



City of Petersburg

# Emergency Operations Plan



June 2023

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23-R-61  
Adopted: 10/03/23

**A RESOLUTION FORMALLY ADOPTING THE  
CITY OF PETERSBURG, VIRGINIA EMERGENCY  
OPERATIONS PLAN.**

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**WHEREAS**, the City of Petersburg Department of Fire Rescue and Emergency Services, Office of Emergency Management, regularly and routinely publishes and updates an Emergency Operations Plan for the City of Petersburg; and

**WHEREAS**, the Code of Virginia § 44-146.19.E. requires the City Council to formally review and re-adopt the City of Petersburg Emergency Operations Plan every four years; and

**WHEREAS**, the City Council of Petersburg, Virginia recognizes the need to prepare for, respond to, and recover from natural and human-made disasters; and has a responsibility to provide for the safety and well-being of its citizens and visitors; and

**WHEREAS**, the four-year review and revision of the City of Petersburg Emergency Operations Plan is complete; and

**WHEREAS**, the City of Petersburg has established a Manager and Coordinator of Emergency Management, and

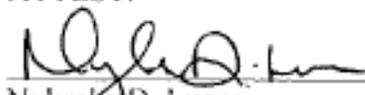
**NOW, THEREFORE, BE IT RESOLVED** by the City Council of Petersburg, Virginia, this Emergency Operations Plan, as revised, is officially adopted, and

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

Adopted by the City Council of the City of Petersburg, Virginia, this 3<sup>rd</sup> day of October, 2023.

  
\_\_\_\_\_  
Samuel Parham, Mayor

ATTEST:

  
\_\_\_\_\_  
Nykeshia D. Lucas  
Clerk of City Council

# City of Petersburg Emergency Operations Plan

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# City of Petersburg Emergency Operations Plan

## Record of Change

Change Number	Effective Date	Description of Change	Plan Section	Initials
1	2/15/11	Complete Plan re-write	All	DLF
2	1/1/12	Plane Review, No Change	All	MAM
3	1/1/13	Plan Review, No Change	All	MAM
4	6/3/13	Changed City Seal	Cover Page	MAM
5	1/1/14	Plan Review, No Change	All	MAM
6	1/1/15	Updated Adoption Date on Cover Page	Cover Page	MAM
7	2/2/15	Plan Review	All	MAM
8	1/17/15	Council Re-Adoption of Plan	All	TCH
9	4/21/16	Plan Review, No Change	All	MAM
10	7/12/18	Updated EOC Organization Chart	Basic Plan pg. 3	MAM
11	7/12/18	Removed Deputy Fire Chief, added Assistant Fire Chief, updated Code Compliance	Basic Plan pgs. 2, 11, 12, 13	MAM
12	4/30/19	Removed Fire Chief and Assistant Chief, added Public Safety Director and Deputy Fire Chief	Basic Plan pgs. 2, 11, 12, 13	MAM
13	4/30/19	Updated EOC Organization Chart	Basic Plan pg. 3	MAM
14	5/6/19	Removed Fire Chief, added Public Safety Director	Fire and Rescue Services Branch Pgs. 37, 38	MAM
15	5/6/19	Updated the date on the cover page	Cover Page	MAM
16	6/1/23	Review and update of EOP	All	JKM

# City of Petersburg Emergency Operations Plan

## INTRODUCTORY ITEMS

### Approval and Implementation

*This document introduces the plan, outlines its applicability, and indicates that it supersedes all previous plans.*

The Code of Virginia, [§44-146.19](#), requires each local jurisdiction and inter-jurisdictional agencies to prepare and keep current a local emergency operations plan. Every four years, each local agency will conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of inter-jurisdictional agencies, the EOP must be adopted by the governing body of each locality within the inter-jurisdictional agency.

### Resolution for Emergency Operations Plan

WHEREAS, the City Council of \_\_\_\_\_, Virginia recognizes the need to prepare for, respond to, and recover from natural and human-made disasters; and

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

WHEREAS, the City of Petersburg has established and appointed a Director and Coordinator of Emergency Management;

NOW, THEREFORE, BE IT RESOLVED by the City Council of Petersburg, Virginia, this Emergency Operations Plan, as revised, is officially adopted, and

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

\_\_\_\_\_  
City Mayor, City Council

ATTEST:

\_\_\_\_\_  
Clerk of  
Council

Adopted this \_\_\_\_ day of \_\_\_\_\_ 20##

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## Basic Plan

### Introduction

The City of Petersburg is vulnerable to a variety of hazards including flash flooding, river flooding, hurricanes, winter storms, tornadoes, hazardous materials incidents, epidemic or infectious disease outbreaks, power failures, high wind events, resource shortages, and terrorism. In order to respond effectively to any emergency of size or complexity beyond a routine response, it is critical that all City of Petersburg public officials, departments and agencies, non-governmental emergency organizations, and the general public understand their role(s) and responsibilities explained in this document. These responsibilities begin as soon as the incident is recognized, and response ensues and becomes particularly important as command organizes for effectively managing the incident.

A prepared and coordinated response on the part of local officials in support of in-the-field emergency responders can save lives, protect property, and more effectively restore essential services. This document, known as the City of Petersburg Emergency Operations Plan, is the foundation for a coordinated response to these events or disasters. The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia, Chapter 3.2, § 44-146.13 to 44-146.29:3) requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for incidents. The Emergency Management Coordinator and Director will ensure the annual document review and update every 4 years to comply with this law set forth by the Commonwealth. It consists of a Basic Plan followed by the Emergency Support Functions, Support Annexes, and Incident Annexes.

### Purpose

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the City of Petersburg in response to any type of disaster or large-scale emergency. It assigns broad responsibilities to City departments and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for specific human-caused and natural disasters set forth the concepts and procedures whereby the City can effectively apply available resources to ensure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

### Assumptions

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

The government of the City of Petersburg will use the National Incident Management System (NIMS)

# City of Petersburg Emergency Operations Plan

and the Incident Command Structure (ICS). Each department with assigned responsibilities in this plan will develop procedures to accomplish those responsibilities.

The Emergency Management Coordinator and Deputy Coordinator will update the Emergency Operations Plan annually. He/she will coordinate with each emergency resource organization and ensure the development and maintenance of an appropriate emergency response capability. The plan will be reviewed and updated annually, as necessary. The Coordinator should have the plan readopted every four years.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

Citizens of the jurisdiction should prepare to be independent for three days (72 hours) after the onset of a disaster.

## Situation

The City of Petersburg is an independent city located on the Appomattox River in Central Virginia approximately 23 miles south of the City of Richmond. The City of Petersburg is a growing community and part of the Metro-Richmond area. Much of the City's 23.2 square miles are made up of urban, rural, scenic, and historic areas along the Appomattox River and throughout the city. The U.S. Census for 2020 population in the City of Petersburg was 33,458, an increase of 3.2% over the 2010 total of 32,420 people. The City of Petersburg has a continued growth of 0.31% annually.

According to the 2022 Richmond – Crater Multi-Region Hazard Mitigation Plan, which is under revision, the primary high-risk hazards facing the City are the threat of flooding, severe wind, and tornadoes. Other hazards facing the City include tropical and severe winter weather, extreme heat, and hazardous materials.

The City has been significantly impacted by several occurrences of flash flooding, ice storms, and tropical weather systems in the recent past. Due to the location of the City inward of the east coast and westward of the Blue Ridge Mountains, the combination of remnants of hurricanes from the southeast and gulf stream flows from the south, heavy rains and flash flooding from weather systems have the potential to severely impact the community, inundating homes in low-lying areas and cutting off critical roadways. High winds and downed trees cause significant damage to local electrical infrastructure.

Winter storms also have the potential to render roadways impassable and disrupt electrical service. Historically, this has caused some citizens to seek shelter in emergency shelters, though in fewer numbers than hurricanes and tropical storms.

The City is also at risk for tornadoes. Particularly in the historic business district and high-density residential areas. Tornadoes have the potential to severely damage homes displace large numbers of residents and impact the historic business district of Old Towne which is an economic focal point of the City.

In addition, the City is home to several large industrial and pharmaceutical chemical facilities, including ethanol and butane transfer stations and a grain storage facility. These facilities present the

# City of Petersburg Emergency Operations Plan

risk of a hazardous materials release, which could necessitate the evacuation of portions of the city and the displacement of a large number of residents.

Virginia Emergency Services and Disaster Law, as amended, requires the City to prepare and keep current an emergency operations plan. This plan should be officially adopted by the local governing body and promulgated by the chief administrative official.

The government of the City of Petersburg is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both human-made and natural disasters. City government must continue to function throughout a disaster or emergency.

In the event of an emergency that exceeds local emergency response capabilities, outside assistance is available, either through local mutual aid agreements; Statewide Mutual Aid (SMA), and Emergency Management Assistance Compact (EMAC) through the State EOC; or nongovernmental organization (NGOs). A local emergency must be declared, and local capacity must be exceeded or fully committed before requesting state and federal assistance

## Concept of Operations

The Commonwealth of Virginia Emergency Services and Disaster Law; as amended provides that emergency services organizations and operations will be structured around the existing constitutional government. The City of Petersburg's organization for emergency operations consists of existing government departments and private emergency response organizations.

The Director of Emergency Management is the City Manager. The day-to-day activities of the emergency preparedness program have been delegated to the Emergency Management Coordinator and Deputy Coordinator. The Director, in conjunction with the Emergency Management Coordinator, will direct and control emergency operations in times of emergency and issue directives to other agencies, services, and organizations concerning disaster preparedness and response. The City's Public Information Officer will be responsible for emergency public information.

The Emergency Management Coordinator, assisted by City department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in times of emergency. The primary EOC is currently located in the Petersburg Area Transit Center (2<sup>nd</sup> Floor). The alternate EOC facility is located in the City Fire Administration Building.

