan becomes effective as a basis for training and pre-disaster preparedness upon receipt.

The Director of Emergency Services, assisted by the Coordinator of Emergency Services, has overall responsibility for maintaining and updating the Plan. It should be updated, improved based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such situations, the Plan should be updated annually, preferably after a training exercise or drill. The Coordinator will have the Plan adopted every five years. The Virginia Department of Emergency Management (VDEM) provides guidance and assistance. A Plan distribution list must be maintained. Responsible individuals and officials should recommend to the Director of Emergency Services or the Coordinator of Emergency Services improvements and changes, based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

Concurrent Implementation of Other Plans

The *Mathews County Emergency Operations Plan* provides guidance and describes authorities, coordinating structures and processes to be used during incidents. Other agency, interagency and organizational plans may describe authorities, response protocols and technical guidance for managing specific situations, such as hazardous materials spills or wild fires. In many cases these other entities manage incidents under plans using their own authorities. These supplemental plans may be implemented concurrently with the *Mathews County Emergency Response Plan* but are subordinated to the overarching core coordinating structures, processes and protocols detailed in the Plan.

Organizational Structure

Consistent with NIMS requirements, process, resource and policy issues will be addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they will be forwarded to the next higher level.

Reflecting the NIMS construct and aligned the *National Response Plan*, the *Mathews County Emergency Operations Plan* employs the following chain of command and coordination structure:

- Incident Commander – Supervisor designated as Director of Emergency Services
- Deputy Incident Commander and Public Affairs Officer – County Administrator
- Operations Director – Coordinator of Emergency Services
- Planning Director – Coordinator of Emergency Services
- Logistics Director – Sheriff
- Finance Director - County Administrator or designee

The heart of the NIMS is a disciplined, well-organized, local command structure. Competing requests for supplies, equipment, personnel and other resources must be evaluated and determined within the Mathews County Incident Command Structure. Therefore, any and all contacts with State and Federal Agencies that pertain to Mathews County must go through the Incident Command structure.

V. INCIDENT MANAGEMENT ACTIONS

Actions

When an incident occurs, management actions will include:

- Initial threat notification.
- Early coordination efforts to assess and disrupt the threat.
- Preparation to activate the ESF structure.
- Deployment of resources in support of incident response and recovery operations.

Actions will not necessarily occur in sequential order. Many may be undertaken concurrently in response to single or multiple threats or incidents as the situation requires.

Notification and Assessment

Local and non-government organizations report threats, incidents and potential incidents using established communications and reporting channels. Once a threat or incident has occurred, the Mathews County Director of Emergency Services will make an initial determination that risk is sufficient to initiate information sharing and coordinate incident management activities.

Reporting Requirements

The Director of Emergency Services is required to report a *Declaration of Emergency* to the VEOC and is encouraged to report all incidents of significance. In most situations, incident information is reported using existing VEOC mechanisms.

Reports may include:

- Incident management or emergency response plans or actions to prevent, respond or recover from an incident.
- Activation of local and State mutual-aid agreements
- Other actions resulting from emergency proclamation or declarations, or requiring Federal assistance.

Dissemination of Warnings and Bulletins

Watches, warnings and other emergency bulletins are issued by various agencies based on their statutory missions and authorities.

A variety of Federal communications systems may be used to disseminate information, such as:

- National Warning System (NAWAS) - NAWAS is the primary system for emergency communications from the Federal Government to both State and local jurisdictions.
- National Emergency Alert System (National EAS) - Formerly known as the Emergency Broadcast System, the National EAS is a nationwide network of readily available and reliable means to communicate emergency information to the American people.
- State and Local EAS – The State and Mathews County have their own EAS which may be used to broadcast information concerning major disasters or emergencies.

Pre-Incident Actions

The majority of actions taken by first responders and local government authorities should include efforts to protect the public and minimize damage to property.

- Public Health and Safety

Initial efforts focus on actions to detect, prevent, or reduce the impact on public health and safety. Actions can include environmental analysis, evacuation, emergency sheltering, air monitoring, decontamination and emergency broadcasts. Efforts may also relate to public health education, site and public health surveillance and testing, immunizations, prophylaxis, and isolation or quarantine for biological threats.

- Responder Health and Safety

The safety and health of responders is a priority. Actions essential to limit their risks include full integration of deployed health and safety assets and expertise, risk assessments based upon timely and accurate data, and situation awareness.

- Property and Environment

Responders may take incident management actions to protect public and private property and the environment such as sandbagging in anticipation of a flood.

Response Actions

Once an incident occurs, the priorities shift from prevention, preparedness and incident mitigation to immediate and short-term response activities designed to preserve life; property; the environment; and the social, economic, and political structure of the community.

Response actions include immediate law enforcement, fire and emergency medical services; flood management; evacuation; transportation detours; emergency public information; damage mitigation efforts; search and rescue; the provision of public health and medical services; food, ice, water and other essentials; debris removal; emergency restoration of critical infrastructure; control, containment and removal of environmental contamination; and protection of responder health and safety.

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

Recovery Actions

Recovery involves actions required to enable individuals and communities to return to normal, when feasible. A Joint Field Office (JFO), usually established by the Federal Emergency Management Agency (FEMA), is the central coordination point among Federal, State and local agencies and voluntary organizations for delivering recovery assistance programs.

The JFO Operations Section includes the Human Services Branch, the Infrastructure Support Branch, and the Community Recovery and Mitigation Branch. The Human Services and Infrastructure Support Branches assess State and local recovery needs at the outset of an incident and develop timeframes for program delivery. The Community Recovery and Mitigation Branch works with the other Operations branches and State and local officials to long-term effects and identify available resources. The Community Recovery and Mitigation Branch facilitates development of actions to apply resources to restore and revitalize the community as well as reduce the impact from future disasters.

