



County of Prince Edward, Virginia

Emergency Operations Plan

Updated: March 2022

RECORD OF CHANGES

Changes to the Prince Edward County Emergency Operations Plan (EOP) are made during the annual plan review and/or following an After Action Review and Lessons Learned from previous disasters and/or training exercises. The EOP will be updated annually to ensure accuracy of capabilities and plan content. Suggested changes or recommendations to enhance the EOP should be submitted to the Emergency Management Coordinator.

All agencies who have responsibilities in the EOP should notify the Emergency Management Coordinator immediately if their capabilities change, regardless of benefit or detriment, thus ensuring the EOP doesn't make the agency responsible for capabilities that no longer exist and prevent the assignment of new responsibilities.

Date of Change	Section	Change	Authorization
7-21-23	PEBOS	Update BOS Members	SE Puckett

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PRINCE EDWARD COUNTY EMERGENCY OPERATION PLAN

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County of Prince Edward, Virginia

Board of Supervisors-2023

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Vice Chair

J. David Emert

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Director of Emergency Management

Douglas P. Stanley, AICP, ICMA-CM, County Administrator

Coordinator of Emergency Management

Sarah Elam Puckett, Assistant County Administrator

Deputy Coordinator of Emergency Management

H.E. "Trey" Pyle, III, Community Development Specialist

County Attorney

Terri Atkins Wilson, Esq.



**RESOLUTION OF THE BOARD OF SUPERVISORS
OF THE
COUNTY OF PRINCE EDWARD, VIRGINIA
ADOPTION OF 2022 UPDATE OF
PRINCE EDWARD COUNTY EMERGENCY OPERATIONS PLAN**

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

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

WHEREAS, the Board of Supervisor of the County of Prince Edward, Virginia, has established and appointed a Director of Emergency Management and a Coordinator of Emergency Management;

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of the County of Prince Edward, Virginia, the Prince Edward County Emergency Operations Plan (EOP), as revised, is officially adopted; and

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

Certification

I hereby certify the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia, at a regular meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of 8 in favor and 0 opposed, this 29th day of March, 2022.

Odessa H. Pride, Ed.D.
Chair, Board of Supervisors

CERTIFIED A TRUE COPY

Attest:

Douglas P. Stanley, AICP, ICMA-CM
County Administrator



AN EXCERPT OF BOARD OF SUPERVISORS MEETING OF OCTOBER 11, 2005

In Re: National Incident Management System (NIMS) Resolution

On motion of Mr. McKay and carried: Aye: Pattie Cooper-Jones Nay: None
 William G. Fore, Jr.
 Sally W. Gilfillan
 Robert M. Jones
 Charles W. McKay
 James C. Moore
 Howard F. Simpson

the Board of Supervisors adopted the following resolution indicating Prince Edward County's intent to comply with the National Incident Management System:

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

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

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

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

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

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

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

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

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

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PREFACE

- The "*Commonwealth of Virginia Emergency Services and Disaster Laws of 2000*" (*Code of Virginia*, §44-146.13 to 44-146.29:2) requires that each locality in the state develop and maintain a current Emergency Operations Plans (EOP) in order to be prepared for a variety of emergencies or hazards that may occur. This is based on the finding that planned-for and coordinated response on the part of local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The law further requires that the EOP be updated every four years.
- The County of Prince Edward, like the other localities in Virginia, is vulnerable to a variety of hazards, both natural and man-made, such as flooding, winter storms, hurricanes, tornados, hazardous materials incidents, and criminal acts.
- Consistent with the preceding premises, Prince Edward County develops the following "all hazards" local Emergency Operations Plan (EOP). The Prince Edward County Emergency Operations Plan (EOP) consists of a Basic Plan, Support Branches, and additional appendices and attachments, as necessary.
- Prince Edward County's Basic Plan (hereafter referred to as the "the Plan") describes the basic concept of operations, assigns emergency service functions, duties and responsibilities to County officials, departments and agencies. It is designed to be compatible with the Virginia Emergency Operations Plan and the National Response Framework. It is modeled after these and other public domain documents and excerpts from relevant local, state, and federal authoritative sources identified in the Reference section.
- The Support Branches Annexes explain in general terms how the County will organize and conduct emergency response operations in the event of a disaster. These annexes organize County agencies and support organizations into job specific support branches that address the emergency support functions (ESFs) in order to be compatible with the COVEOP.
- The federal Superfund and Reauthorization Act (SARA Title III) requires that the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services.
- The Prince Edward County Emergency Operations Plan was prepared with guidance being provided by the Virginia Department of Emergency Management (VDEM). For maximum effectiveness and efficiency, emergency operations must be compatible with State and Federal operations. In the event of a major disaster, state manpower and resources will be available to augment and supplement local emergency operations as needed. If state resources are not available VDEM will request out-of-state assistance. During the recovery period, the Federal Emergency Management Agency (FEMA) will implement the "Stafford Act" whereby federal disaster assistance is provided to affected local governments and individuals as needed to help them to return to pre-disaster conditions.

Emergency Operations Plan Preparation

- The basic premise underlying the development of the Prince Edward County EOP is that local personnel possess the basic knowledge, skills, and abilities in their area of service to deliver acceptable services regardless of the nature of the event. Possibilities of shortfalls in response services during an event are a function of the size and scope of the event, which may be of such a scale that local resources, in terms of personnel and equipment, may be overwhelmed. **County residents and businesses will be expected to use their own resources and be self-sufficient at least 72 hours following a significant event.**
- The Prince Edward County EOP is a capabilities-based, task-oriented, all-hazards plan. These characteristics make it possible to measure the County's readiness to deal with emergencies and disasters of any type or scope.

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BASIC PLAN

BASIC PLAN

I. INTRODUCTION

To respond effectively to any emergency of a size or complexity beyond a routine response, it is critical that all Prince Edward County public officials, department, agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and a response ensures, and becomes particularly important as command organizes beyond the initial response of the County's first responders.

The basis for the coordinated response is established through the Prince Edward County Emergency Operations Plan (EOP). The EOP identifies the departments and agencies that are responsible for provide command and coordination for large-scale or non-routine events. A planned and coordinated response by local officials in support of first responders can save live, protect property and more quickly restore essential services.

II. PURPOSE

The Basic Plan is an overview of Prince Edward County's emergency response organization and policies. It provides for emergency operations in response to any type of disaster or large scale emergency affecting the County. It assigns duties and responsibilities to departments, agencies, and support organizations for disaster mitigation, preparedness, response, and recovery.

The Plan also provides the needed legal and organizational framework within which more detailed emergency plans, procedures, and/or implementing instructions can be developed and maintained by all agencies, departments, and organizations involved in delivering services during any emergency incident or event.

The EOP addresses the immediate requirements for an emergency in which normal operations are interrupted and special measures must be taken to:

- Save lives
- Protect the health and safety of the public and emergency responders
- Protect property and mitigate damage to the community and the environment
- Protect and restore critical infrastructure and natural resources
- Manage county resources effectively in an emergency response
- Ensure the continuity of operations of key local government functions
- Facilitate recovery
- Track resources through response and recovery

III. SCOPE

- A. This plan and all its contents apply to the County of Prince Edward and the citizens within its borders, including populations with specific needs, including mobility needs, mental health needs or other functional mobility needs. Prince Edward County's EOP applies to all County officials, departments, agencies, non-governmental organizations, the Town of Farmville, the public, and any other group or entity that could be requested to provide assistance in response to an emergency or incident. The Plan further accounts for a full range of natural or man-made threats and emergencies, with mitigation, preparation, response, and recovery strategies being largely based on the natural hazards identified for Prince Edward County in the Commonwealth Regional Hazard Mitigation Plan.

- B. The County has the primary responsibility for emergency operations outside the corporate limits of the Town of Farmville and will commit all available resources to save lives and minimize property damage. This plan also represents the first step towards unifying emergency operations plans with the Town of Farmville; hence, Town resources are included, where practicable.
- C. Personnel or partners who have roles in disaster response will have access to and be knowledgeable of this EOP.

IV. ASSUMPTIONS

- A. The County has the primary responsibility for emergency operations and will commit all available resources to save lives and minimize property damage.
- B. Emergencies can happen with little or no warning, causing significant loss of life, property damage, and environmental and economic impact.
- C. In the event of an emergency, the immediate response priorities are:
 - 1. Life safety,
 - 2. Incident stabilization,
 - 3. Mitigating property damage.
- D. County residents and businesses will be expected to use their own resources and be self-sufficient at least 72 hours following a significant event.
- E. When local response capabilities are overwhelmed or local resources are exhausted, outside assistance is available, either through mutual-aid agreements with nearby jurisdictions or through the Virginia Emergency Operations Center (VEOC). A local emergency will be declared and local resources will be fully committed before state and federal assistance is requested.
- F. Prince Edward County will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS) in all emergency management operations, as adopted by the Board of Supervisors on October 11, 2005 *"Resolution Recognizing the National Incident Management System and Adopting Its Principles and Policies."*
- G. Special facilities such as those storing Extremely Hazardous Substances (EHS), hospitals, nursing homes, adult day care, child day care, adult living facilities, juvenile residential facilities, and others will develop emergency plans in accordance with their licensing regulations, including encouraging participation in the Tier 2 reporting system as mandated by the Environmental Protection Agency (EPA) and the Virginia Emergency Response Council (VERC) as administered by the Department of Environmental Quality (DEQ).
- H. The Local Emergency Planning Committee (LEPC) will coordinate with manufacturing plants, major institutions and other facilities to ensure compatibility of emergency plans and procedures where there exists an acknowledged hazard that could spread off site, including encouraging participation in the County's Tier 2 reporting system as mandated by the Environmental Protection Agency (EPA) and the Virginia Emergency Response Council (VERC) as administered by the Department of Environmental Quality (DEQ).
- I. Historically, major emergencies in Prince Edward County follow the same pattern as found throughout most of Virginia:

1. Natural disasters, to include: flooding, hurricanes, winter storms, droughts, earthquakes, and tornados;
2. Man-made disasters such as hazardous materials accidents, power failures, dam failures, resource shortages, and environmental contamination; and
3. Deliberate criminal actions that result in death, personal injury, and extreme property damage.

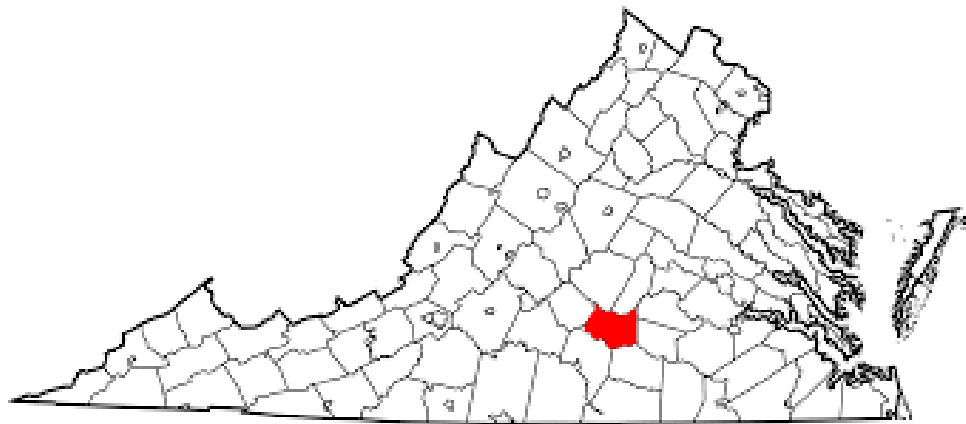
V. SITUATIONAL OVERVIEW

Government

- Prince Edward County is structured and organized for delivering services as enabled by the Virginia Constitution, Code of Virginia and Virginia General Assembly.
- Prince Edward County has an eight-member Board of Supervisors and a County Administrator, who also serves as the County's Director of Emergency Management.
- The Prince Edward County Courthouse is located at 124 N. North Main Street (111 N. South Street) in the Town of Farmville, the County Seat.
- The County elects five Constitutional Officers – Clerk of Court, Sheriff, Commonwealth's Attorney, Treasurer, and Commissioner of the Revenue.
- Some County employees and services are totally within the authority of the Board of Supervisors; some are under the authority of the Constitutional Officers.
- While State law requires the Board of Supervisors to provide facilities, equipment, and some financial support, the Board has no supervisory authority over Constitutional Officers and their employee. The County has entered into a Memorandum of Understanding with its Constitutional Officers.
- The Town of Farmville has a Mayor and a seven-member Town Council and the Town of Pamplin has a Mayor and a six-member Town Council.
- At the State level, Prince Edward County is part of both the 50th and 56th Districts for the Virginia House of Delegates and the 9th and 10th Districts for the Senate of Virginia.
- At the Federal level, Prince Edward County is part of the 5th Congressional District.
- With the exception of law enforcement, the County's first responder services are provided mostly by volunteers.