The City's emergency operations center is organized and operates based on six branches. Though the EOC does not operate using emergency support functions each of the six branches has responsibilities based on and organized by emergency support functions. Each Branch Director coordinates the responsibilities identified in their designated branch and will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities as outlined in the Basic Plan, Emergency Coordination Guides, and annexes.

On-scene coordination of emergency response will be accomplished using the National Incident Management System and the Incident Command System, allowing local, state, and federal assets to be more readily incorporated into the incident framework.

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On-scene coordination of emergency response will be accomplished using the National Incident Management System and the Incident Command System, allowing local, state, and federal assets to be more readily incorporated into the incident framework.

The day-to-day activities of the emergency management program, for which the Emergency Management Coordinator and Deputy Coordinator are responsible include developing and maintaining the Emergency Operations Plan, maintaining the City EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.

The Director of Emergency Management, with the consent of the City Council, is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance thereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

The Emergency Management Coordinator or designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Police Department with assistance from the Sheriff's Departments, as needed, will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Emergency Management Coordinator or his representative on the scene should implement immediate protective action to include evacuation as appropriate.

The Director of Emergency Management or designee will notify the Virginia Department of Emergency Management immediately upon declaration of a local emergency, and develop daily situation reports for local stakeholders and the State EOC as appropriate to the event. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.

The Coordinator of Emergency Management will ensure compatibility between the City's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the City, as appropriate.

The City must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or human-caused disaster.

The Emergency Management Coordinator or designee, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The level of staffing of the EOC will be dependent on the type and scope of the event. The EOC will provide logistical and administrative support to response personnel deployed to the event site(s). Available warning time will be used to implement increased readiness measures which will ensure maximum protection of the population, property, and supplies from the effects of disasters.

The heads of operating agencies will develop and maintain detailed plans and standard operating procedures necessary for their departments to effectively accomplish their assigned tasks.

Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related

# City of Petersburg Emergency Operations Plan

expenditures will be maintained. In a time of emergency, the heads of City offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

The Commonwealth of Virginia Emergency Operations Plan requires the submission of the following reports by the local government in time of emergency.

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

Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the Director of Emergency Management or designee, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the City of Petersburg to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Emergency Management Coordinator or designee when he/she determines that such assistance is necessary and feasible.

## Organization and Assignment of Responsibilities

- A. The Commonwealth of Virginia Emergency Services and Disaster Law; as amended provides that emergency services organizations and operations be structured around the existing constitutional government. The EOC is organized into six branches (see page 9 Attachment 1). Each branch has an identified Primary Department. The City maintains the following primary emergency services departments to deal with normal day-to-day emergencies. The following is a list of those Primary Departments with their general duties and assigned responsibilities.

1. Emergency Management
  - Continuity of government
  - Direction and control of the City EOC
  - Coordination with other local and state EOC
  - Coordination of disaster assistance and recovery
  - Coordinate damage assessment
2. Fire, Rescue, and Emergency Services
  - Fire prevention and suppression
  - Hazardous materials incident response and training
  - Emergency medical treatment
  - Radiological monitoring and decontamination

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3. Southside Virginia Emergency Crew
  - Emergency medical treatment
  - Casualty Triage
  - Patient transport
4. Petersburg Health Department
  - Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster
  - Identify animal and plant disease outbreaks
  - Conduct food-borne disease surveillance and field investigations
  - Coordinate, facilitate, and provide applicable health guidance and preventative health
  - Ensure health standards, including food, sanitation, and water, are maintained at all service sites
5. Police Department
  - Law enforcement
  - Communications
  - Initial alert and warning
  - Security of emergency site(s), evacuated areas, shelters, vital facilities, and supplies
  - Traffic control
  - Evacuation and access control of threatened areas
  - Search and rescue
6. Sheriff's Office
  - Law enforcement
  - Initial alert and warning
  - Security of emergency site(s), evacuated areas, shelters, vital facilities, and supplies
  - Traffic control
  - Evacuation and access control of threatened areas
  - Search and rescue
7. Public Works
  - Coordinate the maintenance and continued operation of utilities
  - Assist with assuring the continued supply of potable water
  - Assist with providing minimum essential sanitation services
  - Coordinate debris removal
8. Social Services
  - Provide personnel, equipment, supplies, and other resources to support in setting up and running shelter facilities
  - Providing feeding for disaster victims and emergency workers in shelter facilities
  - Provide behavioral health services
  - Assist with temporary housing for displaced citizens

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B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following supporting departments and organizations that have been assigned emergency duties in addition to their primary day-to-day functions. Those specific duties have been identified in the Emergency Coordination Guides and Annexes to this plan.

1. City Council
2. City Manager
3. City of Petersburg Public School System
4. Petersburg Health Department
5. Department of Public Works
6. American Red Cross of Virginia, Capital Virginia Chapter
7. Southside Virginia Emergency Crew
8. Planning and Zoning
9. Economic Development
10. Neighborhood Services (Code Compliance / Fire Marshal Divisions)
11. City Attorney
12. Finance Department
13. Parks and Recreation Department

## Plan Maintenance

The Emergency Management Coordinator has overall responsibility for maintaining and updating this plan. It should be updated, revised based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such a situation, it should be updated annually, preferably after a training exercise or drill, as needed. The Coordinator will have the EOP readopted every four years. A plan distribution list must be maintained. Responsible individuals and officials should recommend to the Director of Emergency Management or the Emergency Management Coordinator appropriate improvements and changes based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

## Exercises and Training

- A. Trained and knowledgeable personnel are essential for the prompt and proper execution of the City of Petersburg Emergency Operations Plan and sub-plans. The City of Petersburg will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the City of Petersburg Emergency Operations Plan through the Incident Command System (ICS). All personnel will be provided with the necessary ICS training to execute their responsibilities effectively and responsibly.
- B. The Emergency Management Coordinator and Director of Emergency Management are responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of the City of Petersburg. This program will be comprised of a general core, functionally specific, as well as ongoing refresher training

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programs designed to attain and sustain an acceptable level of emergency preparedness for the City of Petersburg.

- C. Training will be based on federal and state guidelines. All training and exercises conducted in the City of Petersburg will be documented. Training needs will be identified, and records maintained for all personnel assigned emergency response duties in a disaster.
- D. The Emergency Management Coordinator will facilitate the development of an annual exercise. These exercises will be designed not only to test the City of Petersburg Emergency Operations Plan and sub-plans, but also to train all appropriate officials, emergency response personnel, and City employees, and improve the overall emergency response organization and capability of the City of Petersburg. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

## Authorities

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

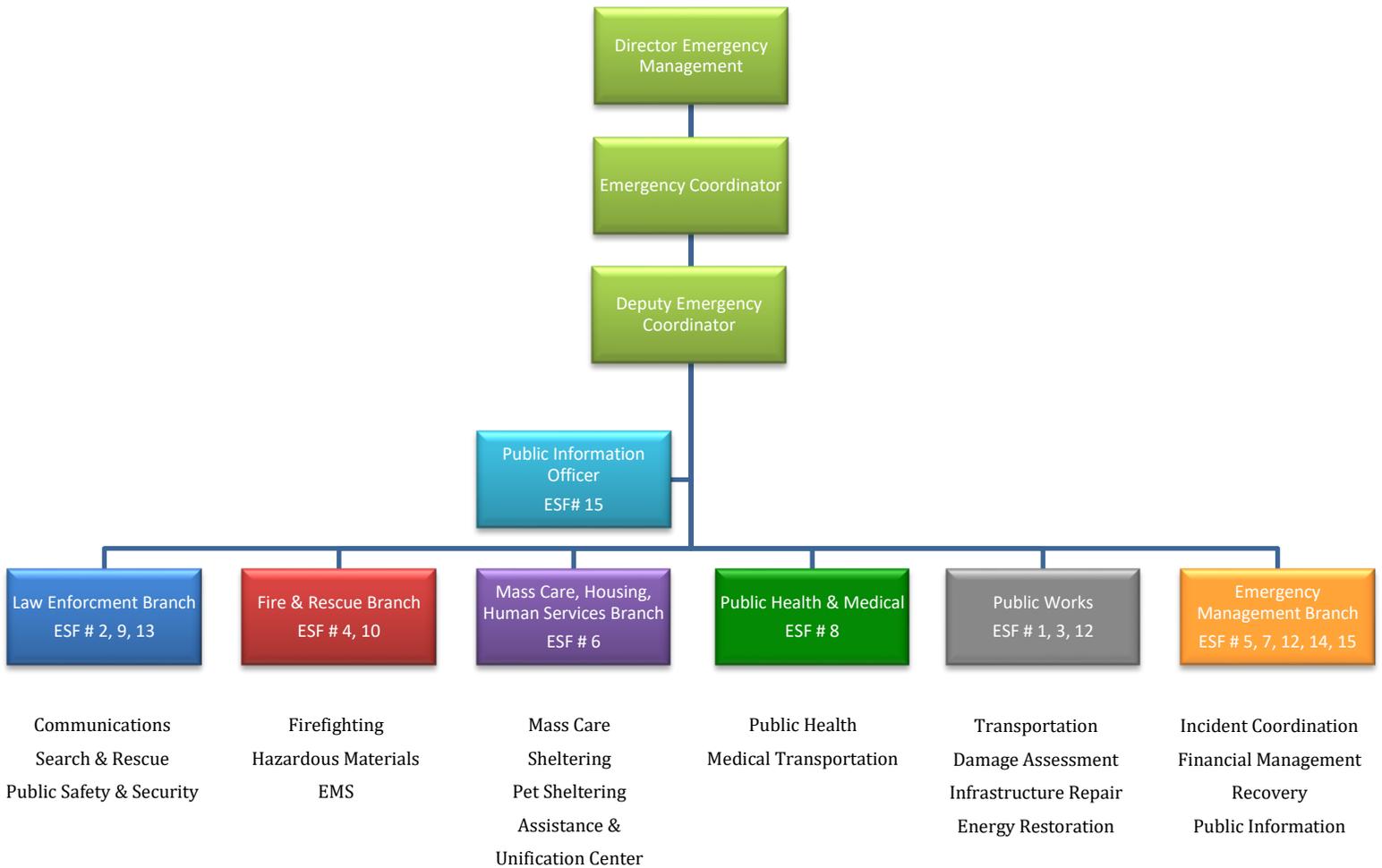
- A. Federal
  - 1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
  - 2. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
- B. State
  - 1. Commonwealth of Virginia Emergency Services and Disaster Law, as amended.
  - 2. The Commonwealth of Virginia Emergency Operations Plan, as amended.