Branches coordinate with one another to identify appropriate agency assistance programs to meet County needs. Hazard mitigation measures are identified in concert with congressionally mandated, locally developed plans. Hazard mitigation risk analysis; technical assistance to State and local governments, citizens, and businesses; and grant assistance are included within the mitigation framework. Branches work in tandem to track overall progress of recovery efforts, particularly noting potential program deficiencies and problem areas.

Long-term environmental recovery may include cleanup and restoration of public facilities, businesses, and residences; re-establishment of habitats; prevention of subsequent damage to natural resources; protection of cultural or archeological sites; and protection of natural, cultural, and historical resources from intentional damage during recovery operations.

Mitigation Actions

Hazard mitigation involves reducing or eliminating long-term risk to people and property from hazards and their side effects. The JFO is the central coordination point among Federal, State and local agencies and non-government organizations for beginning the process that leads to the delivery of mitigation assistance programs.

The Community Recovery and Mitigation Branch is responsible for coordinating the delivery of all mitigation programs within an affected area.

Services include:

- Grant programs for loss reduction measures, if available.
- Providing loss reduction and building-science expertise.
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts.
- Flood recovery mapping to permit expedited implementation of recovery and mitigation programs.
- Predictive modeling to protect critical assets.
- Early documentation of losses that were avoided due to previous hazard mitigation measures.
- Community education and outreach necessary to foster loss reduction.

The Community Recovery and Mitigation Branch works with the Infrastructure and Human Services Branches and with state and local officials to facilitate the development of long-term recovery strategies for impacted areas.

VI. PLAN MANAGEMENT AND MAINTENANCE

Coordination

Mathews County should conduct a comprehensive plan review and revision exercise every four years, prior to the formal adoption of the Plan by the Board of Supervisors.

The Virginia Emergency Services and Disaster Law of 2000, as amended, requires that each city and county prepare and keep current an emergency operations plan. The Coordinator of Emergency Services will update the *Mathews County Emergency Operations Plan* annually, coordinating with emergency resource organizations to ensure the viability of emergency response resources and capabilities. It is suggested that the *Mathews County Emergency Operations Plan* and related plans be updated and reviewed following training exercises.

In the event an incident exceeds local emergency response capabilities, outside assistance is available 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 fully committed before State and Federal assistance is requested.

APPENDIX 1 – GLOSSARY

Amateur Radio Emergency Services

Public service organization of licensed amateur radio operators who have registered their qualifications and equipment to provide public service emergency communication.

American Red Cross

Organization charged by statute with responsibility for addressing basic human needs of disaster victims.

Comprehensive Resource Management

Processes and protocols to consolidate resources and maximize their utility.

Coordination

The process of systemically analyzing a situation, developing information and determining the most effective combination of resources to achieve objectives.

Declaration of Emergency

An action taken by the Governor, whenever in the opinion of the Governor, the safety and welfare of the people of the State require the exercise of extreme emergency measures due to a threatened or actual disaster.

Decontamination

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless or removing hazardous materials/HAZMAT.

Emergency or Disaster

An event that demands a crisis response, beyond the scope of a single County Office or service organization, that presents a threat to a community or larger area. An emergency can usually be controlled within the scope of local capabilities. A major emergency or disaster usually requires resources beyond those locally available.

Emergency Alert System

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

Emergency Operations Center

EOC operations facilitate communication and coordination among local, State, and Federal authorities to ensure an effective and timely response to major County emergencies and incidents. From within the EOC, government directs and controls emergency operations; collects, assimilates and reports information about the status of the emergency; coordinates activities among responders; and requests outside assistance.

Emergency Operations Plan

A document that provides a blueprint for an organized and coordinated response in the event of an emergency or disaster situation.

Emergency Management

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

Emergency Support Function

Focused tasks, involving multiple government and non-government resources, to be activated and engaged in response to a major emergency or disaster.

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.

Evacuation

Required movement of people 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 Booker T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288).

National Response Plan

A process and structure for the systematic, coordinated and effective delivery of Federal assistance following a major emergency or disaster.

Hazardous Materials

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

Incident Command System

A model for disaster response that includes Command, Operations, Logistics, Planning and Finance/Administration.

Incident Commander

The individual responsible for the management of all incident operations. In Mathews County the Incident Commander is the Supervisor designated as the Director of Emergency Services.

Initial Damage Assessment Report

Reported information describing overall damage to public and private property that provides a basis for an emergency declaration or request for disaster assistance.

Local Emergency

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant

coordinated local government action to prevent, or alleviate loss of life, property damage or hardship. 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.

Mitigation

Activities that eliminate or reduce the effects of a current or anticipated disaster.

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 equipment in an emergency situation.

National Weather Service

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

Preparedness

Process of developing plans, training resources and creating command structures to enable a local jurisdiction to anticipate and manage effective response efforts in the event of a major emergency or disaster.

Situation Report

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

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.