Emergency Services

- The County's first responders are volunteer/non-profit agencies with the notable exception of law enforcement.
- The County has seven volunteer fire companies: Co. 1 - Farmville, Co. 2 - Hampden-Sydney, Co. 3 - Pamplin, Co. 4 - Prospect, Co. 5 - Meherrin, Co. 6 - Darlington Heights, and Co. 7 – Rice.
- The County has two EMS transport agencies: Prince Edward Volunteer Rescue Squad and Meherrin EMS.
- The County has one EMS First Responder: Hampden-Sydney First Responder.
- The County has four law enforcement agencies: Prince Edward Sheriff's Office, Farmville Police Department, Longwood University Police Department, Hampden-Sydney College Police Department.
- The following state law enforcement agencies have officers in and/or serving Prince Edward County: Virginia State Police, Virginia DWR Conservation Law Enforcement, Virginia DCR Conservation Law Enforcement.



Prince Edward County

Geography and Location

- Prince Edward County is located in the Virginia Southern Piedmont. It is approximately 65 miles southwest of Richmond, 50 miles east of Lynchburg, and 65 miles south of Charlottesville. The county covers approximately 354 square miles.
- The Town of Farmville, the county seat, is centered at latitude 37.2978° N, and longitude 78.3958° W. In Farmville, the terrain elevation is 351 feet above sea level.
- In the Town of Pamplin, at the County's western boundary, the terrain elevation is approximately 690 feet above sea level.
- The County is home to two Towns, both of which are shared with adjoining counties. The Town of Farmville is primarily in Prince Edward County; however, a portion of Farmville is also in Cumberland County. The Town of Pamplin City is primarily in Appomattox County, but a portion is located in Prince Edward County. The County also has the following "village" areas: Hampden-Sydney, Green Bay, Meherrin, Prospect, Darlington Heights, and Rice.

List of Towns/Villages, Coordinates, and Elevations

Towns/Villages	Latitude/Longitude	Feet Above Sea Level
Farmville	37°29'78"N, 78°39'58" W	351
Pamplin City	37.2637° N, 78.6810° W	690
Hampden-Sydney	37.2424° N, 78.4597° W	538
Darlington Heights	37.2001° N, 78.6042° W	600
Green Bay	37.1338° N, 78.3147° W	590
Meherrin	37.1032° N, 78.3667° W	587
Prospect	37.3026° N, 78.5592° W	574
Rice	37.2752° N, 78.2914° W	500

Climate

- A Prince Edward County weather summary is provided below. Averages are based on historical weather data from the past 10 years.

Prince Edward County Monthly Climate Averages												
Month	January	February	March	April	May	June	July	August	September	October	November	December
Avg. Temperatures	Hi 44°F Lo 30°F	Hi 49°F Lo 33°F	Hi 56°F Lo 39°F	Hi 68°F Lo 49°F	Hi 77°F Lo 58°F	Hi 85°F Lo 65°F	Hi 90°F Lo 69°F	Hi 88°F Lo 67°F	Hi 81°F Lo 62°F	Hi 70°F Lo 52°F	Hi 57°F Lo 41°F	Hi 50°F Lo 36°F
Avg. Wind Speed	7 mph	7 mph	7 mph	8 mph	6 mph	6 mph	5 mph	5 mph	6 mph	6 mph	6 mph	7 mph
Avg. Precipitation	5.1 in	5.5 in	6 in	5.2 in	6.2 in	5.1 in	5.7 in	5.4 in	5.3 in	3.9 in	4.7 in	5.2 in
Average Humidity	74%	76%	75%	73%	76%	72%	70%	73%	75%	75%	73%	77%
Avg. Cloud Cover	41%	44%	44%	38%	40%	32%	32%	34%	39%	35%	35%	42%
Pressure Average	30.1 in	30.1 in	30.1 in	30.0 in	30.0 in	30.0 in	30.0 in	30.0 in	30.0 in	30.0 in	30.2 in	30.1 in
Average Dry Days	16	12	12	12	8	10	7	8	13	18	18	17
Avg. Precip. Days	12	13	16	16	21	17	21	20	15	11	10	12
Avg. Snow Days	5	4	2	0	0	0	0	0	0	0	0	2
Average Fog Days	4	4	3	4	8	7	5	7	7	5	5	6
Average UV Index	2	3	4	5	6	7	6	6	5	4	3	2
Avg. Hours of Sun	277	243	276	299	306	325	346	336	292	304	285	275

- The County's largest waterway, the Appomattox River, separates Prince Edward County from Buckingham and Cumberland Counties to the north.
- The County has two large lakes, Sandy River Reservoir (740 acres) and Briery Creek Lake (845 acres) and a number of watershed impoundments.

Population and Demographics

- According to the 2020 U.S. Census, the current population of Prince Edward County is 21,849.
- The population in 2010 was 23,349 (Source: U.S. Census).
- The 2020 Census population density is roughly 65 people per square mile.

Total Est.	Ages 0-4	0-4 %	Ages 5-19	5-19 %	Ages 20-64	20-64 %	Ages 65+	65+ %	Median Age
21,849	1,009	4.6%	5,319	24.3%	11,773	53.8%	3,748	17.3%	32.1

US Census Bureau. 2014-2018 ACS 5-Year Estimates Data Profiles: Demographic and Housing Estimates, Table ID: DP05.

- Longwood University and Hampden-Sydney College have a combined student body population of about 6,000 undergraduate and graduate students. This helps skew the county's population demographic characteristics, which can be important in emergency planning.
- Additionally, there are three institutional facilities in the County that house populations:
 - (1) Piedmont Regional Jail – Average Daily Census = 350;
 - (2) Piedmont Juvenile Detention Facility – Average Daily Census = 10-20;
 - (3) Immigration Centers of America Farmville Detention Center – Average Daily Census = <100

Housing, Vacancies, and Access to Vehicles

- There are 9,229 housing units in the county with 7,113 households. According to the 2020 US Census, the average household is 2.33 persons. Owner occupied housing is estimated at 62%.

Historic and Culturally Significant Places

- The County is home to thirteen structures/places that are listed on the National Register of Historic Places, to include the campus of Hampden-Sydney College, the Robert Russa Moton School, High Bridge Trail State Park, Saylor's Creek Battlefield and Twin Lakes State Park. There are numerous other historically significant civil rights and Civil War related sites scattered throughout the County.

Building and Fire Code Provisions

- Building construction in the county is regulated by the Prince Edward County Building Office and the Farmville Building Office, using the Uniform Statewide Building Code. Supplements to this are the Uniform Building Maintenance Code and the Uniform Statewide Fire Prevention Code.
- The Fire Code is enforced in the County by the State Fire Marshal's Office located in Richmond. Inside the Town Limits, the Fire Code is enforced by the Town Fire Marshall.

Transportation Infrastructure

- The major transportation corridors in Prince Edward County are U.S. 460 (east-west), U.S. 360 (east-west) and U.S. 15 (north-south).
- VDOT maintains the primary and secondary roads throughout the County, except that the Town of Farmville maintains the streets within its jurisdiction.
- There are approximately 35 miles of single rail line operated by Norfolk-Southern and a shortline operated by Buckingham Branch Railroad.
- There is one petroleum pipeline (two pipes) in the County totaling approximately one mile.
- There is no commercial airport in Prince Edward County; however, there are two private grass landing strips. The closest General Aviation airport is the Farmville Municipal Airport, located about 3 miles north of Farmville. The closest commercial airports are in Richmond and Lynchburg.

Airport	FAA Identifier	Runway Dimensions
Farmville Municipal Airport	FVX)	4400' x 75'

- The Farmville MOA (military operations area) covers most of Prince Edward County and is a lights-out approved MOA.

Utilities and Services

Water

- Most residential structures in the County of Prince Edward are provided water through private wells.
- There are three public water systems in the County. The largest belongs to the Town of Farmville and provides water to all area within the corporate limits of the town and to some areas of the County.

- The County water system provides water from Dominion Drive south along Route 15 to The Manor development.
- Hampden-Sydney College's water system provides water to the college campus and residential areas near the campus.
- Sources of water in the County include the Appomattox River, commercial and private wells. The future water supply is designated as the Sandy River Reservoir.

Communications

- Telephone landline communications in Prince Edward County are provided by CenturyLink, Verizon, LUMOS and Kinex.
- The primary cellular communications companies serving Prince Edward County include: AT&T, Verizon, US Cellular, and nTelos.

Internet

- The primary internet providers in the County are Kinex, Brightspeed and Shentel.

Petroleum Products Pipeline

- A Colonial Pipeline Transmission Line is located in the far northwest corner of County. There are two pipelines in the ground that transport refined petroleum products such as gasoline, diesel fuel, jet fuel, home heating oil and fuels (no natural gas or LP gas).

Electricity

- The primary electric utilities in the County are Dominion Energy and Southside Electric Cooperative. A small part of the northwestern edge of the County is supplied by the Central Virginia Electric Cooperative.

Food

- The two major grocery stores in the County are Food Lion and Wal-Mart, both located in Farmville.
- There are Dollar General Markets in Green Bay, Rice, Prospect and Pamplin (Appomattox County).
- There are also numerous smaller convenience stores in the county and town.
- FACES is the primary Food Bank program in the County. Meals on Wheels and Piedmont Senior Resources also distribute meals to citizens.

Fuel

- The County obtains most of its fuel (gasoline and diesel) through infrastructure located at the Prince Edward County Public Schools.
- Most of the convenience stores dispense both gasoline and diesel fuel for vehicles.
- There are three major residential LP gas providers in Prince Edward County.

Medical Facilities

- Centra Southside Community Hospital is located in Farmville. (86 staffed beds)
- The Centra Medical Group operates a primary care clinic that provides medical care six days per week. Walk-ins are welcome without an appointment for illnesses and minor injuries. Walk-In hours are Monday-Saturday from 8 am-8 pm.
- The Heart of Virginia Free Clinic provides free medical care and free prescriptions for working uninsured and under-insured adults in the greater Farmville area.
- There are two major long-term care facilities located in Prince Edward County – The Woodland (120 beds), which is inside the Town of Farmville, and Trinity Mission (120 beds), which is in the County.
- Additional private medical practices are also located in and around Farmville.

College Facilities

- Hampden-Sydney College, a private four-year liberal arts college for men, has a student body of approximately 1,000 students and is located in Prince Edward County.
- Longwood University, a state university with a student body of 4,800 students is located within the Town of Farmville.
- Both Hampden-Sydney and Longwood have law enforcement staffs and rely heavily on local assets for support. The County's seven Volunteer Fire departments and three EMS agencies have first responder responsibilities for both of these institutions.