## References

- A. The National Response Framework, Department of Homeland Security, October 2019.
- B. Comprehensive Preparedness Guide 101, Version 3.0, Federal Emergency Management Agency, September 2021.

Attachment 1

City of Petersburg EOP Organizational Chart



Attachment 1

MATRIX OF RESPONSIBILITIES

Health Branch	Social Services Branch	Fire & EMS Branch	Law Enforcement Branch	Public Works Branch	Emergency Management Branch	
S		P	S		P	Fire -Rescue
	S	S	P	S		Police
	S	S	S	S		Sheriff Office
S	S	S				Southside VA Emergency Crew
		S	S			Emergency Communications Center
				S		Neighborhood Services
				P		Public Works
		S	S		P	Information Technologies
					S	City Manager's Office
					S	City Attorney's Office
					S	Finance & Purchasing
	P					Social Services
					S	Economic Development
				S		Petersburg Area Transit
				S		Parks & Leisure
					S	Planning & Zoning
	S					American Red Cross
P	S					Health Department
	S					Public School System
	S					District 19
				S		Extension Agent

Primary Area of Responsibility

Secondary Area of Responsibility

## Attachment 3

### SUCCESSION OF AUTHORITY

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

<b><u>Organization/Service Function</u></b>	<b><u>Authority in Line of Succession</u></b>
Emergency Management	<ol style="list-style-type: none"><li>1. Director of Emergency Management</li><li>2. Emergency Management Coordinator</li><li>3. Deputy Coordinator</li><li>4. Fire Chief</li></ol>
Public Information Officer	Public Information Officer Director of Emergency Management Emergency Management Coordinator Fire Chief or Joint Information Center (if activated)
Fire-Rescue	<ol style="list-style-type: none"><li>1. Chief of Fire, Rescue and Emergency Services</li><li>2. Division Chief</li><li>3. Battalion Chief</li><li>4. Captain</li></ol>
Police	<ol style="list-style-type: none"><li>1. Police Chief</li><li>2. Deputy Police Chief</li><li>3. Captain</li><li>4. Lieutenant</li></ol>

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## Sheriff's Office

Sheriff

Lieutenant Colonel

Major

Captain

## Neighborhood Services

Director of Neighborhood Services (Fire Marshall)

### Code Compliance

Building Maintenance Official

Building Official

Building Inspector

Building Inspector

### Fire Marshal Office

Fire Marshall

Assistant Fire Marshall

## Department of Public Works

1. Director of Public Works
2. Assistant Director
3. General Manager of Utilities

## Department of Social Services

1. Director
2. Benefits Program Supervisor
3. Social Worker Supervisor

## Public School System

1. Superintendent
2. Deputy Superintendent
3. Director of Operations
4. Director of Safety

# City of Petersburg Emergency Operations Plan

## Southside Virginia Emergency Crew

1. Director
2. Assistant Director
3. Shift Captain

## Petersburg Health Department

1. District Health Director
2. Business Manager
3. Environmental Health Manager
4. Nurse Manager
5. Emergency Coordinator

**Attachment 4**

**CITY OF PETERSBURG RESOLUTION FOR THE DECLARATION OF A LOCAL EMERGENCY**

AT A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF PETERSBURG, VIRGINIA, HELD AT \_\_\_\_\_, ON \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_,

RESOLUTION \_\_\_\_\_ - \_\_\_\_\_ DECLARING A LOCAL EMERGENCY TO EXIST IN THE CITY OF PETERSBURG, VIRGINIA

WHEREAS, the City Council of the City of Petersburg, Virginia, does hereby find as follows:

1. That due to the occurrence of \_\_\_\_\_, the City of Petersburg is facing a condition of extreme peril to the lives, safety, and property of the residents of the City of Petersburg;
2. As a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Council of the City of Petersburg, Virginia, that a local emergency now exists throughout the City of Petersburg; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of this emergency, the powers, functions, and duties of the Director of Emergency Management and the Emergency Services organization and functions of the City of Petersburg shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the City of Petersburg in order to mitigate the effects of said emergency.

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In order to carry out the effect of this resolution, a sum of money, not to exceed \$ \_\_\_\_\_, is hereby appropriated from the City's un-appropriated fund balance (from the City's Special Account fund) to cover the reasonable operational costs of emergency services pending a further report to this Council and such additional appropriations as shall be deemed necessary to cover the expected scope of this emergency.

Dated: \_\_\_\_\_

City Council, City of Petersburg, VA

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Attest: \_\_\_\_\_

Clerk of Council

City of Petersburg, Commonwealth of Virginia

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## Emergency Coordination Guide Emergency Management Branch

### Primary Agency

City Manager's Office  
Fire, Rescue and Emergency Services

### Secondary Agency

Finance Department  
Economic Development  
Information Technologies

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #5, #7, #12, #14, and #15 under one element within the Emergency Operations Center. The City's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Coordinator of Emergency Management 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 Emergency Management Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary City agencies identified in this guide. The Department of Emergency Services will coordinate the responsibilities associated with Emergency Support Functions #5-Emergency Management, #7-Resource Support, #14-Recovery, and #15-External Affairs.

- ESF#5 provides overall coordination of emergency operations for all City agencies.
- ESF #7 identifies, procures, inventories, and distributes critical resources for the City during an emergency.
- ESF #12 coordinates the restoration of public utility systems critical to saving lives through coordination with private utility providers.
- ESF #14 facilitates both short term and long-term recovery following a disaster.
- ESF #15 provides for an efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media before, during, and following an emergency or disaster.

### Concept of Operations

Many hazards have the potential to cause disasters that 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.

## City of Petersburg Emergency Operations Plan

When activated, the Emergency Operations Center will provide direction, control, and coordination of resources. The Emergency Operations Center is a staff-level function, which provides guidance, decision-making, and resources to each branch of the EOC. It obtains information from a variety of sources and seeks information to develop an accurate picture of the emergency.

Responsibility for the performance of each Branch is charged to agencies that conduct similar activities during normal operations. The Branch Director or other designated party 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 are of common value or need 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.

All City departments have resources that can be used during an emergency. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event and 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 City may be available when needed for emergency response.

The Coordinator of Emergency Management will initiate the commitment of resources from outside the City government with operational control being exercised by the on-site commander of the service requiring that resource.

All resource expenditures will be reported to the Emergency Operation Center during activations.

A disaster or emergency may affect areas of the City disproportionately and require resources to be deployed to the affected areas, businesses, etc., thereby disrupting regular City 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 City which must be assessed in order to minimize the long-term impact on the City and its fiscal condition. Completing this assessment is likely to require the assistance of outside consultants.

The Emergency Management Branch will begin the recovery process for any disaster with the implementation of short-term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.

# City of Petersburg Emergency Operations Plan

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 media outlets.

Emergency information will be disseminated by appropriate means based on the incident. The primary methods will be the use of television, radio, and print media outlets, the Emergency Alert System, the City website, and outdoor warning systems. News coverage will be monitored to ensure that accurate information is being disseminated.

## 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 is responsible for maintaining records of all expenses related to its emergency functions.

## Emergency Services

### ESF #5 – Emergency Management, Coordination, Information, and Planning

- Provide multi-agency Citywide coordination for emergency operations;
- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the state EOC;
- Support and coordinate the damage assessment process;
- 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 – Logistics

- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with local, and surrounding jurisdictions;
- Oversee the processing, use, inspection, and return of resources coming to the locality;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Provide frequent updates to the Emergency Operations Center during resource management operations; and
- Maintain records of costs and expenditures associated with resource procurement

# City of Petersburg Emergency Operations Plan

## ESF #12 – Energy

- Maintain a list of critical facilities and continuously monitor those 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, Cross-Sector Business, and Infrastructure

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the City’s participation in recovery operations with FEMA, SBA, and other federal agencies co-located in the Joint Field Office or another command center;
- 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 the 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 City 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 hazard present;
- Develop rumor control procedures;
- In coordination with the City Manager’s Office, brief local news media personnel, community officials, and local, state, and federal agencies on City emergency policies, plans, and procedures;
- Maintain current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases;
- Coordinate emergency-related public information with the Joint Information Center;
- Assist with the preparation/transmission of EAS messages, if needed;
- Monitor the media to ensure the accuracy of the information and correct inaccurate as quickly as possible; and
- Provide information to the public about available community disaster relief assistance programs.

## City Manager’s Office

### ESF #14-Recovery, Cross-Sector Business, and Infrastructure

- Prepare an economic impact analysis of the event detailing the event’s short and long-term effects on all facets of the City’s economic condition;
- Develop a recovery strategy that addresses infrastructure, economic development, and human services; and

## City of Petersburg Emergency Operations Plan

- Work with the Emergency Management Coordinator to identify appropriate Federal programs and agencies to support the implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;

### ESF #15-External Affairs

- Brief local news media personnel, community officials, and local, state, and federal agencies on City emergency policies, plans, and procedures;
- Coordinate public information with VDEM PIO, the Governor's Press Secretary and the Secretary of Public Safety; and Joint Information Center
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies;
- Disseminate information to elected officials through the legislative liaison.