APPENDIX II - ACRONYMS

| | |
|-------|---|
| EOC | Emergency Operations Center |
| ESF | Emergency Support Function |
| FEMA | Federal Emergency Management Agency |
| ICS | Incident Command System |
| JFO | Joint Field Office |
| MCEAS | Mathews County Emergency Alert System |
| NAWAS | National Warning System |
| NIMS | National Incident Management System |
| NEAS | National Emergency Alert System |
| NOAA | National Oceanic and Atmospheric Administration |
| NRP | National Response Plan |
| NWS | National Weather Service |
| VDEM | Virginia Department of Emergency Management |
| VOAD | Voluntary Organizations Active in Disaster |
| WAWAS | Washington Area Warning System |

APPENDIX 111 – AUTHORITIES AND REFERENCES

Federal

- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- The Homeland Security Act/National Response Plan, December 2004

State

- Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
- The Commonwealth of Virginia Emergency Operations Plan:
- Volume I, Basic Plan, April 2004.
- Volume II, Disaster Recovery Plan, March 1999 (under revision).
- Volume III, Radiological Emergency Response Plan, May 2004.
- Volume IV, Oil and Hazardous Materials Emergency Response Plan, December 2001.
- Volume V, Virginia Hurricane Emergency Response Plan, August 2001.
- Volume VI, Hazard Mitigation Management Plan, July 2001.
- Volume VII, Transportation Plan, July 2000 (limited distribution).
- Volume VIII, Terrorism Consequence Management, August 2005 (limited distribution).

APPENDIX IV – SUCCESSION

Continuity of emergency operations is critical. Decision-making authority for each function is provided below.

| <u>Function</u> | <u>Authority in Line of Succession</u> |
|--------------------------------|---|
| Emergency Planning and Control | <ol style="list-style-type: none">1. Director of Emergency Services2. County Administrator3. Coordinator of Emergency Services4. Sheriff |
| Emergency Public Information | <ol style="list-style-type: none">1. County Administrator2. Coordinator of Emergency Services |
| Sheriff's Office | <ol style="list-style-type: none">1. Sheriff2. Chief Deputy3. Senior Deputy |
| Fire Department | <ol style="list-style-type: none">1. Fire Chief2. Assistant Chief3. Captain |
| Rescue Squad | <ol style="list-style-type: none">1. Chairman of the Board2. President3. Designated emergency incident director |
| School System | <ol style="list-style-type: none">1. Superintendent2. Assistant Superintendent of Schools |
| Building Inspections | <ol style="list-style-type: none">1. Building Official |
| Health Department | <ol style="list-style-type: none">1. District Health Director2. County Health Department Representative |
| Social Services | <ol style="list-style-type: none">1. Director2. Social Work Supervisor3. Eligibility Supervisor |

APPENDIX V – EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST

- Administrator
- Board of Supervisors
- Building Inspector
- Director of Emergency Management
- Coordinator of Emergency Services
- County Attorney
- Director of Social Services
- Dominion Power
- Emergency Operations Center
- Extension Service
- Fire Department
- Health Department
- Parks and Recreation
- Rescue Squad
- Schools System
- Sheriff's Office
- Verizon
- Virginia Department of Transportation

APPENDIX XI – CONTINUITY OF GOVERNMENT

Court Records

Preservation of essential Mathews County records is the responsibility of the Clerk of the Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Court. These records include, but are not limited to, the following:

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

Evacuation of records in the event of an emergency must be approved by the Clerk of the Court. Loading and transport of all records is the responsibility of the Sheriff's Department.

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

Offices/Agencies/Organizations

Each entity within the Mathews County government structure should establish its own records protection program. Records deemed essential for continuing government functions should be identified and procedures established for their protection. Protective mechanisms include retention of duplicate copies in a separate location and/or the use of secure storage facilities.

Provision should be made for continued operations of automated data processing systems and related records.

APPENDIX VII – NIMS RESOLUTION FOR MATHEWS COUNTY

**Declaration of Adoption
National Incident Management System**

BE IT RESOLVED by the Board of Supervisors of Mathews County as follows:

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and

Whereas the Governor of the State of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, Mathews County currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, Mathews County recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that the Board of Supervisors of Mathews County adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all applicable emergency preparedness training courses, and reflected in all emergency mitigation, preparedness, response and recovery plans and programs.

Chairman, Board of Supervisors
Mathews County, Virginia

Date

**APPENDIX VIII – MATHEWS COUNTY
DECLARATION OF LOCAL EMERGENCY**

**Declaration of Adoption
Mathews County Emergency Operations Plan**

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

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

WHEREAS, Mathews County has designated a Director of Emergency Services and appointed a Coordinator of Emergency Services; and

BE IT THEREFORE RESOLVED by the Board of Supervisors of Mathews County, Virginia, that this *Mathews County Emergency Operations Plan* is officially adopted, and

IT IS FUTHER RESOLVED AND ORDERED that the Coordinator of Emergency Services is tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time as he is ordered to come before this Board.

Chairman, Board of Supervisors
Mathews County, Virginia

ATTEST:

Clerk
County Board of Supervisors

Adopted this ____ day of _____ 2007

EMERGENCY SUPPORT FUNCTION #1

TRANSPORTATION

PRIMARY AGENT

- Coordinator of Emergency Services

SUPPORT AGENTS AND ORGANIZATIONS

- Bay Aging
- Dominion
- Public Schools
- Public Works
- Virginia Department of Transportation (VDOT)
- Others, as designated

Purpose

Support County, Federal and State government entities, and other organizations that require transport assistance to perform response, evacuation, recovery, and search-and-rescue missions during a declared emergency or disaster.

Scope

Services include but are not limited to:

- 1 Process requests for transportation received from County Offices and emergency support resources through the Emergency Operations Center (EOC).
- 2 Organize evacuation transportation as a *priority*.
- 3 Coordinate transportation of equipment, materials, essential supplies, resource personnel and other mission-related elements, when feasible.

Operations Concept

The *Mathews County Emergency Operations Plan* provides guidance for mobilizing and deploying transportation resources. Emergency response requires usable transportation routes. This may be difficult or impossible during an immediate post-disaster period. Clearing access routes to permit a sustained flow of emergency relief service will be a priority.