VI. HAZARD IDENTIFICATION AND RISK ASSESSMENT (HIRA)

- Prince Edward County participates in the *Commonwealth Regional Council Regional Hazard Mitigation Plan*. The plan results in a ranked and prioritized evaluation of hazards based on historical and anticipated impact to the region. This plan was updated and adopted in February, 2018. The update to this plan is underway.
- The greatest possibility of a county-wide emergency is one caused by a weather event. Such events may not be restricted to just Prince Edward County as they usually impact numbers of surrounding localities putting a strain on possible mutual aid resources.
- The most common weather event causing disruption of services over a wide area of the county or region are winter storms. They usually result in transportation, electrical and telephone service disruption. They also cause a greater level of concern for older populations of Prince Edward County.
- The next weather event possibilities are those caused by heavy rain and wind which occur mostly in the summer months. There is the possibility of tornados in these circumstances. These are more localized in scope and not county-wide as a general occurrence.
- The event of highest probability is that of a hazardous materials escape, generally associated with an accident of U.S. 460, U.S. 360 and U.S. 15 or along the Norfolk Southern rail line that traverses the southern portion of the Count.
- Prince Edward County has also experienced drought conditions in the past and will most likely be faced with them again in the future. Such dry conditions pose increased threats of wildland fires.
- The three correctional institutions in the county -- the Piedmont Region Jail and the Immigration Center of America-Farmville facility both house adults, and Piedmont Juvenile Detention Facility houses juveniles. Incidents at these institutions can produce a "halo" effect resulting in demands on emergency services particularly law enforcement, fire and emergency medical services.
- The presence of Hampden-Sydney College and Longwood University also create unique situations for emergency services. On-campus events (athletics, arts, etc.) can also place demands on County and Town emergency services.

VII. ROLES AND RESPONSIBILITIES

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. Section 44.1-146.19 of the *Code of Virginia* establishes the powers and duties of political subdivisions. Prince Edward County's organization for emergency operations involves local government officials, existing government departments, non-governmental and private sector emergency response organizations. Roles are summarized below:

Elected Officials: Members of the Prince Edward County Board of Supervisors are responsible for:

- Declaration of “local emergency”, as necessary.
- Protecting the lives and property of County citizens;
- Understanding/ implementing laws and regulations that support emergency management/response;
- Establishing the local emergency management program;
- Appointing the local Director of Emergency Management;
- Appointing the local Coordinator (and deputies) of Emergency Management; and
- Adopting and promulgating the Prince Edward County Emergency Operations Plan (EOP).

Director of Emergency Management / Local Chief Executive Officer: The Prince Edward County Administrator is appointed by the Board of Supervisors and shall be the Director of Emergency Management. He/she is responsible for:

- Declaration of “local emergency” in accordance with Section 44-146.21 of the Code of Virginia;
- Determining the need and directing the evacuation of endangered areas;
- Coordinating local resources to address an incident;
- Establishing a curfew, if needed;
- In coordinating with the District Health Director, ordering a quarantine;
- Providing leadership;
- Exercising direction and control from the EOC during disaster operations;
- Overall responsibility for maintaining and updating the EOP; and
- Communicating information to the public.

Emergency Management Coordinator (and deputies): Appointed by the Board of Supervisors. The Emergency Management Coordinator has the following responsibilities:

- Assessing the availability and readiness of local resources most likely required during an incident;
- Advising local officials about emergency management activities before, during and after an incident;
- Exercising direction and control from the EOC during disaster operations; and
- Coordinating damage assessment during an incident;
- Development mutual aid agreements to support the response to an incident;
- Developing and implementing public awareness and education programs;
- Developing and maintaining the EOP, as required by the *Code of Virginia*;
- Coordinating exercises to test the EOP;
- Coordinates activation or activates the public alerting and the Everbridge mass notification system.
- Coordinates the assistance provided by private organizations, groups or volunteers.
- Coordinates with federal, state, and local officials for the opening, maintenance, and staffing of a Disaster Recovery Center (DRC).
- Assuming duties in the absence of the Director of Emergency Management.

Constitutional Officers and Local Government Agencies: Constitutional Officers and local department and agency heads collaborate with the emergency manager during the development of the EOP and provide key response resources. They participate in the planning process to ensure that specific capabilities (law enforcement, public works, finance and administration, mass care) are integrated into the EOP. They also participate in interagency training to develop and maintain their capabilities. Constitutional Offices and local departments can participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies and/or support agencies, as require supporting response activities, such as:

- Develop and maintain continuity of operations plans;
- Identify sources of emergency supplies, equipment and personnel;
- Identify, protect and preserve records essential for the continuity of government;
- Establish and maintain a line of succession of key personnel.

Emergency Support Functions (ESFs): An ESF is a grouping of government and private sector capabilities into an organization structure to provide support, resources, program implementation and emergency services that are most likely to be needed during incidents. Operating agencies and local department participate in the ESF structure as coordinators and response agencies. Prince Edward County identifies the primary agencies on the basis of authorities, resources and capabilities. Support agencies are assigned based on the resources and capabilities in a given functional area. Note that not all incidents result in the activation of the ESFs. It is possible an incident may be addressed without activating ESFs. ESFs are responsible for:

- Development and maintain detailed plans and operating procedures to support their functional requirements.
- Identify sources of emergency supplies, equipment and personnel;
- Maintaining accurate records of disaster-related expenditures and documentation;
- Identifying, protecting and preserving records essential for the continuity of government;
- Establishing a line of succession of key personnel.

Non-Governmental and Volunteer Organizations: Non-governmental organizations (NGOs) collaborate with first responders, government at all levels and other agencies and organizations provide relief services to sustain life, reduce physical and emotional distress and promote recover of disaster victims when assistance is not available from other sources. These resources when available will be integrated into County operations, and will be incorporated into an ESF to support critical functions as best suited by their skill set.

Private Sector: Private sector organizations play a key role before, during and after an incident. They must provide for the welfare and protection of their employees in the workplace. Businesses that provide water, food, power, communications, other technologies, transportation, medical care, security and numerous other services upon which both response and recovery are dependent. The private sector supports local emergency management efforts by sharing information with local government, identifying risks, performing vulnerability assessments, development emergency response plans, donation or providing goods and services through contractual arrangements and disaster relief efforts. Private sector organizations are encouraged to develop and maintain capabilities to sustain themselves and support response and recovery activities for an emergency.

Individuals and Households: Although not formally a part of emergency management operations, individuals and households play a critically important role in the County's overall emergency management strategy. Community members can contribute by:

- Reducing hazards around their homes;
- Preparing an emergency supply kit and household emergency plan, including food, water, prescriptions and supplies for pets, to sustain the household for up to 72 hours;
- Monitoring emergency communications carefully to be prepared to shelter in place, if necessary, reduce the risk of injury, keep emergency routes open and reduce demands on communications systems;
- Volunteering with an established organization to become a part of the emergency management system and ensure efforts are directed where they are most needed.

VIII. CONCEPT OF OPERATIONS

- A. The County of Prince Edward has adopted the National Incident Management System (NIMS) as the stand for incident management.
- B. The Director of Emergency Management is the County Administrator of Prince Edward County. The Director, in conjunction with the Emergency Management Coordinator, will direct and control emergency operation in time of emergency and issue directives to other services and organizations concerning disaster preparedness and be responsible for emergency public information.

- C. Succession to the Director of Emergency Management shall be the Coordinator of Emergency Management.
- D. The Director of Emergency Management or, in his absence, the Emergency Management Coordinator, will determine the need to evacuate large areas and will issue orders for evacuation or other protective action, as needed. Local law enforcement will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local Fire Chief or his representative on the scene should implement immediate proactive actions to include evacuation, as appropriate.
- E. The County's Emergency Operations Plan (EOP) is developed on the concept that emergency operations will be conducted using local resources. When it becomes apparent that these resources are in danger of being overwhelmed decisions will be made as to whether assistance should be requested from adjoining localities or from the State. To accomplish this, a local emergency must be declared and before local resources become overwhelmed state assistance will be requested.
- F. The EOP defines the role of the County before (mitigation and preparedness), during (response), and after (recovery) a disaster or major emergency. It establishes the concepts and policies under which all county agencies and departments and other supporting organizations will operate during emergencies. It provides a basis for the preparation of more detailed plans and procedures and for local emergency management training programs. It establishes the concepts and policies under which it will cooperate and work with other local governments, and the state and federal government. Supplemental agency or interagency plans may be implemented concurrently with the EOP, but are subordinated to the overarching core coordinating structures, process, and protocols detailed in the EOP.
- G. The County will maintain the EOP in accordance with the guidance and operational concepts set forth in the State EOP. To meet this requirement County departments and agencies that have been assigned emergency response or recovery duties and responsibilities must develop and maintain designated part(s) of the EOP. In compliance with this requirement those agencies, departments and organizations assigned emergency service tasks shall develop plans, procedures, and/or as needed. Incident specific sub plans to the EOP will contain more detailed procedures as needed, to include increased readiness action checklists and specific reporting requirements.
- H. The "*Commonwealth of Virginia Emergency Services and Disaster Law of 2000*," Section 44-146.19, *Code of Virginia*, requires that Prince Edward County prepares and keeps current a Local Emergency Operations Plan. The Plan will be officially adopted and promulgated by the Board of Supervisors. The Plan will be staffed, revised, exercised, readopted, reprinted, and reissued at least every four years in order to be considered current and in compliance with the above law.
- I. The following general principles apply to all parts of the EOP:
 - 1. On-site incident command is vested in the agency/entity having primary incident response responsibility.
 - 2. All county agencies and departments having emergency response responsibilities will provide assistance to the agency having primary responsibility agency as needed. County agency and department heads will assure that their agency participates in the EOP planning process.
 - 3. On-scene coordination of emergency response will be accomplished within the Incident Command System (ICS) framework allowing for the incorporation of local, state, federal agencies and other responsible parties into one organizational framework called the Unified Command. Unified Command will follow the doctrines of the National Incident Management System (NIMS)
 - 4. State and Federal assistance is supplemental to, not a substitute for, locally available services provided by county agencies, departments and other supporting organizations.

5. All appropriate locally-available forces and resources will be fully committed by the County before requesting assistance from a higher level of government.

J. Declarations of Local Emergency

1. The Board of Supervisors shall declare by resolution an emergency to exist whenever the threat or actual occurrence of a disaster is or threatens to be sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A local emergency may be declared by the Director of Emergency Management with the consent of the local governing body. If the governing body cannot convene due to the disaster or other exigent circumstances, the Director, or in his absence, the Deputy Director, shall declare the existence of an emergency, subject to the confirmation by the Board of Supervisors within forty-five (45) days of the declaration (Title 44-146.21, *Code of Virginia*.)
2. A declaration of local emergency, as defined in 44-146.16 shall activate the Prince Edward County EOP and authorize the furnishing of aid and assistance thereunder (Title 44.1-146.21(b)).
3. A declaration of local emergency by a governing body is only binding upon the locality upon which that governing body governs.
4. Whenever a local emergency has been declared, the Director of Emergency Management, or the Coordinator of Emergency Management, if so authorized by the Board of Supervisors, may enter into contracts and incur obligations as necessary to mitigate the effects of the event, to protect the health and safety of persons and property, and to provide emergency assistance to event-related victims.
5. Upon declaration of a local emergency, the Director of Emergency Management or Coordinator of Emergency Management will notify the Virginia EOC immediately, and thereafter will provide a daily situation report for the duration of the emergency period.
6. The Board of Supervisors, when in its judgment all emergency actions have been taken, shall by resolution affirm the declaration (if necessary) and end the declared emergency.

- K. Command and control authority during an incident shall remain with the County at all times, except where state or federal law transfers authority and responsibility to a specific state or federal agency.

- L. The Board of Supervisors is ultimately responsible for establishing an emergency response organization and for developing and maintaining the county's Emergency Operations Plan to accomplish effectively the emergency response responsibilities in the county set forth in the "*Commonwealth of Virginia Emergency Services and Disaster Law of 2000*," Section 44-146.19. This effort will be carried out by the Director of Emergency Management and the Coordinator of Emergency Management.