### Finance Office

#### ESF #14-Recovery, Cross-Sector Business, and Infrastructure

- Assist with maintaining records of costs and expenditures associated with resource procurement.
- Work with the Emergency Management Coordinator to identify appropriate Federal programs and agencies to support the implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;

### Economic Development

#### ESF #14-Recovery, Cross-Sector Business, and Infrastructure

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

### Information Technology

#### ESF #2-Communications

- 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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## Emergency Coordination Guide - Fire & Rescue Services Branch

### Primary Agency

Fire, Rescue and Emergency Services

### Secondary Agency

Southside Virginia Emergency Crew

### 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 City's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Emergency Services 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 city agencies listed. The Department of Fire, Rescue and Emergency Services will coordinate the responsibilities associated with Emergency Support Functions #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 city.
- ESF #10 responds to and stabilizes hazardous materials incidents.

### Concept of Operations

In a disaster, the fire department may be called upon to do much more than their typical response to fires and emergency medical calls. The fire department will assist with the rescue and extrication of trapped persons, assess hazardous materials situations, remove debris on primary roadways, evacuations, reconnaissance, and other duties as necessary. Also, the neighborhood fire stations may become a place where people go for information and assistance.

Four fire stations are staffed with career personnel 24 hours/7 days a week at each station. Southside Virginia Emergency Crew staff career and volunteers at a single station separate from the fire stations. Southside Virginia Emergency Crew is a third-party entity that provides EMS to the city under an agreement. Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire and rescue personnel and equipment will be able to cope with most emergencies 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 of

# City of Petersburg Emergency Operations Plan

the Emergency Operations Center.

The Incident Command System will be implemented on an appropriate scale at the scene of every fire/rescue incident in the City. If fire or threat of fire is involved, the Emergency Services Coordinator or his/her designated representative will be the Incident Commander.

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

Hazardous materials emergencies could occur from any one of several sources including roadway and rail transportation, or fixed facility accidents, although the most probable occurrence is household hazardous materials. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions.

Petersburg Fire participates in the Crater Regional Hazardous Materials Team. However, the Fire Department responds to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering-in-place, immediate first aid, and isolation of the scene.

The City is served by both the Crater Regional Hazardous Materials Team (Local) and the Henrico County Hazardous Materials Team (State). Both Teams are capable of providing Technician Level resources, however, the State team is capable of providing hazardous materials specialists. The local Department of Fire, Rescue and Emergency Services responds to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering-in-place, immediate first aid, and isolation of the scene. The department maintains a hazardous materials response unit with a varying level of hazmat technician level personnel on duty.

Evacuation or sheltering-in-place may be required to protect portions of the City. Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the City. The release of hazardous materials may have short and/or 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. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

## 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 Branch is responsible for maintaining records of all expenses related to its emergency functions.

# City of Petersburg Emergency Operations Plan

## Fire, Rescue and Emergency Services

### ESF #4-Firefighting

- Provide personnel to support fire suppression operations.
- Coordinate the prevention of, planning for, and response to natural and human-caused fires.
- Provide qualified personnel to staff the Fire & EMS Branch during EOC activations
- Assist with 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 suppression activities.

### ESF#10-Oil & Hazardous Materials Response

- Develop procedures aimed at minimizing the impact of an unplanned release of hazardous material to protect life and property;
- Conduct atmospheric monitoring and decontamination in the event of a radiological release from Surry Nuclear Power Plant
- Follow established procedures in responding to hazardous materials incidents;
- Control hazardous materials;
- Warn, shelter-in-place, or evacuate affected areas of the City as necessitated by the incident; and
- Provide the Emergency Operations Center with frequent updates as to the status of hazardous materials incidents.

## Southside Virginia Emergency Crew

### ESF #4-Firefighting

- Provide rescue and emergency medical services;
- 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.

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## Emergency Coordination Guide-Health & Medical Services Branch

### Primary Agency

Petersburg Health Department

### Secondary Agency

Fire, Rescue and Emergency Services  
Southside Virginia Emergency Crew  
District 19 Community Services Board

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #8 under one element within the Emergency Operations Center. The City's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Health or his designee are identified in this guide as they relate to the identified emergency support function.

### Scope

This guide aligns the duties of the Health and Medical Services Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary City agencies identified in this guide. The Health Department will coordinate the responsibilities associated with Emergency Support Function #8- Health and Medical Services

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

### Concept of Operations

Medical services are an essential element of emergency/disaster response. Situations with a potential threat to the health and safety of the community require coordination of public health and medical response.

Many casualties requiring emergency transportation and medical care may occur as a result of an event. In addition to casualties from the event, persons receiving medical care prior to the emergency/disaster will continue to require medical treatment. The systems and facilities that provide medical services may be impaired or totally disrupted by the impact of an emergency/disaster.

In the aftermath of a major emergency/disaster, the public's health can be jeopardized in many ways. A major emergency/disaster can disrupt or halt public utilities, water supplies, and wastewater

# City of Petersburg Emergency Operations Plan

treatment systems. Contaminants may enter water supply systems. Destruction or damage to homes, apartments, or other means of housing can dislocate people and require the establishment of mass care shelter facilities. Spoilage of food and medications can occur due to lack of power and quarantine or condemnation measures may become necessary to control the spread of disease.

Emergencies/Disasters have the potential to raise stress levels in survivors and emergency responders, which may negatively affect their mental and emotional well-being.

In addition to medical needs caused by events, public health emergencies may arise from outbreaks of natural disease. As a result, quarantine and/or isolation may be necessary in addition to treatment. If quarantine is implemented due to a public health threat, it may require special considerations and alter individual and community responses.

## 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. All responsibilities listed for each agency are comparable to the roles of ESF #8- Public Health & Medical.

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

## Crater Health District

### ESF#8-Public Health & Medical Services

- Provide qualified personnel to staff the Health & Medical Services 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;
- Identify animal and plant disease outbreaks;
- Conduct food-borne disease surveillance and field investigations;
- Coordinate through the EOC the dissemination of disaster-related public health information to the public;
- Coordinate, facilitate, and provide applicable health guidance and preventative health
- Ensure health standards, including food, sanitation, and water, are maintained at all service sites;
- Assess community behavioral health needs following an emergency/disaster;
- services;
- Coordinate with hospitals and other health providers on response to health needs; and
- Provide frequent updates to the Emergency Operations Center as to the status of public health

## Fire-Rescue Services

### ESF#8-Public Health & Medical Services

- Provide pre-hospital emergency medical and transport services;

# City of Petersburg Emergency Operations Plan

## Southside Virginia Emergency Crew

### ESF#8-Public Health & Medical Services

- Provide pre-hospital emergency medical care and transport services;

## District 19 Community Services Board

### ESF#8-Public Health & Medical Services

- 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 emergency/disaster;
- 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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## Emergency Coordination Guide- Law Enforcement Branch

### Primary Agency

Petersburg Bureau of Police  
Emergency Communications Center

### Secondary Agency

Emergency Communications Center  
Petersburg Sheriff's Office  
Fire, Rescue and Emergency Services  
Information Technologies

### Purpose

The purpose of this coordination guide is to bring the responsibilities of ESF #2, #9, and #13 under one element within the Emergency Operations Center. The Police Chief or their designee will coordinate the responsibilities identified in this guide.

### Scope

This guide aligns the duties of the Law Enforcement Branch with the Emergency Support Functions comparable to the day-to-day operations of the City agencies listed. Law Enforcement will coordinate the responsibilities associated with Emergency Support Functions #2-Communications, #9-Search & Rescue, and #13-Public Safety & Security.

- The ESF#2 responsibilities include accurately and efficiently transferring information during an incident, and ensuring that the City has the ability to rapidly notify and warn the public;
- ESF #9 responsibilities include locating, extricating, and providing on-site medical treatment to victims who are lost or trapped; and
- 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

The Petersburg Bureau of Police operates an emergency communications center. The Petersburg Emergency Communications Center (ECC) serves as the 911 center and the City Warning Point. The ECC is most often the first point of contact for the general public. The ECC will share information on disasters and emergencies in the City with the EOC. The ECC has the capability to access the Emergency Alert System and the City's mass notification system (CivicReady) to deliver warnings to the public. The Emergency Alert System and the mass notification system are the primary methods of communicating alert and warning messages to the public. However, the use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

# City of Petersburg Emergency Operations Plan

Emergency communications are heavily dependent on the commercial telephone network. The City's emergency communications may be adversely affected if commercial telephone service is interrupted. The City also operates several radio systems for City agency communications. These systems are heavily dependent upon commercial communications infrastructure. In the event that the City's radio systems are damaged, amateur radio and other non-governmental communications capabilities are available.

Disasters may cause conditions that vary widely in scope, urgency, and degree of devastation. Substantial numbers of persons could be in life-threatening situations requiring prompt rescue and medical care. Rescue personnel may encounter extensive damage to buildings. Because the mortality rate dramatically increases beyond 72 hours, search and rescue must begin immediately.

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

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

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

## Emergency Communications Center

### ESF #2 – Communications

- Develop and maintain primary and alternate communications systems for contact with local jurisdictions, state agencies, and private sector agencies required for mission support;
- Ensure the ability to provide continued service as the Public Safety Answering Point for incoming emergency calls;
- Ensure communications lines and equipment essential to emergency services are maintained and operational;
- Provide personnel to the EOC to assist with communications functions;

## Information Technology

### ESF #2-Communications

- Provide voice, video, and data services to the Emergency Operations Center and/or incident site; and

## City of Petersburg Emergency Operations Plan

- Secure additional technology equipment/resources when needed.

### Police and Sheriff's Office

#### ESF # 9-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, supplies, and administrative support necessary to conduct search and rescue operations; and
- Request further assistance, through the EOC from surrounding localities, the Virginia Department of Emergency Management, or federal authorities for additional search and rescue resources.