Debris removal and emergency road repairs to support immediate lifesaving emergency response activities will be given top priority. The Virginia Department of Transportation (VDOT) and Dominion representatives will work together on a local basis to ensure roads are cleared as soon as possible. All County transportation resources, not initially committed to other relief efforts, will be made available for use. In particular, the Superintendent of Schools will provide buses

and drivers to facilitate evacuation. Detailed plans will be developed with the Superintendent of Schools to maximize options for safe, effective transport.

All requests for transportation support will be submitted to the Coordinator of Emergency Services, Emergency Operations Center (EOC) for coordination, validation and/or action.

In conjunction with VDOT, the EOC is responsible for coordinating resources to restore and maintain transportation routes required to protect lives and property during an emergency or disaster. Along with designated support organizations, VDOT will assess conditions of roads, bridges and other components of the transportation infrastructure.

Actions

The EOC will:

- 1 Coordinate use of all public and private sector transportation resources, including County school buses.
- 2 Assess damage based on initial field reports.
- 3 Determine priorities for evacuation, debris removal and repair of critical roads and bridges.
- 4 Inform the Virginia Emergency Operations Center of intentions and actions.
- 5 Contact Federal agencies, as required.
- 6 Prepare and maintain daily expense records, including receipts.

VDOT will provide:

- 1 A staff liaison to the EOC.
- 2 Timely, accurate information about road closures, alternate routes and infrastructure damage.
- 3 Removal of debris from State roads.

When and where appropriate, the Virginia Department of Emergency Management (VDEM) will:

- 1 Close roads, bridges and other structures determined to be unsafe.
- 2 Recommend alternate routes.
- 3 Post signs and barricades.
- 4 Restore and maintain critical transportation routes, facilities and services.

EMERGENCY SUPPORT FUNCTION #2

COMMUNICATION

PRIMARY AGENT

- 1 Public Information Officer

SUPPORT AGENTS AND ORGANIZATIONS

- 2 Coordinator of Emergency Services
- 3 Ham Radio Operators
- 4 Office of the Sheriff
- 5 Verizon
- 6 Others, as designated

Purpose

Disseminate information about emergency conditions to the public, manage communications within and without the County, and maintain telecommunications equipment, computers and other communication resources in working order.

Scope

The Emergency Operations Center (EOC) and the Emergency Communications Center (ECC) are co-located in the Office of the Sheriff. The Mathews County EOC will coordinate with the Virginia Emergency Operations Center should outside assistance be required.

Services include but are not limited to:

- 1 Collection and analysis of relevant data, information and relief requests in order to determine and order actions.
- 2 Preparation and dissemination of information to County leaders, resource providers, other County, State and Federal entities, and the general public.
- 3 Safeguard and repair technology-based resources in order to maintain communication within and without the County to the extent possible.

Operations Concept

Together, the Emergency Communications Center and the Emergency Operations Center provide a hub for communication, information collection, resource allocations and incident-related decisions.

The Emergency Communications Center:

- 1 Provides 911 and Reverse 911 services.
- 2 Initiates notification for key officials and resource providers
- 3 Operates 24 hours a day, 7 days a week.
- 4 Is accessible to authorized personnel only.

The ECC is often the first point of contact for the general public through 911. Using Reverse 911, the ECC can activate an Emergency Alert System to deliver warnings and notifications to County residents about actual or impending incidents. Should evacuation become necessary, warnings and instructions will be issued through the Reverse 911 system as well as through radio and television. Emergency service vehicles, equipped with public address systems, may also be used to warn the general public.

Verizon will work with the Coordinator of Emergency Services to maintain and/or restore essential communication capabilities. Since emergency operations management decisions are made primarily within the EOC facility, additional telephone lines may be installed to facilitate operations during an emergency. At least one telephone with a publicized number is reserved for "rumor control" and citizen inquiries.

Telephone networks can fail, putting emergency communications at risk. Recognizing this risk, the County has satellite telephones so essential communication can continue. The County will secure State grants to secure satellite Internet service, enabling Internet connection with VEOC and the reception of emergency condition data.

Amateur radio operators and other volunteers may be asked to supplement communication capabilities and be required to participate in County training conducted by the Coordinator of Emergency Services.

Standard English and common terminology will be used so communication among multiple public and private sector entities is quick and effective.

- 1 The Emergency Operations Center (EOC) staff includes:
- 2 County Administrator serving as the Public Information Officer.
- 3 Coordinator of Emergency Services.
- 4 Sheriff serving as Deputy Coordinator of Emergency Services.
- 5 Fire Department representative.
- 6 Rescue Squad representative.
- 7 Dispatchers assigned to administrative duties in support of the EOC staff.
- 8 Records Manager.
- 9 Other organizational representatives, as designated.

The Public Information Officer represents the Director of Emergency Services in regard to communications with the public. Public information responsibilities include managing rumors, issuing press releases and public notifications, and serving as spokesperson with the media and general public.

Actions

The Public Information Office will:

- 1 Establish working relationship between the EOC and news media representatives.
- 2 Develop and provide public information announcements.
- 3 Serve as *first point of contact* with the media.
- 4 Create and/or assemble publications regarding evacuation procedures to include assembly points for those without transportation.
- 5 Provide information to the public about shelters operated by the Virginia Department of Emergency Management.