- M. The County's Director of Emergency Management or his designee, the Coordinator of Emergency Management, will establish and maintain a local EOC, as required. During disasters, the Director of Emergency Management or his designee, the Coordinator of Emergency Management, will coordinate Prince Edward County's emergency operations from the EOC. County departments, agencies, and supporting organizations will provide liaison personnel for duty in the EOC as requested.

- N. Formal mutual aid agreements for disaster assistance shall be established with adjacent political subdivisions, non-governmental organizations and businesses and other agencies. In addition, the County has adopted the Statewide Mutual Aid Program.

- O. The County's Emergency Operations Plan will be executed when conditions warrant.

IX. FINANCE AND ADMINISTRATION

The Prince Edward County Administrator's Office, working in conjunction with the County Treasurer's Office, will ensure the necessary management controls, budget authorities and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures and maximize state and federal assistance following the disaster.

The Director of emergency Management/County Administrator must notify appropriate staff that a local emergency or disaster has been declared in accordance with Section 44.146.21 of the *Code of Virginia*, as amended.

Concept of Operations

- A. In an emergency situation, as defined by the County EOP, the County Administrator or his designee will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however, the budget change requests must be documented at a later time. The Director of Emergency Management, or designee, must request verbal approval of funding.
- B. The County Administrator may permit over-spending in particular line items (e.g., overtime, materials, and supplies) under emergency circumstances as defined by the EOP. A year-end adjustment can be made, if required.
- C. The County Administrator's staff, supplemented by staff from the Treasurer's Office, will staff the Emergency Operations Center's Finance and Administration Section during emergency operations. This section will work with the Branches 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 by the state or federal government. The Finance Section will implement record keeping of all incurred expenses throughout the emergency/disaster period. Finance will also assist in the compilation of information for the Report of Disaster-Related Expenditures", as required.
- E. The Finance Section will work with the Emergency Management Branch, to track resource needs, purchases, equipment, and personnel, utilizing electronic software to the extent possible.
- F. Employees must complete time sheets, to include overtime hours worked, during disaster response and recovery operations. Copies of employees' time sheets must be signed by the County Administrator or their Department Director, as appropriate.
- G. The County Administrator may reassign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.

X. SEQUENCE OF ACTION

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

multiple threats or incidents.

Non-Emergency/Normal Operations

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

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

Pre-Incident Actions

These are actions that are implemented if the Emergency Manager receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources. Some issues to consider at this point in the incident are:

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

Response Actions

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

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

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to

recovery operations, and if applicable, hazard mitigation.

Recovery Actions

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

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

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

Mitigation Actions

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

- Review the Regional All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in the most at risk areas.
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Community education and outreach necessary to foster loss reduction.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event

XI. PLAN DEVELOPMENT AND MAINTENANCE

The Emergency Management Coordinator will update the EOP annually, or as needed. The Emergency Manager will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. The County will conduct a comprehensive plan review and revision of its EOP every four years, followed by adoption by the Board of Supervisors. Such review shall also be certified in writing to the Virginia Department of Emergency Management. It is the responsibility of the Emergency Manager of each locality to assure the plan is tested and exercised on a scheduled basis.

XII. EXERCISE AND TRAINING

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Prince Edward County Emergency Operations Plan (EOP). The Director of Emergency Management will ensure all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Prince Edward County EOP. All personnel will be provided with the necessary training to

execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Prince Edward County. This program will be designed to attain an acceptable level of emergency preparedness for Prince Edward County.

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

The Emergency Management Coordinator will develop, plan, and conduct tabletop, functional and/or full scale exercises, as required. These exercises will be designed to not only test the EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of Prince Edward County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). Prince Edward County may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities. Following each exercise or actual event, a hot-wash and After Action Review (AAR) will take place. Strengths and areas for improvement will be identified, addressed and incorporated into an update of the EOP.

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BRANCHES

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Emergency Management Branch (ESFs #5, #7, #12, #14, #15, #16)

Primary Agencies	
County Administration (ESF 7, 14, 15)	Emergency Management (ESF 5, 7, 12, 14, 15, 16)
Secondary Agencies	
Building Inspections Dept. (ESF 5)	Planning & Zoning (ESF 5, ESF 14)
Commissioner of Revenue (ESF 5)	Treasurer's Office (ESF 7)
Energy Utilities (ESF 12)	Virginia National Guard (ESF 16)
Cooperative Extension (ESF 5)	Commonwealth Regional Council (ESF 5, 14)

Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESFs) #5, #7, #12, #14, #15, and #16 under one element within the Emergency Operations Center. The County's Emergency Operations Center does not operate based on ESFs. However, the responsibilities of the Coordinator of Emergency Management, or their designee, are identified in this guide as they relate to the corresponding Emergency Support Functions.

Scope

This guide aligns the duties of the Emergency Management Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary County agencies identified in this guide. The Department of Emergency Management will coordinate the responsibilities associated with Emergency Support Functions #5 Emergency Management, #7 Resource Support, #12 Energy, #14 Recovery, #15 External Affairs, and #16 Military Affairs.

- ESF #5 provides overall coordination of emergency operations for all County agencies.
- ESF #7 identifies, procures, inventories, and distributes critical resources for the County during an emergency.
- ESF #12 monitors, supports, and provides input into the restoration of public energy utility systems (electric, petroleum, natural gas) critical to saving lives.
- ESF #14 facilitates both short-term and long-term recovery following a disaster.
- ESF #15 provides for a coordinated and continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.
- ESF #16 provides for military support during a declared state of emergency.

Concept of Operations

- Many hazards have the potential for causing disasters which require centralized coordination. During emergencies, management and coordination functions can be accomplished at the Emergency Operations Center, thereby allowing field units to concentrate on essential tasks.

- When activated, the Emergency Operations Center will provide direction, control, and coordination of resources. The Emergency Operations Center staff provides guidance, decision making, and resources to each branch of active emergency operations. They obtain information from a variety of sources and seek information to develop an accurate picture of the emergency.
- Prince Edward County is fully capable of operating a virtual EOC for smaller events or as most conditions may warrant. The Emergency Operations Center is located in the 111 N. South Street, 3rd Floor South, Farmville, Virginia 23901. Initial staffing of the EOC consists of only the Coordinator of Emergency Management, who is also responsible for managing, maintaining, and activating the EOC. Additional staff may be added once the situations and/or need is fully determined.
- Responsibility for the performance of each Branch is charged to agencies that conduct similar activities during normal operations. The designated Branch Director is responsible for the coordination and performance of their Emergency Support Functions.
- To manage their operations, all branches will collect and process information. The Emergency Operations Center will focus on collecting critical information from the branches that is of common value or need to more than one branch or operational element to create an overall perspective of the incident.
- The staff of the Emergency Operations Center will support short-term and long-term planning for operations. The Emergency Operations Center staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the incident action plan.
- During an emergency/disaster, the Director of Emergency Management exercises direction and control, establishes policy and provides overall supervision of the emergency/disaster operations.
- There are many resources that can be used during an emergency, including those that are critical to the immediate emergency response following a major emergency/disaster event. Others may be critical for long-term recovery operations. During or following an emergency, the initial response will be dependent upon local public and private resources. However, adequate local resources may not exist to cope with a catastrophic event. Public and private sector resources from outside the County may be requested when needed for emergency response. A local resource list will be compiled and maintained by the Emergency Management Coordinator.
- The Coordinator of Emergency Management will initiate the commitment of resources from outside the County government with operational control being exercised by the on-site commander of the service requiring that resource.
- All financial and resource expenditures shall be reported to the Finance/Administration section of the Emergency Operation Center during activations.
- A disaster or emergency may affect areas of the County disproportionately and require resources to be deployed to the affected areas, businesses, etc., thereby disrupting regular County service delivery. Routine operations may be disrupted or postponed to support recovery.
- Any disaster or emergency is likely to have an economic impact on the County which must be assessed in order to minimize the long-term impact on the County and its fiscal condition. Completing this assessment may require the assistance of outside resources.

- The Emergency Management Branch may begin the recovery process for any disaster with the implementation of short-term disaster relief programs by governmental and non-governmental organizations.
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments, the private sector, and individuals, while coordinating activities and assessments of need for additional assistance.
- The strategy for long-term recovery will encompass land use, public safety, housing, public services, transportation services, and education.
- During an emergency/disaster, the public requires instructions and information about government response and recovery operations. Therefore, it is important to provide timely and accurate information to the public and to media outlets.
- Emergency information will be disseminated by appropriate means based on the incident. The primary methods may include the use of radio, “Farmville-Prince Edward Alert”, print media outlets, the County website, social media and television. News coverage will be monitored to ensure that accurate information is being disseminated.
- Electrical outages and other commodity shortages may impact public health and safety services, and every effort must be made to minimize the duration of such outages or shortages and the number of citizens impacted by them.
- Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.
- There may be instances in which additional resources from the military are needed during declared disasters. At that time, requests for assistance may be made through the Virginia EOC for mission specific assistance related to saving human life, preventing human suffering, or to prevent damage to or destruction of property.

Responsibilities

- The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.
- The Emergency Management Branch, with assistance from the County Administrators Office, is responsible for maintaining records of all expenses related to its emergency functions.

Emergency Management

ESF #5 Emergency Management

- Provide multi-agency Countywide coordination for emergency operations;
- Produce situation reports, for distribution to the EOC staff, on-scene incident command staff, state EOC, and Board of Supervisors, as necessary;
- Support and coordinate the damage assessment process with staff from Building Inspection, Planning & Zoning, and Commissioner of Revenue;

- Support short-term and long-term planning activities; and
- Coordinate emergency management mutual aid agreements dealing with neighboring jurisdictions, state and federal agencies, and applicable relief organizations.

ESF #7 Resource Support

- Develop, maintain, and utilize resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources. The resource list will be compiled, maintained, and made available to relevant personnel by the Emergency Management Department. Efforts will be made to include NIMS resource typing when compiling the resource list, as applicable;
- Prepare mutual aid agreements with local and surrounding jurisdictions;
- Oversee the processing, use, inspection, and return of resources coming to the County;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated). Such facilities will be included in the Resources List maintained by the Emergency Management Coordinator;
- Provide frequent updates to the Emergency Operations Center during resource management operations; and
- Maintain records of cost and expenditures associated with resource procurement.

ESF #12 Energy

- Maintain a list of critical facilities and energy providers (included in Resources List) and continuously monitor those included to identify vulnerabilities;
- Monitor the status of all essential energy resources to anticipate shortages and prioritize the allocation of resources to maintain essential services;
- Implement local conservation measures;
- Implement procedures for determining need and for the distribution of aid; and
- Maintain liaison with fuel distributors and local utility representatives.

ESF #14 Recovery

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the County's participation in recovery operations with FEMA, SBA and other federal agencies during Federally Declared Disasters. Individual and Public Assistance would be coordinated by the JFO from a centrally located site, although a Disaster Recovery Center would likely be established within the County;
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Coordinate to the fullest extent possible program application processes and planning requirements to streamline assistance and avoid duplication of effort;
- Determine County agency responsibilities for recovery activities; and
- Provide regular updates to the EOC on the status of recovery operations.

ESF #15 External Affairs

- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- Monitor various media platforms to ensure accurate information is being shared. Efforts should be made to correct misinformation and rumors as soon as they are discovered;
- In coordination with the County Administrator's Office, brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures;
- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases (Resource List);
- Monitor the media to ensure accuracy of information and correct inaccurate information as quickly as possible; and
- Provide information to the public about available community disaster relief assistance programs.

ESF #16 Military Affairs

- Request the need for military resources (Virginia National Guard) through the Virginia EOC during gubernatorially-declared disasters as conditions may warrant.

County Administration

ESF #7 Resource Support

- Assist with maintaining records of cost and expenditures associated with resource procurement.