#### ESF #13-Public Safety & Security

- Staff control points and roadblocks to expedite traffic to reception centers and prevent reentry of evacuated areas;
- Provide security at critical facilities and supplies;
- Provide traffic control, law enforcement, and security at damaged City 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 jurisdiction; and
- Provide the Emergency Operations Center with frequent updates as to the status of law enforcement activities.

### Fire and EMS Services

#### ESF # 9-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, 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.

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## Emergency Coordination Guide-Public Works Branch

### Primary Agency

Department of Public Works

### Secondary Agency

Code Compliance  
Fire Marshal Office  
Parks & Recreation  
Petersburg Area Transit

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #1, #3, and #12 under one element within the Emergency Operations Center. The city's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Public Works 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 Public Works Department with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary city agencies identified in this guide. The Department of Public Works will coordinate the responsibilities associated with Emergency Support Functions #1-Transportation and ESF #3-Public Works & Engineering.

- ESF#1 assists local, state, and federal government entities and voluntary 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, utility, and energy support will be submitted to the City Emergency Operations Center 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

# City of Petersburg Emergency Operations Plan

response activities.

A prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment 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, the Virginia Department of Emergency Management, the Virginia Department of Transportation, the Virginia Department of Environmental Quality, the Virginia Department of Health, Utility Companies, and Federal Agencies. The Public Works Branch will coordinate activities with these organizations, agencies, and other Branches within the city EOC.

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.

## 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 Public Works Department is responsible for maintaining records of all expenses related to its emergency functions.

## Department of Public Works

### ESF #1 – Transportation

- Coordinating transportation activities and resources
- Coordinate roadway clearance by priority;
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine the needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from city agencies, and other EOC branches
- Facilitate the movement of the public in coordination with other transportation agencies.
- Identify viable transportation routes to, from, and within the emergency or disaster area

### ESF #3 – Public Works and Engineering

- Activate the necessary equipment and resources to address the emergency;
- Ensure generators and auxiliary equipment are operational at all city facilities;
- Identify private contractors and procurement procedures;
- Prioritize debris removal;
- Inspect city water and sewer infrastructure for damage;

# City of Petersburg Emergency Operations Plan

## Department of Parks & Recreation

### ESF #3-Public Works & Engineering

- Assist the Department of Public Works with damages assessment and debris removal
- Provide other assistance as directed by the Public Works Branch coordinator; and
- Document expenses related to the event.

## Code Compliance Office

### ESF #3 – Public Works and Engineering

- Coordinate a city-wide initial damage assessment (IDA) and provide the assessment to the city emergency management coordinator for submission to the state EOC within 72 hours;
- Facilitate emergency repair of damaged infrastructure and critical facilities;
- Develop work priorities in conjunction with other agencies when necessary; and
- Obtain required waivers and clearances related to public works support.
- Acquire outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings.

### ESF #12 – Energy

- Coordinate power restoration efforts for health and medical facilities or power-dependent medical populations.

## Fire Marshal's Office

### ESF #3 – Public Works and Engineering

- Coordinate a city-wide initial damage assessment (IDA) and provide the assessment to the city emergency management coordinator for submission to the state EOC within 72 hours;
- Facilitate emergency repair of damaged infrastructure and critical facilities;
- Develop work priorities in conjunction with other agencies when necessary; and
- Obtain required waivers and clearances related to public works support.
- Acquire outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings

### ESF #12 – Energy

- Coordinate power restoration efforts for health and medical facilities or power-dependent medical populations.

## Petersburg Area Transit

### ESF #1 – Transportation

- Coordinating transportation activities and resources
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine the needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from city agencies, and other EOC branches
- Facilitate the movement of the public in coordination with other transportation agencies.

## City of Petersburg Emergency Operations Plan

- Identify viable transportation routes to, from, and within the emergency or disaster area

### Petersburg Public Schools

#### ESF #1 – Transportation

- Assist in the coordination of transportation activities and resources;
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine the needs of available transportation resources;
- Assist in transportation as needed during evacuation efforts;
- Facilitate the movement of the public in coordination with other transportation agencies;
- Identify viable transportation routes to, from, and within the emergency or disaster area.

## Emergency Coordination Guide-Social Services Branch

### Primary Agency

Department of Social Services

### Secondary Agency

American Red Cross  
Petersburg Public Schools  
Petersburg Health Department  
Police and Sheriff's Office  
Petersburg Animal Care & Control  
Southside Virginia Emergency Crew

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #6 under one element within the Emergency Operations Center. The city's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Social Services or their designee are identified in this guide as they relate to the identified emergency support function.

### Scope

This guide aligns the duties of the Social Services Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary city agencies identified in this guide. The Department of Social Services will coordinate the responsibilities associated with Emergency Support Function #6-Mass Care, Housing, & Human Services.

- ESF #6 addresses the non-medical mass care, housing, and human services needs of individuals and/or families impacted by emergency incidents.

### Concept of Operations

Some emergencies may necessitate the evacuation of affected areas. Individuals and families may be deprived of normal means of obtaining food, clothing, shelter, and medical needs. Family members may become separated and unable to locate each other. Individuals may develop serious physical or psychological problems requiring specialized medical services.

The responsibility for the provision of temporary emergency shelter and mass care for victims is the responsibility of the city government. Additionally, as a result of a major emergency/disaster affecting other jurisdictions within the Commonwealth of Virginia, the city may be requested to shelter evacuees.

# City of Petersburg Emergency Operations Plan

Sheltering, feeding, and emergency first aid activities may begin before, during, or after an emergency. Staging of these facilities may occur before the disaster when the emergency is anticipated.

As a result of a disaster, citizens in affected areas may be without adequate food supplies. Every effort will be made to identify affected populations and supply them with adequate nutritional resources.

Efforts will be made to coordinate among agencies providing information to establish 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. Refer to Tab 1 on page 43 for additional information on FAC.

Animals will need to be adequately cared for during emergencies. The City of Petersburg Division of Animal Care and Control is prepared to handle all aspects of animal care and control. These include establishing animal shelters; rescue and evacuation; health care, food and water, disposal, identification and reuniting pets with their owners, and protection of citizens from any dangers (illness or injuries) posed by animals.

The shelter can hold approximately 25 dogs and 12 cats and is dependent on the current animal population at the time of the emergency. In addition, the Shelter and Department of Fire, Rescue and Emergency Services have stored approximately 60 pet crates for utilization during a declared local emergency or disaster situation. The City in conjunction with the City of Colonial Heights maintains a pet shelter trailer that is available regionally.

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

## Department of Social Services

### ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

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

## City of Petersburg Emergency Operations Plan

populations, and requests for additional resources.

- Provide a generalized list of hotel rooms throughout the area to the extent information is available from the Virginia Restaurant, Lodging & Travel Association.

### American Red Cross

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services

- Provide personnel, equipment, supplies, and other resources to support in setting up and running shelter facilities;
- Assist with mass feeding of evacuees and relief workers at the shelter facilities;
- Assist in the coordination of the Family Assistance Center;
- Assist with the development and maintenance of a shelter operations plan.

### Petersburg Public Schools

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services

- Coordinate with the Emergency Management Branch on the opening and closing of public schools;
- Provide personnel, equipment, supplies, and other resources needed to assist in shelter operations for victims of the affected emergency/disaster area;
- Facilitate the opening of city schools as emergency shelter sites upon request by the Director of Emergency Management or his/her designee;
- Provide personnel to assist in the mass feeding of evacuees and relief workers at the shelter sites; and
- Assist in the development and maintenance of a shelter operations plan.

### Petersburg Health Department

ESF #6 - Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Provide personnel, supplies, and other resources to assist in shelter operations for victims with special needs;
- Ensure provision of medical support at the shelter sites; and
- Assist in the development and maintenance of a shelter operations plan.

### Police and Sheriff's Office

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Provide security at shelter facilities;
- Assist with rescue of lost or stranded animals and with transporting them to animal shelters;

Note: Animal control and sheltering activities will be undertaken by the Police Department - Animal Care and Control Division.

### Petersburg Animal Care and Control

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Receive and care for animals at animal shelters, mobile animal trailers, or other designated

## City of Petersburg Emergency Operations Plan

- reception areas;
- Register, tag, and maintain accurate records; and
- Long-term shelter of unclaimed animals.

### Southside Virginia Emergency Crew

ESF #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Assistance

- Provide first aid station(s) at shelter facilities.

## Tab 1 Family Assistance Center (FAC)

The FAC is a physical facility established as the focal point for providing incident-specific services to bereaved families, friends, and survivors; to enable those affected to gain as much information as is currently available about missing family members and friends before any release to the media; to enable the gathering of mass forensic samples in a timely manner, which enhances the ability to identify loved ones quickly; to offer access to a range of facilities that will allow families and survivors to make informed choices according to their needs; and to ensure a seamless multi-agency approach to assist in emergencies to reduce or avoid duplication.

The scope of services that the local FAC may provide includes reunification services, behavioral health care, medical records collection, communication services, benefits application, and personal care.

The Crater Department of Social Services personnel will coordinate/determine a physical site for the local FAC operations and assume oversight and management of the FAC including establishing operational policies, maintaining situational awareness, coordinating needed services and/or resources, identifying gaps, and requesting additional resources. If a state FAC is requested the Crater Department of Social Services will coordinate with the state representatives in locating and establishing the state FAC. The City FAC plan is currently under development. Until the plan is complete the City EOC will request through the VEOC the establishment of a state FAC.

The state will open and operate a FAC at the request of an affected locality in the absence of a local FAC plan or adequate local resources, or if the event occurs on property owned or operated by the Commonwealth of Virginia. Any request for resources for a local FAC or the establishment of a state FAC will be coordinated through the City EOC.

If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the FAC coordinator will request the CICF through the city EOC.