The Coordinator of Emergency Services will:

- 1 Develop and maintain primary and alternate communication systems, including mobile satellite phones and satellite Internet connections, which provide contact capabilities within and without the County.
- 2 Manage Verizon, amateur radio operators, and other technicians and communications resources for the purpose of maintaining communication capabilities.
- 3 Ensure Verizon has a *telephone service restoration priority list*, consistent with County priorities.
- 4 Support the Public Information Officer in developing media and general public *talking points*.
- 5 Serve as the Public Information Officer in that person's absence.
- 6 Authorize disaster notifications and warnings on behalf of the Director of Emergency Services.
- 7 Prepare and display a County wall map to facilitate emergency operations.
- 8 Approve expenses above established guidelines.
- 9 Provide oversight to the Records Manager function.

The ECC will:

- 1 Notify designated personnel, including EOC staff, emergency personnel and others, as requested.
- 2 Activate the Reverse 911 system.
- 3 Collaborate with the EOC to ensure internal information is timely, accurate and shared on a need-to-know basis with designated staff.

The Records Manager will:

- 1 Develop an *Emergency Decision Form*.
- 2 Record all decisions made and instructions issued by the Coordinator of Emergency Services on the *Emergency Decisions* form.
- 3 Maintain full and accurate files, including dates, times and participants, in order to reconstruct decisions made during and following an incident.
- 4 Approve expenses within established guidelines.
- 5 Prepare and maintain daily expense records, including receipts.

EMERGENCY SUPPORT FUNCTION #3

PUBLIC WORKS AND ENGINEERING

PRIMARY AGENT

- 1 Coordinator of Emergency Services

SUPPORT AGENTS AND ORGANIZATIONS

- 2 Building Official
- 3 County Administrator
- 4 County Attorney
- 5 Mathews County Volunteer Fire Department
- 6 Mathews County Volunteer Rescue Squad
- 7 Virginia Department of Environmental Quality
- 8 Virginia Department of Health
- 9 Virginia Department of Transportation
- 10 Others, as designated

Purpose

Assess overall damage to public and private property as a result of a significant incident, and repair facilities and infrastructure, when possible, to support continuance of critical government functions.

Scope:

- 1 Services include but are not limited to:
- 2 Conduct pre- and post-incident assessments of public works and infrastructure.
- 3 Conduct inspections to ensure the integrity of buildings, as required.
- 4 Assist with debris removal.
- 5 Provide technical assistance such as engineering expertise, construction management and contracting.
- 6 Repair damaged infrastructure and critical facilities on an emergency basis, where possible.

Operations Concept

Buildings and other structures might be destroyed or severely damaged. Public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure emergency worker and general public safety. Public utilities may be damaged and become partially or fully inoperable

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Initial damage assessments must be made rapidly and be general in nature.

Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including County damage assessment teams, insurance companies, Virginia Department of Emergency Management, Dominion, Verizon and Federal agencies.

Organization

The Director of Emergency Services will be responsible for deploying damage assessment teams, consolidating damage data and compiling reports. Damage assessment teams' first priority will be to assess structural damage and identify downed electrical lines. The Health Department may assist public works officials with damage assessments related to health hazards that may be caused by the disrupted disposal of sanitary wastes.

Based on early findings, an *Initial Damage Assessment Report* will be completed by the Coordinator of Emergency Services. The *Report* will outline the severity of problems, detail the need for further assistance, and be submitted to the Virginia Department of Emergency Management within 72 hours of an event. Federal and State supported damage assessments precede delivery of a *Presidential Disaster Declaration* and define specific resource requirements for long-term recovery.

To minimize threats to public health, the Coordinator for Emergency Services will serve as liaison with the Virginia Department of Environmental Quality (DEQ) and the County Attorney. The purpose is to secure emergency environmental waivers and legal clearances needed to dispose of incident-related debris and materials from demolition activities. The Coordinator of Emergency Services will work with DEQ to monitor disposal of debris and other hazardous materials.

Designated County officials will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. The Building Official is responsible for determining the state of a building and placing notification on the facility. The building owner retains responsibility for deciding whether to demolish or restore the structure. During the recovery phase, the Building Official is responsible for the facilitation of the building permit issuance process and for the review and approval of the site-related and construction plans submitted for the rebuilding/restoration of residential and commercial buildings.

Actions

The Building Official will:

- 1 Organize building assessment teams.
- 2 Assist in conducting initial damage assessments.
- 3 Inspect building for structural damage.
- 4 Report findings to Coordinator of Emergency Services.
- 5 Prepare and maintain daily expense records, including receipts.

EMERGENCY SUPPORT FUNCTION #4

FIRE FIGHTING

PRIMARY AGENT

- 1 Mathews Volunteer Fire Department

SUPPORT AGENTS AND ORGANIZATIONS

- 2 Mathews Volunteer Rescue Squad
- 3 Office of the Sheriff
- 4 Virginia Department of Forestry
- 5 Others, as designated

Purpose

Direct and control operations in regard to fire prevention, fire detection, fire suppression and hazardous materials management.

Scope

Services include but are not limited to:

- 1 Manage and coordinate fire-fighting activities, including detection and suppression of fires.
- 2 Assist with warning and alerting the general public in regard to pending or current emergency conditions.
- 3 Support communications, evacuation and other public safety operations as required during an emergency.
- 4 Provide personnel, equipment and supplies, consistent with mutual aid agreements.

Operations Concept

The Mathews Volunteer Fire Department is prepared to assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. Fire department personnel, who are not otherwise engaged in emergency response operations, will assist other local agencies in warning and alerting the public, evacuation, search and rescue, and road clearing. When the Emergency Support Function is activated, all requests for fire fighting support will, in most cases, be submitted to the 911 Center for coordination, validation, and/or action.

Priority will be given to general public and fire fighter safety, then to protecting property.