ESF #14 Recovery

- Prepare economic impact analysis of the event detailing the event's short and long-term effects on all facets of the County's economic condition;
- Develop a recovery strategy that addresses infrastructure, economic development, and human services; and
- Work with the Coordinator of Emergency Management to identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.

ESF #15 External Affairs

- The County Administrator is the primary spokesperson for the County.
- Brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures;
- Coordinate public information with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety;
- Prepare copies of emergency information packages for release through the news media during actual emergencies; and
- Disseminate information to elected officials.

Building Inspections

ESF #5 – Emergency Management

- Assist in the damage assessment process and record data in Crisis Track software.

Commissioner of Revenue (Real Estate office)

ESF #5 – Emergency Management

- Assist as needed with the damage assessment process and record data in Crisis Track software.

Planning & Zoning

ESF #5 – Emergency Management

- Assist as needed with the damage assessment process and record data in Crisis Track software.

Extension Office

ESF #5 – Emergency Management

- Assist as needed with the damage assessment process and record data in Crisis Track software.

Commonwealth Regional Council

ESF #5 – Emergency Management

- Assist as needed with the damage assessment process and record data in Crisis Track software.
- Assist with development of a recovery strategy that addresses infrastructure, economic development, and human services; and
- Work with the Coordinator of Emergency Management to identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available.

Emergency Communications Branch (ESF #2)

Primary Agencies	
Farmville Emergency Communications Center	Prince Edward Sheriff's Office Dispatch
Secondary Agencies	
Information Technology	

Purpose

The purpose of this coordination guide is to bring the responsibilities of ESF #2 within the Emergency Operations Center. The responsibilities of the Director of Emergency Communications or his/her designee are identified in this guide.

Scope

This guide aligns the duties of the Emergency Communications Branch with the Emergency Support Functions comparable to the day-to-day operations of the County and Town agencies listed. Emergency Communications will coordinate the responsibilities associated with ESF #2 - Communications.

- The ESF #2 responsibilities include accurately and efficiently transferring information during an incident and ensuring that the County and Town have the ability to rapidly notify and warn the public.

Concept of Operations

- The Farmville Emergency Communications Center (ECC) serves as the 911 center and is most often the first point of contact for the general public. As calls are received for emergency service, addresses are verified through the CAD system and dispatching occurs based on pre-determined service areas. Response agencies and support organizations are notified through the county's radio system and text paging through the CAD paging system. Law enforcement calls for service outside the Town of Farmville are transferred to the Prince Edward Sheriff's Office Dispatch Center for dispatching.
- The ECC will share information on disasters and emergencies in the County and the Town with the EOC. The ECC also has the capability to access the Emergency Alert System and the County's mass notification system to deliver alerts and warnings to the public and those with access and functional needs. Message types include: phone calls, emails, and text messages. However, use of all available forms of warning and notification may not provide warning to all the general public or those having special communications needs. Emergency warning contact lists for schools, nursing homes, etc., can be found in the Contact Cards in the CAD and is maintained by the ECC.
- Emergency communications are heavily dependent on the commercial telephone network. The County's emergency communications may be adversely affected if commercial telephone service is interrupted. The County and Town operate radio systems for emergency services communications. This system is dependent upon county/town and commercial communications infrastructure.

- Communications between different agencies and mutual aid jurisdictions can also take place through the RIOS Radio Interoperability Systems, and specifically with Virginia COMLINC. This radio network interface unifies non-compatible communication resources across the Commonwealth.
- In the event of a total communication failure, Prince Edward County/Farmville would utilize a state radio cache. Lunenburg County hosts the closest cache team to our location.
- Additionally, the Farmville ECC has backup mobile ECC equipment or for Incident Command.

Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

- The **Emergency Communications Branch** is responsible for maintaining records of all expenses related to its emergency functions.

Farmville Emergency Communications Center

ESF #2 Communications

- Alert and warning the community of a threatened or actual emergency.
- Serve as the Primary PSAP for Prince Edward County and Town of Farmville.
- Dispatch Fire & EMS call for the County.
- Transfer County law enforcement calls to Prince Edward County Sheriff's Office Dispatch.
- Accurately and efficiently transfer information during an incident.
- Contact the Emergency Management Coordinator of threatened or actual emergency conditions/incidents.
- Initiate Everbridge alerting and warning to the community and other appropriate personnel, as required.
- Develop and maintain a redundant/interoperable communications system (primary and alternate) to ensure a seamless flow of communications between and among all entities involved.
- Identify emergency communications and data requirements.
- Ensure technical support and equipment exists to enable functional Countywide communications systems.
- Identify government or private sources that can render communications assistance from outside the affected area.
- Assure that resources needed to maintain communication systems are on hand.
- Develop supplemental and back up communications plans and procedures in coordination with private sector entities to provide for continuity of operations and disaster recovery.
- Provide downstream notifications during dam safety emergencies.
- Develop mutual aid agreements with like agencies in adjacent localities, in the event of a communications system failure/outage.

- Ensure communications lines and equipment essential to emergency services are maintained and operational; and
- Provide personnel to the EOC to assist with communications functions.

Prince Edward Sherriff's Office Dispatch

ESF #2 Communications

- Alert and warning the community of a threatened or actual emergency.
- Dispatch law enforcement calls for the County.
- Accurately and efficiently transfer information during an incident.
- Contact the Emergency Management Coordinator of threatened or actual emergency conditions/incidents.
- Develop and maintain a redundant/interoperable communications system (primary and alternate) to ensure a seamless flow of communications between and among all entities involved.
- Ensure technical support and equipment exists to enable functional Countywide communications systems.
- Identify government or private sources that can render communications assistance from outside the affected area.
- Assure that resources needed to maintain communication systems are on hand.
- Develop supplemental and back up communications plans and procedures in coordination with private sector entities to provide for continuity of operations and disaster recovery.
- Ensure communications lines and equipment essential to emergency services are maintained and operational; and
- Provide personnel to the EOC to assist with communications functions.

Information Technology

ESF #2 Communications

- In conjunction with the private vendor, assist with the restoration of County communications infrastructure and resources during a significant event.
- Assist with identifying and combating a cyber-attack on county/local facilities.
- Monitor and report conditions and information on the impact and status of critical communications infrastructure.
- Provide support to the ECC during disasters to maintain operational readiness of ECC systems;
- Provide voice, video, and data services to the Emergency Operations Center and/or incident site; and
- Secure additional technology equipment/resources when needed.

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Fire and EMS Services Branch (ESF #4, #10)

Primary Agencies	
Volunteer Fire Departments	Emergency Medical Service Agencies
Secondary Agencies	
Emergency Management	

Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #4 and #10 under one element within the Emergency Operations Center. The County's EOC does not operate based on emergency support functions. However, the responsibilities of the Emergency Management Coordinator or his designee are identified in this guide as they relate to the identified emergency support functions.

Scope

This guide aligns the duties of the Fire Branch with the Emergency Support Functions comparable to the day-to-day operations of the county agencies listed. Emergency Management will coordinate the responsibilities associated with ESFs #4 (Firefighting) and #10 (Oil & Hazardous Materials Response).

- ESF #4 provides fire, rescue and emergency medical services to ensure the safety of life and property within the county.
- ESF #10 responds to and stabilizes hazardous materials incidents.

Concept of Operations

In a disaster, the fire departments and emergency medical services (EMS) agencies may be called upon to do much more than their typical response to fires and emergency medical calls. The fire department(s) may assist EMS personnel and provide extrication of trapped persons, assess hazardous materials situations, clear debris on primary roadways, evacuations, reconnaissance, and other duties as necessary. Also, the neighborhood fire station may become a place where people go for information and assistance.

All fire departments are operated by volunteer personnel and EMS is provided through a combination of volunteers and career staff. Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire and EMS personnel and equipment should be able to cope with most emergency situations without assistance or through the use of existing mutual aid agreements. When additional or specialized support is required, assistance can be obtained from neighboring localities, state, and federal agencies, through the Emergency Communications Center or during activations the Emergency Operations Center.

The Incident Command System will be implemented on an appropriate scale at the scene of every fire/EMS incident in the County. If fire or threat of fire is involved, the Fire Chief or designated Incident Commander will be in charge.

During the critical phases of an emergency/disaster, fire stations may be staffed continuously as conditions permit. Communications will be established with the Emergency Communications Center and the Emergency Operations Center.

Hazardous materials emergencies could occur from any one of several sources including roadway and rail transportation, or fixed facility accidents. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions.

The County is served by VDEM's Regional Hazardous Materials Teams from Danville and Henrico, with both providing specialist-level hazardous materials response. Local volunteer fire departments/EMS agencies respond to the incident in the initial phase in a defensive operations level without assistance from outside the jurisdiction. This includes reconnaissance of the situation and, if necessary, notification and warning of the public, evacuation, sheltering-in place, immediate first aid and/or isolation of the scene.

Evacuation or sheltering-in-place may be required to protect portions of the County. Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the County. The release of hazardous materials may have short- to long-term health, environmental and economic effects depending upon the type of product. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.

A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304.

To help offset the threat of wildfires the County observes the statewide burn ban from February 15th – April 30th and has adopted a local burn ban ordinance (see Appendix J).

Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Fire and EMS Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

Emergency Management

ESF #4-Firefighting

- Assist incident commanders when with technical assistance requested and available.

ESF#10-Oil & Hazardous Materials Response

- Respond to large unusual hazardous materials incidents to provide technical assistance to the Incident Commander.
- Manage reporting to VEOC, as warranted.

Fire Departments

ESF #4-Firefighting

- Coordinate the prevention of, planning for and response to natural and human-caused fires;
- Provide qualified personnel to staff the Fire Branch during EOC activations;
- Provide/assist in rescue operations, evacuation, communications, medical emergencies, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions;
- Coordinate and manage the use of fire service resources responding to emergencies;
- In cooperation with the Law Enforcement Branch, assist with search & rescue operations;
- Perform other emergency response duties as required; and
- Provide the Emergency Operations Center with frequent updates as to the status of fire department response activities.
- Coordinate with local Virginia Department of Forestry and County Emergency Management when local conditions constitute the need for a Board of Supervisors declaration of a local burn ban outside the annual statewide burn ban from February 15-April 30.

ESF#10-Oil & Hazardous Materials Response

- Execute the Farmville-Prince Edward Hazardous Material Emergency Response Plan.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.
- Develop and follow established procedures in responding to hazardous materials incidents;
- Control hazardous materials.
- Warn, shelter-in-place, or evacuate affected areas of the County as necessitated by the incident.
- When activated, provide the Emergency Operations Center with frequent updates as to the status of hazardous materials incidents.

EMS Agencies

ESF #4-Firefighting

- Primary duty is to provide patient care;
- Provide emergency medical services and provide/assist in rescue operations;
- Assist with evacuation, communications, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions; and
- Perform other emergency response duties as required.

ESF#10-Oil & Hazardous Materials Response

- Provide emergency medical services to victims of hazardous materials incidents; and
- Coordinate resources for advanced medical treatment of patients exposed to hazardous materials if the medical needs of the patients are beyond the level of care available.

Law Enforcement Branch (ESFs #9, #13)

Primary Agencies	
Sheriff's Office (ESF 9, 13)	Other Law Enforcement Agencies (ESF 9, 13) -Farmville Police Department -Virginia State Police -Longwood Police Department -Hampden-Sydney Police Department -Virginia DWR Conservation Law Enforcement -Virginia DCR State Park Law Enforcement
Secondary Agencies	
Department of Emergency Management (ESF 9)	Volunteer Fire Departments (ESF 9)
EMS Agencies (ESF 9)	

Purpose

The purpose of this coordination branch is to bring the responsibilities of Emergency Support Functions (ESFs) #9 and #13 under one element within the Emergency Operations Center. The responsibilities of the Sheriff, or their designee, are identified in this Branch.