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## Evacuation Support Annex

### Coordinating Agency

Emergency Management Branch

### Cooperating Agencies

Petersburg Bureau of Police  
Sheriff's Office  
Public Works Department  
Social Services Department  
Department of Fire-Rescue  
Petersburg Public Schools

### State Agencies

Virginia State Police  
Virginia Department of Transportation

### Purpose

The Evacuation Support Annex describes the coordinated process of city agencies to ensure an efficient evacuation of any portion or the entire city attributable to a hazard including a catastrophic event. Additionally, the plan outlines details of an evacuation process for events occurring without warning, and the transportation components necessary to address the operation of assembly areas that may be used during a declaration of emergency. The purpose of this plan is to achieve a timely and orderly evacuation of the at-risk population, to provide for the security of evacuated areas, and to identify and relocate critical resources that will not only support the population at risk while sheltered but bring about a prompt and effective recovery following the disaster, as well.

### Scope

This annex is applicable to departments and agencies that are participating and responding with assistance to an evacuation as coordinated by city emergency management officials. This document will address wide-ranging scenarios with no consideration for special incidents. Additional incident scenarios can be found in the appropriate hazard-specific annex.

There are four basic scenarios in which an evacuation may be required:

1. Catastrophic event with warning – An event where citizens may need to evacuate or shelter in place then seek evacuation; citizens will not be able to return home in a reasonable period of time. Examples may include major hurricanes, wildland fires, and severe riverine flooding.

## City of Petersburg Emergency Operations Plan

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

### Policies

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

The Director of Emergency Management is responsible for issuing the order to evacuate. However, in the event of a fire or hazardous materials incident, the Incident Commander, when he arrives at the scene may order an evacuation. The Coordinator of Emergency Management will direct the evacuation effort.

Any geographical area of evacuation, whether planned or unplanned, regardless of size, shall necessitate a level of activation of the city's Emergency Operations Center. Evacuation procedures, including notification and routing, will be made available to the public by all available means as far in advance as possible.

### Assumptions

- A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal, and certain private sector entities.
- Given a warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends, or in hotels.
- The timing of an evacuation directive will be determined by the circumstances of the event.
- Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of the city.
- The primary means of evacuation from any event will be private vehicles.
- Residents who are ill or disabled may require vehicles with special transportation capabilities.
- Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals.

# City of Petersburg Emergency Operations Plan

- Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given.

## Concept of Operations

The Police Department, assisted by the city's Sheriff's Office and Department of Fire-Rescue, will implement the evacuation directive, in coordination with other city departments (i.e., schools, public works, social services), and appropriate state agencies (i.e., Virginia State Police, Virginia Department of Transportation), as required. The Police Department and Sheriff's Office will provide warning, traffic control, and security for the evacuated areas.

The Coordinator and/or the Deputy Coordinator of Emergency Management, assisted by the Public Works Branch leader, will coordinate all transportation resources that will be utilized in the evacuation. The Petersburg Area Transit and/or city school system will provide buses for those who do not have any means of transportation. Accommodations will be made for those individuals with disabilities, access, and functional needs. If necessary, additional transportation resources will be solicited from public and private bus companies, churches, as well as private non-profit agencies that provide transportation services for special populations in the city. Assembly points where buses will stage for evacuation areas will be identified and prepared with extra fuel and supplies. Pick-up points where citizens can board buses for evacuation will also be identified. Local service stations and independent towing services will provide assistance to motorists as necessary. Southside Virginia Emergency Crew and the Department of Fire-Rescue ambulances will transport those patients absolutely requiring ambulance transport.

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio and TV. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures, including recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk. For hurricanes, evacuation should be completed prior to the onset of sustained gale-force winds (40 mph).

Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food, and supplies, if needed, a three-day supply of food and water for each person, and sleeping bags or blankets. If appropriate, evacuation advisory notices may be distributed door to door.

Evacuees will be advised to secure their homes and turn off utilities before leaving. The Police Department and Sheriff's Office will provide for the security of the evacuated area. Public Works and/or VDOT will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points. The Department of Public Works will also secure water mains subject to damage. Dominion Virginia Power will secure electricity to flood-prone areas.

If an incident requiring evacuation occurs at any of the city's industrial facilities, the incident commander will order the evacuation of any affected areas. If an incident requires large-scale evacuation, the city may need to coordinate with adjacent jurisdictions to receive and care for evacuees in a designated shelter center located safely away from the impacted area.

# City of Petersburg Emergency Operations Plan

The Law Enforcement Branch will direct and manage traffic control actions. The Law Enforcement Branch will coordinate with Public Works on traffic control and manage security for evacuated areas. Traffic control measures will be developed and implemented by the Police Department, Sheriff's Office, and emergency management personnel, in conjunction with the Virginia State Police, the Virginia Department of Transportation, and adjacent jurisdictions as necessary.

Traffic control measures may include, but are not necessarily limited to, such actions as modifying signal controls at key intersections, manually influencing traffic flow through the use of physical barriers/cones, stationing manpower along critical roadways or intersections, and restricting or prohibiting the movement of mobile homes, campers, and boat trailers along evacuation routes.

All critical links and intersections identified and designated by local, state, and federal authorities as being important to facilitate traffic flow from high-risk areas, will be controlled and patrolled by the appropriate local, state, or federal law enforcement officials.

Disabled vehicles will be removed promptly from the road network to maximize vehicular flow and roadway capacity while minimizing bottlenecks or delays from occurring. Tow trucks will be on call or strategically located along critical routes to ensure a prompt response to these situations. Individual response trucks will be dispatched by the emergency communications center in response to radio requests from law enforcement officers and other emergency responders.

Access to the evacuated areas must be controlled to prevent or minimize theft or looting prior to, during, or following an evacuation, particularly during the reentry phase. Security will be established by the Police and/or Sheriff's Office. Security control points will be established at appropriate locations governing access to evacuated areas. Security patrols, conditions permitting, will be made within areas by law enforcement.

## Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to evacuation activities.

### Police Department and Sheriff's Office

- Develop and maintain traffic control policies and procedures;
- Provide security to critical facilities and evacuated areas as needed;
- Keep evacuation routes open and ensure traffic flow;
- Assist with traffic control as directed;
- Identify potential evacuation routes and traffic control points;
- Request additional resources needed for evacuation activities through the Emergency Management Branch;
- Control access to restricted areas upon reentry; and
- Provide periodic situation reports to the EOC.

### Emergency Management Branch

- Coordinate evacuation as the city's emergency management branch lead agency;
- Assist with warning and evacuation as directed;

## City of Petersburg Emergency Operations Plan

- As lead agency for the emergency management branch, prepare and disseminate public information regarding evacuation and reentry; and
- Process resource requests related to evacuation activities.
- Provide evacuation transportation for those without vehicles;
- Identify assembly points for staging buses;
- Identify pick-up points for loading evacuees;
- Provide traffic control to effect evacuation and/or reentry in coordination with the Law Enforcement Branch;

### **Petersburg Public Schools**

- Assist with providing buses for evacuation and reentry.

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## Tab 1 to Evacuation Support Annex

### TRAFFIC CONTROL POINTS

#### CRITICAL INTERSECTIONS AND ROADWAY SEGMENTS

Derived from Virginia Hurricane Evacuation Study, 1992:

1. Major roads of concern:
  - i. US 460 (County Drive)
  - ii. Interstate 95 North
  
2. City - Critical Intersections and Roadways
  - i. US 460 (County Drive) at Wagner Road
  - ii. Wagner Road at North Normandy Drive
  - iii. South Crater Road at Wagner Road
  - iv. South Crater Road at South Sycamore Street
  - v. South Sycamore Street at East Wythe Street
  - vi. South Sycamore Street at East Washington Street

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# City of Petersburg Emergency Operations Plan

## Tab 2 to Evacuation Support Annex

### RE-ENTRY

#### MISSION

To develop a reentry process to the disaster area that will ensure an orderly and expedient return to the evacuated area, provide for the safety and welfare of the people--as well as the security of their property--after their return, and allow recovery teams the opportunity to accomplish their tasks, as assigned.

#### SITUATION

The evacuated population will want to return to their homes and businesses immediately following the disaster.

The same routes used in the evacuation will be used to return to the disaster area. Traffic in the return phase will be heavy and will experience similar problems as in the evacuation phase.

Access to and mobility in the stricken area will be impeded by damaged segments of the transportation system, debris, areas cordoned off due to identified hazards, and recovery teams attempting to restore the areas.

#### CONCEPT OF OPERATIONS

The Coordinator of Emergency Management will develop accessibility policies to the stricken areas, in coordination with the appropriate branch leaders, and state and federal officials. Access to areas of the city will vary depending on the extent of the damage sustained and the conditions of the area at the time immediately following the disaster.

The Police Department and/or Sheriff's Office will be responsible for implementing the necessary traffic control measures on return routes, establishing security measures around and in the stricken area, and enforcing access restrictions as directed by city officials.

The accessibility policies developed and implemented will define access restrictions and protective measures (escorts, protective equipment, etc.) needed to enter the area requested. Credentials will be issued for all individuals authorized to enter restricted access areas. The Police Department and Sheriff's Office will be responsible for enforcing these policies and procedures. Examples of an entry permit to a restricted area and a waiver of liability form appear in Tabs 3 and 4, following. Re-Entry will follow a phased approach utilizing Phases 1 to 4 with one being the highest priority.

The disaster-stricken area will be evaluated quickly to determine the degree of accessibility allowable given the conditions observed. Initially, most if not the entire area will probably be restricted to damage assessment, search and rescue, debris removal, and critical facilities restoration teams. Those areas identified as posing a potential danger or risk to the general population will be identified and cordoned off with warning placards posted. As roads are cleared and serious hazards

## City of Petersburg Emergency Operations Plan

removed or cordoned off, areas of the city will be opened up to the general public. Retail merchants and industries will be provided early access to the disaster area to assess their damages and make the appropriate arrangements to secure and protect their inventories.