The Director of Emergency Services, or his designee, will determine the need to evacuate large areas and issue orders for evacuation or other protective actions, as needed. However, the ranking fire official on scene may also order an immediate evacuation, prior to requesting or obtaining approval, if in his judgment this action is necessary to safeguard lives and property.

Should an evacuation become necessary, notification and instructions will be communicated through the Reverse 911 system or other appropriate means. The Sheriff's Office may use mobile loudspeakers, bullhorns or go door-to-door to ensure that potentially affected residents receive warnings.

Organization

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

Actions

- 1 Develop and maintain plans and procedures to provide fire suppression services under disaster or extreme emergency conditions.
- 2 Maintain fire fighting and communications equipment.
- 3 Request activation of mutual aid agreements, as needed.
- 4 Order immediate site evacuation when necessary to safeguard lives and property.
- 5 Assist with general public notification, warning, evacuation, communications and emergency medical transport, as needed.
- 6 Support EOC emergency planning, response and decision-making, as requested.
- 7 Prepare and maintain daily expense records, including receipts.

EMERGENCY SUPPORT FUNCTION #5

MEDICAL TRANSPORT

PRIMARY AGENT

- 1 Mathews Volunteer Rescue Squad

SUPPORT AGENTS AND ORGANIZATIONS

- 2 Mathews Volunteer Fire Department
- 3 Office of the Sheriff
- 4 Others, as designated

Purpose

Direct and control operations regarding the care and transportation of sick and injured persons.

Scope:

Services include but are not limited to:

- 1 Manage and coordinate rescue activities.
- 2 Transport sick and injured persons to medical centers.
- 3 Transport special needs patients to shelters, as possible, in the event of an evacuation.
- 4 Support personnel engaged in firefighting operations.
- 5 Request mutual aid, as necessary.

Operations Concept

The Mathews Volunteer Rescue Squad is prepared to assume primary operational control over situations involving injury to Mathews citizens. The Mathews Volunteer Rescue Squad will use pre-designed procedures to manage effective triage, treatment, and transport of people involved in mass casualty incidents.

When the Emergency Support Function is activated, all requests for rescue support will be submitted to the 911 Center for coordination, validation, and/or action.

Priority is given rescue personnel safety, then to providing assistance to the general public. For efficient and effective rescue service, mutual aid may be required from area rescue organizations. This requires the use of the Incident Command System together with compatible equipment and communications.

Should an evacuation become necessary, the Rescue Squad will attempt to transport as many special needs patients as possible to designated areas or regional shelters. In

determining transportation priorities, the Rescue Squad will use information maintained at the Sheriff's office on special needs patients.

Organization

A Rescue Squad representative will be assigned to the EOC in order to coordinate medical transport services. The representative will be part of the EOC staff, contribute to the overall direction and control of emergency operations, and request assistance from supporting agencies through the EOC, when needed.

Actions

- 1 Develop and maintain plans and procedures to provide rescue services under disaster or extreme emergency conditions.
- 2 Arranges direct liaison with EMS chiefs in the area.
- 3 Support EOC emergency planning, response and decision-making, as requested.
- 4 Maintain rescue and communications equipment in ready condition.
- 5 Make judgments regarding priorities for treatment and transport to hospitals.
- 6 Provide transport services, as feasible.
- 7 Assist with evacuations.
- 8 Assist the Fire Department in search and rescue activities.
- 9 Implement mutual aid agreements, when practical.
- 10** Provide assistance when local shelters are opened during emergency conditions.
- 11 Prepare and maintain daily expense records, including receipts.

EMERGENCY SUPPORT FUNCTION #6

MASS CARE, HOUSING AND HUMAN RESOURCES

PRIMARY AGENT

- 1 Department of Social Services

SUPPORT AGENTS AND ORGANIZATIONS

- 2 American Red Cross
- 3 Coordinator of Emergency Services
- 4 Local Recovery Task Force
- 5 Mathews Volunteer Fire Department
- 6 Mathews Volunteer Rescue Squad
- 7 Mathews County School System
- 8 Office of the Sheriff
- 9 Virginia Department of Health: Mathews County Office
- 10 Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services
- 11 Others, as designated

Purpose

Receive and care for persons who have been evacuated from high-risk areas in anticipation of an emergency or in response to an actual emergency.

Scope

The Department of Social Services delivers services and implements programs to assist individuals, households and families impacted by an incident. This includes economic assistance and other services for individuals.

Services include, but are not limited to, three functional areas:

- 1 Mass Care
- 2 Housing
- 3 Human Services

Mass Care is the coordination of non-medical mass care services, including sheltering victims, organizing feeding operations, coordinating emergency first aid at designated sites, and collecting and providing information on victims to family members.

Short- term and long-term housing assistance to support victims is the responsibility of the Department of Social Services, when possible.

Human Services include victim-related recovery support such as counseling, identifying those with special needs, expediting processing of new benefits claims, assisting in collecting crime victim compensation for acts of terrorism, and expediting mail services in affected areas.

Operations Concept

Some emergencies require evacuation. Actual conditions will determine the scope of an evacuation and the number of evacuees expected to utilize a shelter. The Coordinator for Emergency Services will determine if a shelter is to be opened and select the shelter site(s) in coordination with the Department of Social Services and the organization providing the site. In the case of Category I hurricanes, tropical storms, and other small-scale evacuations, the shelter site is expected to be the Thomas Hunter Middle School.

Local churches may be designated as shelters. In the event of a Category II or above hurricane, no shelter will be opened in Mathews County. County residents will be directed to whatever facilities are made available by the Virginia Department of Emergency Management. Information about persons identified on shelter lists, casualty lists, hospital admission and so forth will be made available to family members to the extent allowable under confidentiality regulations.