Scope

This branch aligns duties of the Law Enforcement agencies with the ESFs comparable to the day-to-day operations of the County agencies listed. Law Enforcement will coordinate the responsibilities associated with ESFs #9 (Search and Rescue) and #13 (Safety and Security).

- ESF #9 responsibilities include locating, extricating, and providing on-site medical treatment to victims who are lost or trapped.
- ESF #13 responsibilities include maintaining law and order, providing for the security of critical facilities and supplies, and controlling access to evacuated areas or critical facilities.

Concept of Operations

Disasters may cause conditions that vary widely in scope, urgency, and degree of devastation. Substantial numbers of people could be in life threatening situations requiring prompt rescue and medical care. Rescue personnel may encounter extensive damage to buildings or other obstacles. Due to the mortality rate dramatically increasing beyond the 72-hour window, search and rescue must begin immediately.

Predominately, search and rescue operations occur in neighborhoods, wooded areas, or other "open field" areas. However, other scenarios requiring SAR response can include collapsed structures, missing/overdue aircraft, or incidents involving water (including flood events). A list of search and rescue resources is maintained by each of the responding agencies.

The Sheriff's Office utilize their existing personnel to begin search and rescue operations, as well as bloodhounds and a drone as applicable. The decision to call in additional resources is based on a variety of factors, including but not limited to the following: time, weather conditions, and the missing persons health condition(s).

During an emergency, the presence of law enforcement or other safety measures may be needed to protect life and property. Extra patrols and increase surveillance will be needed in evacuated areas to prevent looting and to protect property. Providing for the security of critical facilities and supplies may also be necessary.

During an evacuation, traffic control personnel will be needed to ensure an orderly flow of traffic and property parking at reception centers/shelters. The concentration of large numbers of people in shelters during an evacuation may also necessitate a law enforcement presence to maintain orderly conduct.

Responsibilities

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Law Enforcement Branch is responsible for maintaining records of all expenses related to its emergency functions.

Sheriff's Office and Law Enforcement Agencies

ESF #9-Search and Rescue

- In conjunction with the Fire Departments and EMS agencies, coordinate personnel, equipment, supplies, and administrative support necessary to conduct search and rescue operations; and
- Request further assistance from surrounding localities, VDEM, or federal authorities for additional search and rescue resources, as necessary.

ESF #13-Public Safety and Security

- Staff control points and roadblocks to expedite traffic to reception centers and prevent re-entry of evacuated areas;
- Provide security at critical facilities and supplies;
- Provide traffic control, law enforcement, and security at damaged County property;
- Provide security at shelter facilities and donation centers;
- Assist with evacuations and the coordination of needed equipment in support of this effort;

- Develop mutual aid agreements with surrounding law enforcement agencies/jurisdictions;
- Provide the EOC with frequent updates as to the status of law enforcement activities; and
- Assist with contacting the **Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund**, as applicable:

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

VIRGINIA DEPARTMENT OF CRIMINAL JUSTICE SERVICES

Contact: Julia Fuller-Wilson

During office hours: (804) 371-0386

After hours: (804) 840-4276

vacrisisresponse@dcjs.virginia.gov

Online reporting tool: this is another option for reporting

<https://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>

VIRGINIA VICTIM FUND (THE CRIMINAL INJURIES COMPENSATION FUND)

Kassandra Bullock, Director

During office hours: (804) 367-1018

Leigh Snellings, Assistant Director

During office hours: 1-800-552-4007

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

Emergency Management

ESF #9-Search and Rescue

- In conjunction with the Sheriff's Office, coordinate personnel, equipment, supplies, and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies, and other resources necessary to assist in search and rescue activities.

Volunteer Fire Departments

ESF #9-Search and Rescue

- In conjunction with the Sheriff's Office, coordinate personnel, equipment, supplies, and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies, and other resources necessary to assist in search and rescue activities.

EMS Agencies

ESF #9-Search and Rescue

- Primary duty is to provide patient care;
- In conjunction with the Sheriff's Office, coordinate personnel, equipment, supplies, and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies, and other resources necessary to assist in search and rescue activities.

Social Services Branch

Primary Agencies	
Department of Social Services (ESF 6, 17)	
Secondary Agencies	
American Red Cross (ESF 6)	Faith Community/Houses of Worship (ESF 17)
EMS (ESF 6)	Sheriff's Office (ESF 6)
Emergency Management (ESF 17)	Crossroads Community Services Board (ESF 6)
County Animal Control (ESF 6)	Virginia Volunteer Organizations Active in Disaster (ESF 17)
VDH – Piedmont Health District (ESF 6)	

Purpose

The purpose of this coordination branch is to bring the responsibilities of Emergency Support Functions (ESFs) #6 and #17 under one element within the Emergency Operations Center. The County's EOC does not operate based on ESFs. However, the responsibilities of the Director of Social Services, or their designee, are identified in this branch as they relate to the identified ESFs.

Scope

This branch aligns the duties of the Department of Social Services with the ESFs comparable to the day-to-day operations of the primary and secondary County agencies identified in this branch. The Department of Social Services will coordinate the responsibilities associated with ESF #6 (Mass Care, Housing, & Human Services) and the Emergency Management Coordinator will be in charge of ESF #17 (Donations and Volunteer Management).

- ESF #6 addresses the non-medical mass care, housing, and human services needed by individuals and/or families impacted by emergency incidents.
 - Mass Care involves the coordination of non-medical mass care services to include: sheltering of victims, organizing feeding operations, providing emergency first aid at designated sites, collecting and providing information on victims to family members, and coordinating bulk distribution of emergency relief items.
 - Housing involves the provision for temporary emergency shelter needs of victims.
 - Human Services includes providing victim related recovery efforts such as counseling, identifying support for persons with access and functional needs, and the processing of new benefit claims.
- ESF #17 addresses the coordination needed for the flow of unsolicited donations of goods and services following an emergency event.

Concept of Operations

Some emergencies may necessitate evacuation of affected areas, resulting in individuals and/or families being deprived of normal means of obtaining food, clothing, shelter, and medical needs. The responsibility for the provision of temporary emergency shelter and mass care for victims, when

necessary, falls to Prince Edward County. Additionally, as a result of a major emergency/disaster affecting other jurisdictions within the Commonwealth, the County may be requested to shelter evacuees.

The existing shelter sites/public water & charging stations in Prince Edward County are ADA compliant and include:

- Prince Edward-Farmville Youth Association Gymnasium (PEFYA)
- Farmville Sports Arena
- Volunteer Fire Departments – Darlington Heights, Pamplin, Meherrin
- Southside Virginia Family YMCA

The Emergency Management Coordinator and Department of Social Services will work cooperatively in identifying any new shelter locations. Additional details on the sites are maintained by the Department of Social Services. Various factors go into deciding when to open shelters and which facilities to utilize, including, but not limited to the following: weather conditions, power outages, availability of water, etc. Once the decision to open a shelter is made, the County should utilize their various media contacts and platforms listed on the Resource List to inform the public.

Upon arrival, registration forms will be completed for each family member. Records will be maintained on the whereabouts of all evacuees throughout emergency operations. A sign-in/sign-out log should be maintained. The American Red Cross may assist Social Services with food, clothing, and shelter operations in accordance with any existing agreements between the two. Daily situation reports should be provided to the EOC about the status of evacuees and of operations at the shelters.

There may be instances in which damage to housing may be limited, but utilities such as power and water may be negatively impacted. Convenience centers may be opened at designated shelter sites and operated during day-time hours to provide access to food, water, and charging stations for medical and electronic devices.

The Department of Social Services will ensure that those with access and functional needs are provided for during emergencies. Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Individuals may develop serious physical or psychological problems requiring specialized medical services. Should crisis-counseling services be required, the Department of Social Services should coordinate with the Southside Community Services Board to have trained mental health professionals made available to those in need.

During emergency events family members may become separated and unable to locate each other. In the event of family member separation efforts will be made to coordinate among agencies providing information to create a Family Assistance Center (FAC) that will serve as a single unified inquiry point for families. The FAC will strive to provide the most accurate and up-to-date information available regarding the whereabouts and status of missing persons and/or disaster casualties.

The County does not have the ability to shelter a large number of animals during emergencies. The Prince Edward County Animal Shelter is limited in its capacity to house pets. Animal Control will make efforts to partner with other agencies to care for displaced and separated pets. They will work to identify and reunite pets with their owners and protect citizens from any dangers posed by animals. Prince Edward County does not have the resources to allow the sheltering of pets within the designated emergency shelters.

The Emergency Management Coordinator will identify sites and/or facilities that will be used to receive, process, and distribute donated goods. During times of emergency, the public will be made aware of such distribution locations and the goods/services being offered by each through various outreach methods and in coordination with ESF #15. In the event of unplanned donations and/or volunteers arriving at a disaster area, the Incident Commander will immediately contact the EOC for proper coordination.

Emergency Management and Social Services will maintain the list of pre-identified site/facilities and the relevant contact information for them, as well as for those organizations and/or agencies who will be staffing and/or assisting at them during times of emergency.

Responsibilities

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Social Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

Department of Social Services

ESF #6-Mass Care, Housing, & Human Services

- Provide personnel, equipment, supplies, and other resources to support in setting up and operating emergency shelter facilities;
- Provide for the mass feeding of evacuees and relief workers at the emergency shelter facilities;
- Assist in the coordination of the Family Assistance Center;
- Assist with the development and maintenance of an emergency shelter operations plan;
- Identify food assistance needs;
- Work to obtain critical food supplies that are unavailable from existing inventories;
- Through coordination with Public Services and Emergency Management branches, arrange for transportation and distribution of food supplies to impacted areas; and
- Submit reports to the EOC on shelter operations and status, feeding needs of affected populations, and requests for additional resources.

ESF #17-Donations and Volunteer Management

Provide assistance to Emergency Management with the following:

- Assist in pre-identifying sites/facilities to receive, process, and distribute donated goods.
- Develop procedures for the management of donated goods and services.
- Ensure that sites/facilities have staffing lined up for emergency events and alert them to action during times of need.

American Red Cross

**Currently, Prince Edward County does not have a written agreement with the American Red Cross that defines what services they will provide. However, Prince Edward County Social Services maintains a relationship with the American Red Cross and are properly trained to receive their assistance.*

ESF #6-Mass Care, Housing, & Human Services

When requested by Social Services, the American Red Cross may:

- Provide personnel, equipment, supplies, and other resources to support in setting up and operating emergency shelter facilities;
- Assist with mass feeding of evacuees and act as relief workers at the shelter facilities; and
- Assist in the coordination of the Family Assistance Center.

Emergency Medical Services (EMS)/VDH-Piedmont Health District

ESF #6-Mass Care, Housing, & Human Services

- Ensure provision of medical support at the shelter sites; and
- May provide personnel, supplies, and other resources to assist in shelter operations for victims of the emergency/disaster.

Sheriff's Office

ESF #6-Mass Care, Housing, & Human Services

- Provide security for emergency shelters and donation/volunteer facilities.

Prince Edward County Animal Control

ESF #6-Mass Care, Housing, & Human Services

- Rescue lost or stranded animals and transport to animal shelters or other designated locations;
- Receive and care for animals at animal shelters, or other designated locations;
- Register, tag and maintain accurate records; and
- Work to identify and reunite pets with their owners.

Emergency Management

ESF #17-Donations and Volunteer Management

- Pre-identify site/facilities to receive, process, and distribute donated goods;
- Develop procedures for the management of donated goods and services; and
- Work to have staffing lined up at emergency sites/facilities for events and alert them to action during times of need.

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Public Health and Medical Branch

Primary Agencies	
VDH - Piedmont Health District/Prince Edward County Health Department (ESF 8)	
Secondary Agencies	
EMS Agencies (ESF 8)	Crossroads Community Services Board (ESF 8)

Purpose

The purpose of this coordination branch is to bring the responsibilities of Emergency Support Function (ESF) #8 under one element within the Emergency Operations Center. The County's EOC does not operate based on ESFs. However, the responsibilities of the Health District Director, or their designee, are identified in the branch as they related to the identified ESF.