The Public Information Officer, under the direction of the Coordinator of Emergency Management, will be responsible for developing announcements that address the following:

- Notification of residents and business owners when it is appropriate to return
- Area condition reports that identify the areas which are safe or unsafe for entry
- Post-disaster operations of local, state, and federal agencies
- Where to go to apply for disaster assistance programs

The Emergency Management Branch, in coordination with other appropriate branches, and state and federal agencies, will make arrangements to provide essential services and accommodations, such as potable water, food, and waste disposal, to support recovery teams and the general public as they return to the area. The Emergency Management Branch will also identify facilities to temporarily house departments and service agencies that were destroyed in the disaster.

# City of Petersburg Emergency Operations Plan

## Tab 3 to Evacuation Support Annex

### ENTRY PERMIT TO ENTER RESTRICTED AREAS

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

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

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

Method of Travel (vehicle, aircraft)

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Description of Vehicle/Aircraft with Aircraft Registration or Vehicle License number

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# City of Petersburg Emergency Operations Plan

Route of Travel if by Vehicle

---

Destination by legal location or landmark/E911 address

---

Alternate escape route if different from above

---

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

---

Entry granted into hazard area.

Authorizing Signature: \_\_\_\_\_

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

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

**Tab 4 to Evacuation Support Annex**

**WAIVER OF LIABILITY**

(TO BE SIGNED AND RETURNED WITH THE APPLICATION FORM)

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

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any liability.

Signatures of applicant and members of his field party:

Print full name first, then sign.

I have read and understand the above waiver of liability.

\_\_\_\_\_  
\_\_\_\_\_

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

Print full name first, then sign.

I have read and understand the above waiver of liability.

\_\_\_\_\_  
\_\_\_\_\_

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

Tab 5 to Evacuation Support Annex

**ASSEMBLY AREAS**

Location	Address	Capabilities		
		General	Special Medical Needs	Pet
Petersburg High School	3101 Johnson Road Petersburg, VA 23805	Yes	Yes	No
Walnut Hill Elementary School	300 W. South Blvd. Petersburg, VA 23805	Yes	Yes	No
Cool Springs Elementary School	1450 Talley Avenue Petersburg, VA 23803	Yes	Yes	No
Pleasants Lane Elementary School	100 Pleasants Lane Petersburg, VA 23803	Yes	Yes	No
Lakemont Elementary School	51 Gibbons Avenue Petersburg, VA 23803	Yes	Yes	No
Vernon Johns Middle School	3101 Homestead Drive Petersburg, VA 23803	Yes	Yes	<b>Service Animals Only</b>

## Emergency Pet Sheltering Annex

### Coordinating Agency

Petersburg Animal Care and Control

### Cooperating Agencies

Emergency Management Branch  
Petersburg Bureau of Police  
Sheriff's Office

### Foreword

This annex was developed in order to comply with the Federal Pet Evacuation and Transportation Standards Act, PETS Act, which was passed into law in October 2006. This legislation requires state and local emergency management agencies to include companion and service animals in their disaster response plans, as pet owners qualify as people with special needs in disasters.

Animals are often overlooked during and after a disaster until they have become a problem. It is generally assumed that they can fend for themselves and not present additional problems for society. This policy recognizes that animals could become a problem for society if not appropriately cared for and controlled.

When evacuation is imminent, it is very likely that people will not evacuate their homes if this includes abandoning their pets. It is expected that some of these pets will be taken to public shelters. This policy is intended to plan for these and other disaster situations with an orderly and effective response system. Concentration is on the care of animals abandoned or lost and those brought to public shelters.

### Purpose

The purpose of this policy is to establish organizational responsibilities and general policies and procedures for the care of companion animals during natural and human-made emergencies and disasters. A major goal of this policy is to minimize animal suffering, loss of life, and subsequent disability by ensuring timely and coordinated assistance.

### Definitions

***Companion Animals:*** are domestic animals serving as household pets and family companions. **Only** dogs and cats are included in this policy. Companion animals cannot be admitted into the human emergency shelter.

# City of Petersburg Emergency Operations Plan

**Service Animals:** as defined by the Americans with Disability Act (ADA) a service guide dog, signal dog, or any other animal that is individually trained to assist an individual with a disability. If they meet this definition, animals are considered service animals under ADA regulations regardless of whether they have been licensed or certified by a state or local government. Service animals will be admitted to Red Cross shelters with their owner.

**Emergency Pet Shelter:** is a short-term pet shelter for dogs and cats in the initial response phase of a disaster. The Emergency Pet Shelter will remain open in concurrence with emergency shelters for citizens. Owned pets must be picked up as soon as the emergency is over, or a boarding fee will be charged.

## Scope

The scope of this policy is to provide coordinating actions during the initial response phase of a disaster for pet owners. This policy considers the needs of the following domestic pets: dogs and cats. Owners of exotic pets and livestock must act responsibly and take appropriate actions in providing care or evacuating their animals. Domestic animals found roaming after a disaster has occurred will be taken to the Emergency Pet Shelter by Animal Control Officers.

## Situation and Assumption

Natural or human-made emergencies and disasters occur which require citizens to evacuate their homes. Some residents will not want to leave pets such as dogs and cats behind.

Some pet owners may plan on a short-term absence during an emergency and leave pets at home supplied with adequate food and water however; owners may want to go back into their homes to retrieve them after the height of the disaster, risking their safety. Mass care facilities for citizens may not permit animals other than those used for special needs assistance.

The owners of pets, when notified of an upcoming emergency will take reasonable steps to shelter and provide for animals under their care and control. During an emergency evacuation, owners may seek extended care for pets in a facility other than the pet's home. Pets left unattended may be at risk to themselves and to the general population.

## Concept of Operations

The Petersburg Animal Care and Control has been designated to serve as the Emergency Pet Shelter for the City of Petersburg. Petersburg Animal Care and Control has the normal capacity to house approximately 25 dogs and 15 cats and totals are dependent on the shelter's population of animals at the time of the event. However; with additional supplies and equipment made available through the VDACS Pet Trailer Grant Program, this facility could care for as many as 100 to 125 dogs and cats at this and/or other location(s) in an emergency situation. Additional pet cages are located and staged at the Department of Fire, Rescue and Emergency Services.

If additional supplies or equipment are needed, a request must be made to Emergency Management as quickly as possible to procure the items. If it appears there will be a shortage of supplies or equipment that might preclude the full setup of an operational Emergency Pet Shelter, Emergency Management must be immediately notified so that appropriate action can be taken.

## City of Petersburg Emergency Operations Plan

An Emergency Pet Shelter agent will be present at the Red Cross Shelter to assist pet owners with the completion of the Emergency Pet Shelter Registration and Agreement and answer any specific questions of owners. The Emergency Pet Shelter agent will be responsible for providing the Registration and Agreement to the Animal Control Officer who is transporting specific registered pets to the Emergency Pet Shelter.

Upon arrival at the Emergency Pet Shelter, each animal will be taken to an Intake Area where an Animal Fact Sheet (AFS) will be completed for each animal. A complete and thorough description of the dog/cat will be documented on the AFS. The Registration and Agreement will be stapled to the AFS. A brief physical exam will be performed to ascertain the outward health of each dog/cat and that no injuries requiring veterinary care are present. The animal may be vaccinated to provide protection from certain airborne viruses. An I.D. band will be placed around each animal's neck clearly displaying the AFS number and the pet's name.

Each animal will be assigned a kennel in the appropriate area; general population dogs, general population cats, sick area, or quarantine. When feasible, animals of the same species from the same household may be kenneled together.

Kennels, cages, and enclosures used to house animals shall be cleaned and disinfected routinely to maintain sanitary conditions. Food and water dishes, litter pans, and other hardware used to care for dogs/cats shall be regularly washed and disinfected.

There is a possibility that staff and volunteers may have to sleep at the Emergency Pet Shelter. In that case, a housing area will be set up using cots provided by the Red Cross.

The authority for closing the Emergency Pet Shelter rests with Emergency Management and is anticipated to be concurrent with the closing of the Red Cross Shelter. Once the decision has been made to close the Shelters, pet owners may reclaim their pets from the Emergency Pet Shelter.

Once animals have been checked out of the Emergency Pet Shelter, all portable crates and kennels will be broken down, cleaned, and disinfected. Bowls and any other hardware and equipment will also be disinfected. Equipment and supplies will be inventoried and returned to storage in the Emergency Pet Trailer.

### Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to emergency activities.

#### Petersburg Animal Shelter

- Upon notification from the Emergency Management Coordinator the Petersburg Animal Shelter will open, staff, and operate an Emergency Pet Shelter;
- Recruit, screen, and train volunteers for placement in appropriate positions;
- Secure and maintain supplies and equipment required to operate an Emergency Pet Shelter, as resources and budgetary constraints permit;
- Develop an identification and recordkeeping system for animals being sheltered;
- Coordinate through local veterinarians and Animal Control necessary veterinary care as may be required to prevent suffering; De-activate the Emergency Pet Shelter upon notification of

# City of Petersburg Emergency Operations Plan

Emergency Management.

## Emergency Management Branch

- Determine the need for an Emergency Pet Shelter and notify the Regional Animal Shelter if impending shelter operations

## Police Department (Animal Control Division)

- Upon request of Emergency Management, and direction of the Police Chief, Animal Care and Control will be responsible for transporting the pet trailer to pre-selected sheltering locations;
- Transport dogs and cats to the Emergency Pet Shelter that belong to citizens who are seeking refuge at emergency shelters and have arrived at these shelters with their pets.