Preparation of the shelter(s) and occupancy may be staged, prior to an anticipated event. Sheltering, feeding and emergency first aid activities (assisted by Rescue Squad and other medically trained resources) will begin immediately after an unanticipated incident, once a need for shelters is determined.

In the event that a shelter is opened in Mathews County, evacuees will be advised to bring the one change of clothing; special medicines; baby food and supplies, if needed; and sleeping bags or blankets. Shelter facilities for pets in cages will be provided at any shelter opened in Mathews County. No animal without an appropriate cage will be admitted to a shelter.

The Department of Social Services will be responsible for registration and record keeping. The American Red Cross, if available, will assist with shelter operations. Upon arrival of evacuees, registration forms will be completed for each individual and each pet. The American Red Cross may provide food and clothing and assist in shelter operations in accordance with its Statement of Understanding with the Commonwealth of Virginia. Efforts will be made to coordinate agencies providing public information to minimize the number of inquiry points for families.

The Department of Social Services will ensure that handicapped and other special needs populations are identified and provided for during an emergency. Should crisis-counseling services be required, trained mental health professionals will be provided by local Community Services Boards in conjunction with the Department of Mental Health, Mental Retardation and Substance Abuses Services.

Daily situation reports should be provided to the Emergency Operations Center (EOC) regarding the status of evacuees and operations at each shelter. The EOC will convey consolidated information to the VEOC. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance funds.

Organization

The Department of Social Services is responsible for the coordination and integration of overall efforts and activities at shelters.

Social Services will:

- 1 Receive and register evacuees and caged pets.
- 2 Provide services including;
 - Registration and record keeping.
 - Crisis counseling.
 - Assistance for special needs populations.
 - Emergency welfare for displaced persons.
- 3 Supply ready-to-eat meals, water, sleeping mats and other support, as available.
- 4 Coordinate release of information for notification to relatives.
- 5 Manage logistical and fiscal activities.

The Sheriff will provide security, as necessary and given resource availability.

The Rescue Squad will provide first aid and limited medical care service at the shelter. The County will conclude contingency contracts with qualified medical personnel to supplement services provided by the Mathews Volunteer Rescue Squad.

Public school employees may be assigned support tasks, such as cooking, by the Coordinator of Emergency Services in concert with the Superintendent of Schools.

Actions

- 1 Develop plans and procedures to receive and care for:
 - Indeterminate number of evacuees.
 - Persons with disabilities evacuated from residential homes and treatment facilities that operate 24-hours a day, seven days a week.
 - Pets.
- 2 Determine maximum capacities for potential shelters in concert with the Coordinator of Emergency Services and facility owners.
- 3 Maintain a current roster of special needs citizens in the County.
- 4 Modify public information materials so caregivers and special needs populations will be aware of actions to be taken during evacuations and other significant events.
- 5 Designate managers and other key personnel who will staff shelters and provide other disaster-related services .
- 6 Provide mass feeding.
- 7 Prepare and maintain daily expense records, including receipts.

EMERGENCY SUPPORT FUNCTION #7

RESOURCE SUPPORT

PRIMARY AGENT

- 1 Office of the Sheriff

SUPPORT AGENTS AND ORGANIZATIONS

- 2 American Red Cross
- 3 Coordinator of Emergency Services
- 4 County Administrator
- 5 County Attorney
- 6 Department of Social Services
- 7 Designated Supervisor for Emergency Services
- 8 Virginia Office of Emergency Management
- 9 Others, as designated

Purpose

Identify requirements. Procure, inventory and distribute critical resources in coordination with the County, other local governments, the State and Federal governments, companies and volunteer organizations in order to respond and recover from the effects of a disaster.

Scope

The Office of the Sheriff will provide support for supplies and equipment not specifically identified in other ESFs. These include ice, water, tarps, blankets, clothing and non-perishable food. Once the County has determined resources needed, the Sheriff will obtain, collect and distribute those goods and equipment. Resource support may continue until all excess goods have been distributed or otherwise allocated to organizations such as the Department of Social Services or Hands Across Mathews.

Operations Concept

The Coordinator of Emergency Services will identify sites and facilities to be used to receive, process and distribute equipment, supplies and other items that will be sent to shelters, the disaster area(s), or distributed from a central location(s). Mathews High School will serve as the primary distribution site unless unavailable due to unforeseen circumstances.

Initial efforts to obtain required equipment and materials will focus on local public and private resources. The Director of Emergency Services, the Coordinator of Emergency Services and the

County Administrator will collaborate to procure required resources. This will include contracting specialized services and hiring personnel in order to respond effectively and recover from the emergency at hand. The Sheriff will manage the process of obtaining and distributing, when appropriate, these materials, equipment, goods and services.

Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance. If adequate local resources do not exist, assistance may be requested through the Virginia Emergency Operations Center (VEOC). If multiple levels of government are involved, the process must be closely coordinated among County, State and Federal emergency management officials, regional governments, and the media.

Actions

The Sheriff will:

- 1 Develop and/or review plans for central distribution in concert with the Coordinator for Emergency Services.
- 2 Develop contingency contracts with local private sector entities to provide emergency lighting, forklifts and pallet loaders to enable distribution of emergency ice, water, tarps, and food.
- 3 Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- 4 Identify and train personnel who will participate in the distribution process.
- 5 Develop Standard Operating Procedures to manage the collection, processing, use, inspection and return of resources coming into the County.
- 6 Communicate frequently with the Coordinator of Emergency Services to:
 - o Avoid duplication of efforts.
 - o Ensure all requirements have been identified and contingencies managed.
- 7 Distribute resources from a central distribution point, through shelters, or through other means as feasible.
- 8 Team with the Public Information Officer and the Coordinator of Emergency Services to develop announcements in regard to resource availability, distribution points, additional resources needed and so forth.
- 9 Request additional State and Federal Aid through the Coordinator of Emergency Services.