Scope

This branch aligns the duties of the Health and Medical Branch with the ESF comparable to the day-to-day operations of the primary and secondary agencies identified in this branch. The Health District will coordinate the responsibilities associated with ESF #8 (Health and Medical).

- ESF #8 provides the health and medical services to residents of the County during and/or after an emergency situation.

Concept of Operations

Health and medical services are an essential element of the emergency/disaster response. During a threatened or actual emergency, the Southside Health Director, or their designee, will coordinate the health/medical response during an EOC activation. Contact information relating to the health department, hospital, long-term care facilities, funeral homes, medical examiner, and ambulance services can be found in the County's Resource List maintained by the Emergency Services Coordinator.

Mass casualty incidents (MCI) requiring emergency transportation and medical care may occur. Such events may result in a surge in medical patients at the local hospital. Emergency Medical Services personnel are trained to provide in-field triage as necessary. Such an event may result in a surge at the local hospital. Emergency Medical Services personnel will work to decompress the scene and then assist to decompress at the local hospital in conjunction with local transport ambulance companies. First responders should identify MCI victims with access/functional needs or those with language barriers and follow procedures that will properly assist these individuals.

Pursuant to § 32.1-283 of the Code of Virginia, the following deaths are investigated by the Office of the Chief Medical Examiner:

- Accidental deaths during or following natural events, as well as nuclear, biological, chemical, or any other mass fatality event;
- Homicidal, suicidal, accidental, or undetermined causes related to a mass casualty event (bio-terrorism events are considered homicides); and
- Suspected infectious diseases that may represent a bio-terrorism event or the initial presentation of an emerging infection that may result in an epidemic.

In the aftermath of an emergency/disaster, the public's health can be jeopardized in many ways. There could be disruptions to public utilities, water supplies, and wastewater systems. Destruction or damage to homes and other residential housing can dislocate people and require the establishment of emergency shelter facilities. Spoilage of food and medications can occur due to a lack of power. Quarantine measures may become necessary to control the spread of disease. Additionally, such events have the potential to raise stress levels in survivors and emergency responders, which could negatively affect their mental and emotional well-being.

Responsibilities

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each ESF identifies responsibilities of each agency.

The Health and Medical Branch is responsible for maintaining records of all expenses related to its emergency functions.

Piedmont Health District/Prince Edward County Health Department

- Provide qualified personnel to staff the Health and Medical Branch during an EOC activation;
- Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster;
- Coordinate through the EOC, and specifically with the PIO, on the dissemination of disaster-related public health information to the public;
- Coordinate, facilitate, and provide applicable guidance on health and measures that can be taken for preventative health;
- Ensure that health standards, including those for food, water, and sanitation, are maintained at all shelter sites;
- Assess community behavioral needs following an emergency/disaster;
- Coordinate with hospitals and other health providers on response to health needs; and
- Provide frequent updates to the EOC as to the status of public health.

EMS Agencies

- Primary duty is to provide patient care; and
- Provide pre-hospital emergency medical and transport services.

Crossroads Community Services Board

- Coordinate behavioral health activities among responder agencies;
- Assess behavioral health needs following an emergency/disaster considering both the immediate and cumulative stress resulting from the event;
- Coordinate through the EOC the dissemination of public education on critical incident stress management techniques;
- Provide outreach to serve identified behavioral health needs; and
- Coordinate with the Social Services Branch to identify shelter occupants that may require behavioral health assistance.

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Public Services Branch

Primary Agencies	
County Administration (ESF 1, 3)	
Secondary Agencies	
County Building Inspections (ESF 3)	County Solid Waste (ESF 3)
County General Services (ESF 3)	Town Public Works Departments (ESF 1, 3)
Prince Edward County Public Schools (ESF 1)	VDOT (ESF 1, 3)

Purpose

The purpose of this coordination branch is to bring the responsibilities of Emergency Support Functions (ESFs) #1 and #3 under one element within the Emergency Operations Center. The County's EOC does not operate based on ESFs. However, the responsibilities of the County Administrator, or their designee, are identified in this branch as they relate to the identified ESFs.

Scope

This branch aligns the duties of the Public Services Branch with the ESFs comparable to the day-to-day operations of the primary and secondary agencies in this branch. The County Administrator's office will coordinate the responsibilities associated with ESFs #1 (Transportation) and #3 (Public Works and Engineering).

- ESF #1 assists local, state, and federal government entities and volunteer organizations requiring transportation capacity to perform response missions following a disaster or emergency and coordinates response operations and restoration of the transportation infrastructure.
- ESF #3 assesses the overall damage to public and private property, conducts necessary inspections to ensure the integrity of buildings, and assists with debris removal.

Concept of Operations

In a disaster, transportation infrastructure, public utilities, buildings, and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. All requests for transportation and public utility support will be submitted to the EOC for coordination, validation, and/or action.

Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities, including ensuring access to critical facilities.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early 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: insurance companies, VDEM, VDOT, Virginia DEQ, VDH, utility companies, and federal agencies. The Public Services Branch will coordinate activities with these organizations, agencies, and other Branches within the County EOC.

VDOT maintains the roads in Prince Edward County, while the Town of Farmville is responsible for maintaining the streets within its corporate limits. Transportation resources and/or contact information, including resources for those with access or functional needs, is listed in County's Resource List maintained by the Emergency Management Coordinator.

Actual inventories of equipment and transportation resources are maintained by the respective department and/or agency. Call-up rosters for public works personnel would also be maintained by each department, as applicable.

Responsibilities

The responsibilities of this branch have been organized based on the ESF responsibilities identified in the National Response Framework. Each ESF identifies specific responsibilities of each agency.

The Public Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

County Administration

ESFs #1 Transportation and #3 Public Works and Engineering

- Provide staff to assist in providing a coordinated response involving all the secondary agencies when the EOC is activated; and
- Process transportation requests from other agencies and other EOC branches, as applicable.
- Assist with damage assessments to transportation infrastructure to establish priorities and determine needs;
- Prioritize and allocate transportation resources to address the emergency for town-maintained transportation infrastructure; and
- Identify viable transportation routes to, from and within emergency or disaster areas.
- Activate the necessary equipment and resources to address the emergency;
- Identify private contractors and procurement procedures;
- Document expenses related to the event.

VDOT – Farmville Residency/Hampden-Sydney AHQ

ESF #1 – Transportation

- Coordinate activities and resources for state-maintained transportation infrastructure, including the prioritization and/or allocation of transportation resources to address the emergency, as applicable;
- Facilitate damage assessments to transportation infrastructure to establish priorities and determine needs; and
- Identify viable transportation routes to, from, and within emergency or disaster areas.

ESF #3 – Public Works and Engineering

- Activate the necessary equipment and resources to address the emergency;
- Identify private contractors and procurement procedures for state-maintained transportation infrastructure; and
- Assist with prioritizing removal and separation of debris for proper disposal.

Building Inspection Office (and Farmville Building Official, as applicable)

ESF #3 – Public Works and Engineering

- Coordinate county-wide initial damage assessment and provide the assessment to the Emergency Management Coordinator, as well as the VEOC;
- Facilitate emergency repair of damaged infrastructure and other critical facilities;
- Develop work priorities in conjunction with other agencies when necessary;
- Obtain required waivers and clearances related to public works support;
- Acquire any outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings.

Prince Edward County Public Schools

ESF #1 – Transportation

- Coordinate and assist with evacuations or other mass movements of the public in coordination with other transportation agencies.

County General Services

ESF #3 – Public Works and Engineering

- Ensure generators and auxiliary equipment are operational at all county facilities.
- Facilitate emergency repair of damaged infrastructure and other critical facilities.

County Solid Waste

ESF #3 – Public Works and Engineering

- Prioritize removal (disaster areas, critical facilities, primary roadways, etc.) of debris for proper disposal;
- Coordinate and removal and separation of debris for proper disposal.

Town Public Works

ESF #1 – Transportation/ESF #3 – Public Works and Engineering

- Prioritize removal (disaster areas, critical facilities, primary roadways, etc.) and separation of debris for proper disposal;
- Inspect town infrastructure (roads, water/sewer, buildings, etc.) for damage;
- Provide other assistance as requested.

APPENDICES

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APPENDIX A

Department/Branch	Emergency Mgmt.	Emergency Comm.	Fire & EMS	Law Enforcement	Social Services	Health & Medical	Public Services
County							
Administration	P						P
Animal Control					S		
Building Inspection	S						S
Commissioner of Revenue	S						
Emergency Management	P		S	S	S		
Extension Office	S						
General Services							S
IT		S					
Planning/Zoning	S						
Public Schools							S
Sheriff's Office		P		P	S		
Social Services					P		
Solid Waste							S
Treasurer	S						
Town							
Building Official							S
Emergency Communications Center		P					
Police Departments				P			
Public Works Department							S
State/Regional							
Commonwealth Regional Council	S						
Crossroads Community Services Board					S	S	
Longwood University Police Department				P			
Virginia Department of Conservation & Recreation				P			
VDH-Piedmont Health District					S	P	
Virginia State Police				P			
Virginia Department of Transportation							S
Virginia Department of Wildlife Resource				P			
Non-Government							
American Red Cross					S		
EMS – PEVRS & MVR			P	S	S	S	
Energy Utilities	S						
Hampden-Sydney College Police Department				P			
Volunteer Fire Departments			P	S			
Volunteer Organizations Active in Disaster (VOAD)					S		
Houses of Worship					S		

P = Primary

S = Secondary

APPENDIX B

AUTHORITIES & REFERENCES

A. Federal

1. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
2. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
3. Emergency Services and Assistance," Code of Federal Regulations, Title 44.
4. Homeland Security Presidential Directive Eight "National Preparedness."
5. Homeland Security Presidential Directive Five "Management of Domestic Incidents."
6. The National Response Framework, FEMA, 2013
7. National Preparedness Goal, 2011
8. The Homeland Security Act of 2002
9. Developing and Maintaining Emergency Operations Plans, CPG 101 V.2, FEMA

B. State

1. "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," Sections 44-146.13 to 44-146.29:2, Code of Virginia. (See Appendix 1),
2. Commonwealth of Virginia, Office of the Governor, Executive Order Number Four (2002), Delegation of Governor's Authority to Declare a State of Emergency and to Call the Virginia National Guard to Active Service for Emergencies or Disasters ...
3. Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Five (2000), Promulgation of the Commonwealth of Virginia Emergency Operations Plan.
4. Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Nine (2000), Virginia's Secure Commonwealth Initiative.
5. Commonwealth of Virginia, Office of the Governor, Executive Order Number One Hundred and Two (2005) Adoption of National Incident Management System and Use of the National Response Goal ..."
6. Statewide Mutual Aid Program, 2008
7. The Commonwealth of Virginia Emergency Operations Plan (all sections)

APPENDIX C

SUCCESSION OF LOCAL AUTHORITY

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

Organization/Service Function	Authority in Line of Succession
--------------------------------------	--

Direction and Control	1.	County Administrator/Director of EM
	2.	Chair, Board of Supervisors
	3.	Vice Chair, Board of Supervisors
	4.	Board Member in order of Seniority <small>(Years of Service)</small>
Coordination/Operations	1.	Coordinator of Emergency Management
	2.	Deputy Coordinator of Emergency Mngt.
	3.	Director of Emergency Management
Emergency Public Information	1.	County Administrator
	2.	Coordinator of Emergency Management
	3.	Chair, Board of Supervisors
	4.	Vice Chair, Board of Supervisors
Sheriff's Department	1.	Sheriff
	2.	Chief Deputy
Volunteer Fire Departments	1.	Chief
	2.	Assistant Chief
P.E. Volunteer Rescue Squad	1.	Executive Director
	2.	Attendant in Charge of 1 st Arriving Vehicle
Meherrin Volunteer Rescue	1.	EMS Chief
	2.	Attendant in Charge of 1 st Arriving Vehicle
Prince Edward Co. Public Schools	1.	School Board Chairman
	2.	Superintendent
Department of Social Services	1.	Director of Social Services
Health Department	1.	District Health Director
VDOT	1.	Resident Engineer
	2.	Assistant Resident Engineer
	3.	Area Headquarters Superintendent

APPENDIX D

SAMPLE RESOLUTION #1

DECLARATION OF LOCAL EMERGENCY
BY DIRECTOR OF EMERGENCY MANAGEMENT

County of Prince Edward, Virginia

The Director of Emergency Management of the County of Prince Edward, Virginia does hereby find:

1. In anticipation of the effects of <incident name/event impacting or having potential to impact> has threatened the health, safety and welfare of the persons and property of Prince Edward County, Virginia; and
2. That due to <incident name/event impacting or having potential to impact>, a condition of extreme peril to life and property necessitates the proclamation of the existence of an emergency; and
3. Under the authority of Section 44.-146.21 of the *Code of Virginia*, the County Administrator, in his capacity as Director of Emergency Management, has issued a Declaration of Local Emergency; and
4. WHEREAS, the local emergency is declared to ensure that County agencies can enlist the necessary resources to respond quickly and effectively to these conditions;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency now exists throughout the County of Prince Edward; and

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

IT IS FURTHER PROCLAIMED AND ORDERED, that any action taken by County agencies or personnel pursuant to the declaration of local emergency and this resolution shall be to mitigate the effects of the declared local emergency.