Emergency Support Function #8

Public Health Services

PRIMARY AGENT

- 1 Health Department

SUPPORT AGENTS AND ORGANIZATIONS

- 2 American Red Cross
- 3 Department of Environmental Services
- 4 Department of Social Services
- 5 Mathews Volunteer Fire Department
- 6 Mathews Volunteer Rescue Squad
- 7 Virginia Department of Environmental Quality
- 8 Virginia Department of Health
- 9 Virginia Department of Agriculture and Consumer Services

Purpose

Provides coordinated public health and mental health in the time of an emergency. These health needs are to include veterinary and/or animal health services, when appropriate.

Scope

The Health Department is responsible for meeting public health needs of victims through assessment of public health and individual medical needs; public health surveillance; detection of mental health issues; and managing harmful stress levels in the general public.

Operations Concept

During a threatened or actual emergency involving public health risk, the Director of Health or his designated representative will direct health services from the Emergency Operations Center (EOC). Coordination will be effected with adjacent jurisdictions as required.

Essential public health services, such as food and water inspections, will be provided by the local Health Department, augmented by State resources and personnel. Public health advisories will be issued only after coordination with the Coordinator of Emergency Services.

A Health Department representative will be assigned to the EOC in order to coordinate public health services. The representative will be part of the EOC staff, contribute to the overall direction and control of emergency operations, and request assistance from supporting agencies through the EOC, when needed.

In disasters involving a large number of casualties, the Office of the Chief Medical Examiner (OCME) may request assistance from local funeral directors. The OCME must identify the deceased before they are released to funeral homes. A large building may need to be designated as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies and manpower for such a localized disaster (See Tab 4).

Local funeral homes will assist the Health Department and the Chief Medical Examiner's Office in disasters involving mass casualties.

The Health Department will determine the appropriateness of all requests for public health information, and is responsible for consulting with public health experts, as needed. Following consultation with the Health Department and the Coordinator of Emergency Services, the Public Information Officer is authorized to release general medical and public health information .

Actions

The Health Department will:

- 1 Designate an individual to coordinate public health services.
- 2 Develop and maintain procedures for providing a coordinated response to an event.
- 3 Designate Health Department representative to the Emergency Operations Center.
- 4 Coordinate public health, and mental health services with hospitals and other resources.
- 5 Provide preventative health services, where possible.
- 6 Establish communications with the Mathews Volunteer Rescue Squad to report and receive health-related assessments and status information.
- 7 Coordinate through the Public Information Officer dissemination of disaster-related public health information to the public.
- 8 Investigate and take measures to contain harmful health effects.
- 9 Provide laboratory services to support emergency public health protection measures.
- 10 Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an incident.
- 11 Inspect and advise on general food handling and sanitation matters.
- 12 Obtain crisis augmentation of health/medical personnel (e.g., physicians, nurse practitioners, laboratory technicians, pharmacists, and other trained volunteers) and supplies as needed;
- 13 Assess behavioral health needs following an incident, considering both immediate and cumulative stress.
- 14 Assist the Office of Chief Medical Examiner in the identification and disposition of the deceased with assistance from the Sheriff and Virginia State Police.
- 15 Assist with the damage assessment of water and sewage facilities, as required.
- 16 Activate mutual aid agreements as necessary.
- 17 Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel.

EMERGENCY MEDEVAC SERVICES

HELICOPTER MEDEVAC

ALERT

NON-EMERGENCY

To be provided

NIGHTINGALE (Norfolk General)

(800) 572-4354

(757) 628-2435

986th MEDEVAC (VNG – Richmond)

(804) 222-4580

(804) 222-4580

**VIRGINIA FUNERAL DIRECTORS ASSOCIATION, INC.
MORTUARY DISASTER PLAN ORGANIZATION**

Mission:

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

Concept of Operations:

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

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

Organization:

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

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

Tab 1 to Emergency Support Function #6

SHELTER CENTER REGISTRATION FORM

| | | | | | | |
|--|------------------|-------|--|--------|-------------------|--------------|
| _____ | | | | | | |
| Family Last Name | Shelter Location | | | | | |
| _____ | | | | | | |
| Shelter Telephone Number | Date of Arrival | | | | | |
| _____ | | | | | | |
| Medical Problem | | | | | | |
| _____ | | | | | | |
| Pre-Disaster Address and Telephone Number | | | | | | |
| _____ | | | | | | |
| First Name | Man | Woman | Age | Killed | Referred to Nurse | Hospitalized |
| _____ | | | | | | |
| I do (do not) authorize release of information concerning my whereabouts or general condition. | | | | | | |
| _____ | | | _____ | | | |
| Children in Home | | | Signature | | | |
| | | | Date Left Shelter | | _____ | |
| | | | Time Left Shelter | | _____ | |
| _____ | | | _____ | | | |
| Family Member not in Shelter (Location if Known) | | | Post-disaster Address and Telephone Number | | | |
| _____ | | | _____ | | | |
| SHELTER MASTER FILE | | | AMERICAN RED CROSS FORM 5972 (5-79) | | | |

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

Tab 2 to Emergency Support Function #6

**SPECIAL NEEDS PEOPLE WHO REQUIRE ASSISTANCE
IN TIME OF EMERGENCY**

A listing of such persons is maintained by the County Department of Social Services and the Sheriff's Office. Whenever the Emergency Operations Center (EOC) is in operation, this listing will be on hand with the Department of Social Services' representative.