Effective Date: _____

Effective Time: _____

County Administrator/Director of Emergency Management
County of Prince Edward, Virginia

A Copy Teste: _____
County Attorney

Date/Time: _____

APPENDIX D

SAMPLE RESOLUTION #2

RESCINDING A DECLARATION OF LOCAL EMERGENCY
BY DIRECTOR OF EMERGENCY MANAGEMENT

County of Prince Edward, Virginia

WHEREAS, the Director of Emergency Management of the County of Prince Edward, Virginia, does hereby find:

<EXAMPLE: The severe Winter Storm that of January 22, 2016 through January 24, 2016, that produced significant periods of sustained heavy snowfall, sleet and gusty winds, with total accumulations in the County of 8 to 10+ inches, caused dangerous public safety conditions and peril to life and property, and necessitated the Declaration of Local Emergency, effective 5:00 p.m., Thursday, January 21, 2016 in the County of Prince Edward, Virginia, has now abated;>

NOW, THEREFORE, IT IS HEREBY RESOLVED, that an emergency no longer exists in the County of Prince Edward, Virginia, and the Declaration of Local Emergency is rescinded, effective immediately.

Effective Date: _____

Effective Time: _____

County Administrator/Director of Emergency Management
County of Prince Edward, Virginia

A Copy Teste: _____
County Attorney

Date/Time: _____

APPENDIX D

SAMPLE RESOLUTION #3

RESOLUTION OF THE BOARD OF SUPERVISORS
AFFIRMATION OF DECLARATION OF LOCAL EMERGENCY

WHEREAS, at <time> on <date>, as a result of <incident name/event impacting or having potential to impact>, W.W. Bartlett, County Administrator, in his capacity as Director of Emergency Management of the County of Prince Edward, found that the County of Prince Edward, Virginia, faced emergency conditions which threatened the health, safety and welfare of the citizens and property of Prince Edward County, Virginia and issued a Declaration of Local Emergency; and

WHEREAS, at <time> on <date>, W.W. Bartlett, County Administrator, Director of Emergency Management of the County of Prince Edward, Virginia, found that the conditions of peril to life and property had abated and therefore the Declaration of Local Emergency was rescinded; and

WHEREAS, Section 44-146.21 of the *Code of Virginia* requires that such Declaration of Local Emergency be approved and confirmed by Board of Supervisors, as the governing body of the County of Prince Edward, Virginia;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Supervisors of the County of Prince Edward, Virginia, that the Declaration of Local Emergency, dated <date>, attached hereto and incorporated herein fully by reference, be, and the same hereby is approved and confirmed; and

BE IT FURTHER RESOLVED, and affirmed by the Board of Supervisors of the County of Prince Edward, Virginia, that the Declaration of Local Emergency was rescinded effective <time> on <date>.

Certification

I do hereby certify that the foregoing resolution was duly considered by the Board of Supervisors of the County of Prince Edward, Virginia at a special board meeting in Prince Edward County, Virginia, at which a quorum was present and that same was passed by a vote of ____ in favor and ____ opposed, ____th day of _____, 20__.

Chairman, Board of Supervisors

A Copy Teste: _____
County Administrator

APPENDIX E

ESSENTIAL RECORDS

COURT RECORDS

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

1. Real Estate Records*
2. Criminal Records
3. Wills
4. Civil Records
5. Chancery Records
6. Marriage Licenses

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

REAL ESTATE RECORDS

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

BOARD OF SUPERVISORS RECORDS

1. Minute books.
2. Financial records.

AGENCIES/ORGANIZATIONS

Each agency/organization/department within Prince Edward County government shall 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/electronic 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 F

GLOSSARY OF KEY TERMS

Amateur Radio Emergency Services

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

American Red Cross

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

Command Section

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

Command Post

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

Comprehensive Resource Management

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

Coordination

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

Decontamination

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

Emergency/Disaster/Incident

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

Emergency Alert System

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

Emergency Operations Center

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

Emergency Operations Plan

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

Emergency Management

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

Emergency Support Function

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

Exercise

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

Evacuation

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

Federal Disaster Assistance

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

Geographic Information System

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

Hazardous Materials

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

Hazardous Materials Emergency Response Plan

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

Homeland Security Exercise and Evaluation Program

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

Incident Command System

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

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

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

Integrated Communications Plan

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

Local Emergency

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

Local Emergency Planning Committee

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

Mitigation

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

Mobile Crisis Unit

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

Mutual Aid Agreement

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

National Response Framework

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

National Weather Service

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

Preparedness

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

Presidential Declaration

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

Primary Agency

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

Regional Information Coordination Center

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

Situation Report

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

Span of Control

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

State of Emergency

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of

the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Unified Command

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

Weapons of Mass Destruction

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

APPENDIX G

LIST OF ACRONYMS

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
HSEEP	Homeland Security Exercise and Evaluation Program
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRF	National Response Framework
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers USCG U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

APPENDIX H

EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST

Organization	#	Electronic/Hard Copy
Prince Edward County Board of Supervisors	8	E
County Administrator	1	E/H
Coordinator of Emergency Management	1	E/H
Deputy Coordinator	1	E/H
County Attorney	1	E
County Departments Directors: - Animal Control - Building Official - Finance - General Services - IT - Planning & Zoning - Solid Waste -Tourism & ED	1	E
Department of Social Service	1	E/H
Constitutional Officers: - Treasurer - Commissioner of Revenue	1	E/H
Constitutional Officers		
Town of Farmville	1	E
Farmville Police Department	1	E
Farmville Emergency Communications Center	1	E/H
Farmville-Prince Edward Community Library	1	H
Prince Edward Area Firefighters Association: - Darlington Heights Vol Fire Department - Farmville Volunteer Fire Department - Hampden-Sydney Volunteer Fire Department - Meherrin Volunteer Fire Department & EMS - Pamplin Volunteer Fire Department & EMS - Prospect Volunteer Fire Department - Rice Volunteer Fire Department - Prince Edward Volunteer Rescue Squad	8	H
Prince Edward County Sheriff's Office	4	E/H
Prince Edward County Public Schools	2	E
Prince Edward County Extension Office	1	E
Piedmont Health District	2	E
Virginia Department of Transportation – Residency & AHQ	2	E
Virginia Department of Emergency Management	2	E
Hampden-Sydney College	1	E
Longwood University Emergency Management	1	E
Commonwealth Regional Council	1	E
Virginia State Police	1	E
Red Cross	1	E
Crossroads Community Services Board	1	E

APPENDIX I

Hazard Identification and Risk Assessment (HIRA)

The table below was taken from the Commonwealth Regional Hazard Mitigation Plan. Additional information on each identified hazard and the methodology utilized to assess risks for Prince Edward County can also be found in the Plan.

Prince Edward County Hazard Rankings

Hazard	Likelihood	Spatial Extent	Potential Impact	HAZARD RATING
Drought	2	3	2	7
Severe Thunderstorms and Tornadoes	3	2	2	7
Winter Storms	2	3	2	7
Hurricanes and Tropical Storms	2	2	2	6
Flood	3	2	1	6
Dam/Levee Failure	1	2	3	6
Erosion	1	1	1	3
Wildfire	1	1	1	3
Earthquakes	1	1	1	3
Landslides	0	1	1	2
Sinkholes	0	1	1	2

Hazard rankings are based on a qualitative assessment, as described below. The values assigned for each option chosen are added together for each hazard to arrive at a total score. See chart on following page.

	Assigned Value	Definition
Likelihood of Occurrence		
Highly Likely	3	Near 100% annual probability
Likely	2	Between 10 and 100% annual probability
Possible	1	Between 1 and 10% annual probability
Unlikely	0	Less than 1% annual probability
Spatial Extent		
Large	3	More than 50% of area affected
Moderate	2	Between 10 and 50% of area affected
Small	1	Less than 10% of area affected
Potential Impact		
Catastrophic	4	High number of deaths/injuries possible. More than 50% of property in affected area damaged or destroyed. Complete shutdown of facilities for 30 days or more.
Critical	3	Multiple deaths/injuries possible. More than 25% of property in affected area damaged or destroyed. Complete shutdown of facilities for more than one week.
Limited	2	Minor injuries only. More than 10% of property in affected area damaged or destroyed. Complete shutdown of facilities for more than one day.
Minor	1	Very few injuries, if any. Only minor property damage and minimal disruption on quality of life. Temporary shutdown of facilities.

APPENDIX J

Burn Ban Ordinance

AN ORDINANCE REGULATING OR PROHIBITING THE MAKING OF FIRES

Enacted: January 11, 2022

ARTICLE ONE

This ordinance is adopted pursuant to the authority granted in § 15.2-922.1 of the 1950 Code of Virginia, as amended.

ARTICLE TWO

- A. No person shall at any time make a fire in the streets or in other public places.
- B. During a local declaration of drought, dry or parched conditions:
 - 1. The County Administrator, in consultation with the Chair (or Vice Chair, if the Chair is unavailable) of the Board of Supervisors, County Emergency Management, the Prince Edward Area Firefighters Association and other appropriate agencies as he/she deems necessary, may declare that a drought condition exists or that forest lands, brush lands and fields have become so dry or parched or that other conditions exist so as to create an extraordinary fire hazard.
 - 2. The County Administrator may then declare that open burning is prohibited in part or all of the county.
 - 3. Following such a declaration it shall be unlawful for any person to burn brush, grass, leaves, trash, debris or any other flammable material or to ignite or maintain any open fire within the county or within any part of the county subject to the prohibition.
 - 4. The declaration of the County Administrator shall remain effective until the County Administrator declares the condition and the prohibition to have terminated.
 - 5. When any such declaration is issued, amended or rescinded, the County Administrator shall promptly post a copy of the declaration, amendment or rescission on the public notice board near the front of the courthouse and also post the same on the County's website. In addition, the County Administrator may publish or circulate the declaration, amendment or rescission as is deemed appropriate by the County Administrator.

ARTICLE THREE

Any person violating or failing to comply with the provisions of this division shall be guilty of a Class 4 misdemeanor. Each violation or failure shall constitute a separate offense and each day during which the same violation or failure is found to have existed shall constitute a separate offense.

This ordinance shall take effect upon enactment.