## Terrorism Consequence Management Annex

### Coordinating Agency

Emergency Management

### Cooperating Agencies

Police and Sheriff's Office  
Fire, Rescue and Emergency Services  
Public Works Department  
Fire Marshal Office

### State Agencies

Virginia State Police  
Department of Public Safety and Homeland Security  
Virginia Fusion Center  
Virginia Department of Emergency Management

### State Agencies

Virginia State Police  
Department of Public Safety and Homeland Security  
Virginia Fusion Center

### Federal Agencies

Federal Bureau of Investigations  
Bureau of Alcohol, Tobacco, Firearms and Explosives  
Department of Homeland Security  
Department of Justice

### Purpose

To develop a comprehensive, coordinated, and integrated response capability, involving all levels of government, to effectively assess the threat of and vulnerability to terrorism and intentional acts within the city, as well as prevent, mitigate, respond to, and recover from an actual terrorist incident that may occur.

Define the roles, responsibilities, and authorities of city departments in responding to acts of terrorism and how these agencies will interface with state and federal authorities under the direction of a unified command.

## City of Petersburg Emergency Operations Plan

Establish procedures to report suspected, actual, or threatened acts of terrorism to proper authorities through established channels of communication.

Develop the appropriate resources, including personnel, equipment, supplies, and technical assistance, to promptly and effectively respond to these types of events, as well as the capability to receive and integrate resources from within and outside the state system.

### Scope

This plan is structured to quickly adapt to and meet the challenges of these situations by adopting the National Incident Management System (NIMS) consistent and flexible framework within which government and private entities at all levels can work in a coordinated manner to manage incidents. This framework facilitates adjusting, tailoring, and transitioning response operations to effectively address threatened, suspected, and actual acts of terrorism involving weapons of mass destruction (WMD) and/or weapons of mass casualty (WMC).

The city emergency operations plan provides the framework and standard operating procedures that the city will use in responding to and recovering from acts of terrorism.

### Assumptions

The consequences of a terrorist event will exceed the capabilities of the city and require specialized assistance and support from a variety of regional, state, federal, and military organizations.

Terrorist events will occur with little or no warning and involve one or more of a variety of tactics and materials (e.g., chemical, biological, radiological, nuclear, and explosives (CBRNE). Events may be individual in nature or involve multiple targets being impacted at different times or simultaneously and involving one or more jurisdictions and regions.

The effects of a chemical, biological, radiological, or nuclear terrorist act will likely overwhelm local, regional, and state capabilities.

# City of Petersburg Emergency Operations Plan

A terrorist event such as a biological or radiological attack may not always generate the traditional incident scene or a clearly defined impact area

## Situation

All communities are vulnerable to threatened, suspected, and actual acts of terrorism that can occur anywhere and at any time. The fact that an emergency or disaster situation was a result of a terrorist act will not always be evident during the initial emergency response phase, and may not be determined until days, weeks, or months after the event has occurred.

Intelligence gathering and tactical capabilities vary between jurisdictions as well as levels of government. The city has prevention initiatives to ensure as well as enhance the safety and security of industrial operations, critical facilities, infrastructure and systems, and associated transportation support systems. Even with these efforts, all stakeholders need to be vigilant in order for them to be effective.

The Police Department and Public Works have identified facilities, critical infrastructure, and systems located within the city that may be potentially at risk of acts of terrorism, in coordination with other local, state, and federal agencies and military installations, as well as private sector institutions and systems. This information has been shared with the appropriate state and federal agencies.

## Organizations

The organizational response framework to events involving acts of terrorism involves the coordination and interface of a variety of local, state, and federal agencies that have certain authorities, responsibilities, and jurisdiction by statute, executive order, or presidential directive. These authorities may vary by the type of incident, the categorization of the incident, or the geographic area involved and may transition by operational stage during an event.

The Director of Emergency Management or designee will activate the EOC as necessary to support field operations associated with one or more events. The EOC will be staffed with appropriate Branches and specialized personnel as appropriate for the event.

## Nature of the Hazard

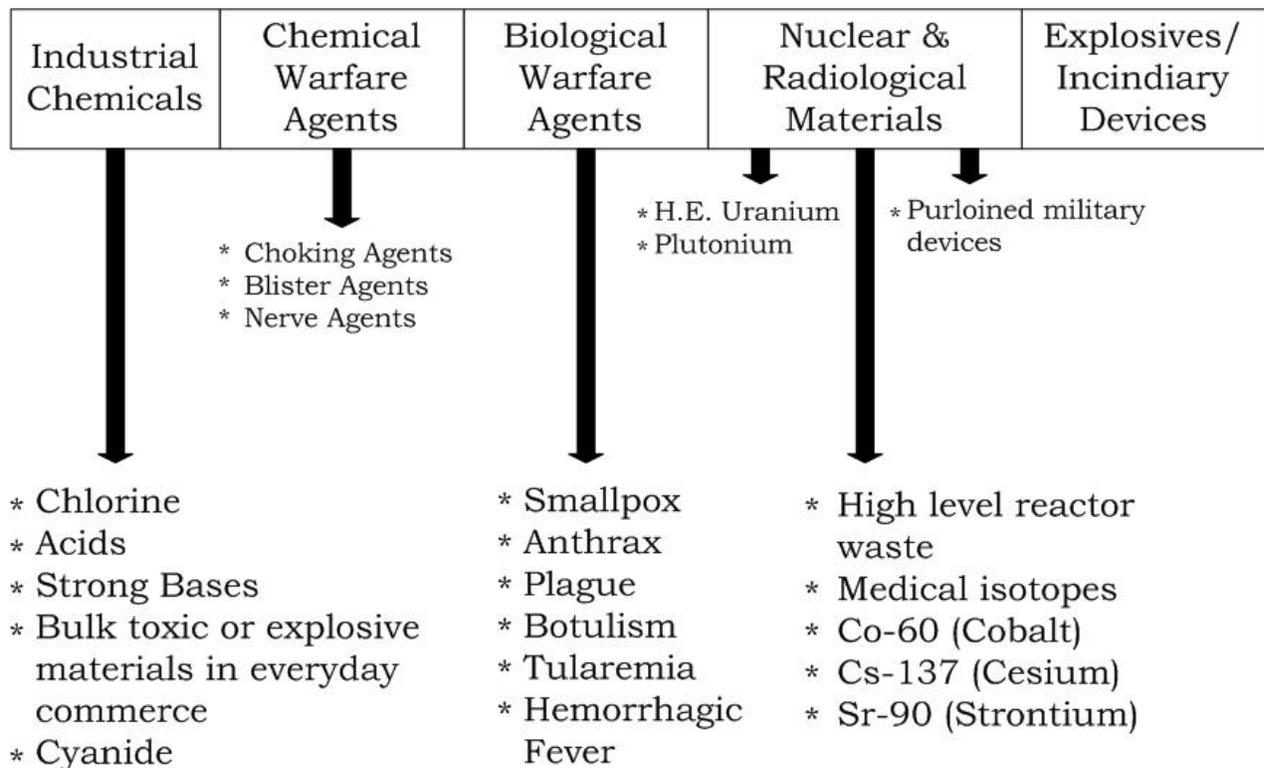
The Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) threat spectrum illustrated in Figure 1 is distinctive in terms of its range and depth, as well as the versatility it provides the initiating agent in structuring a single or complex event—or series of events—using one or more of the elements to generate a desired outcome(s). The spectrum ranges from common explosives, industrial chemicals, and radiological products found in medical labs and hospitals to the more extraordinary chemical biological warfare agents and nuclear material. These components of the spectrum provide the capacity to develop and tailor an attack to target one or more of the following: human or animal populations, agriculture, the environment, property, and critical infrastructure.

Although the CBRNE threat spectrum has great range, depth, and versatility, explosives have been the most common weapons utilized in both international as well as domestic terrorist attacks. The use of explosives in terrorist attacks is widespread, as the resources and instructions to develop a bomb can be easily acquired. The execution of the tactic can be relatively simple involving very little

risk and producing the desired effects in an immediate and dramatic manner.

Figure 1

## WMD Threat Spectrum



# City of Petersburg Emergency Operations Plan

## Concept of Operations

The city's emergency operations plan on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government. In the initial stages of response to and recovery from a terrorist event, the plan will provide the framework under which local resources will be deployed and coordinated. The Emergency Management Branch, at the direction of the Director of Emergency Management, will coordinate the response and recovery operations associated with consequence management. The Law Enforcement Branch will support the process of confirming the threat, initial investigation, as well as apprehension and prosecution of the perpetrators of the terrorist act, in coordination with state and federal law enforcement. The Federal Bureau of Investigation (FBI) is the lead investigative agency as directed in Homeland Security Presidential Directive – 5.

The city's Emergency Communications Center (ECC) will likely serve as the initial point for receiving notification of a terrorist event. Once the ECC is notified of a pending or executed terrorist incident, normal standard operating procedures will allow for notifications to be made to local departments, neighboring jurisdictions, regional response organizations, and state and federal agencies, as appropriate.

Response operations will be primarily concerned with identifying any hazardous materials involved and the associated risks to responders as well as the entire community; developing and implementing protective actions; developing and implementing strategies to effectively manage any long-term health and environmental consequences of the incident, and assisting in the preservation of evidence on the scene. Field operations will use the Incident Command System/Unified Command consistent with the National Incident Management System (NIMS).

The Commonwealth's Hazardous Materials Response Program will provide technical assistance and support regarding any hazardous materials issues (See Tabs 1 and 2). Specific state hazardous material resources, including hazardous materials officers and teams, will be requested through the VEOC. Regarding explosives, the Virginia State Police, in coordination with local, regional, and federal assets available, will provide technical assistance and support in this area.

The Virginia Fusion Center serves as a repository for the collection and analysis of information regarding terrorist groups and their activities. The information developed and obtained by the Virginia Fusion Center may be relevant to consequence management and will be coordinated and shared with local government as necessary. The Police Department will report any suspected, threatened, or actual acts of terrorism to the Virginia State Police Criminal Intelligence Division Fusion Center and through the city EOC provide appropriate information to the Virginia Emergency Operations Center.

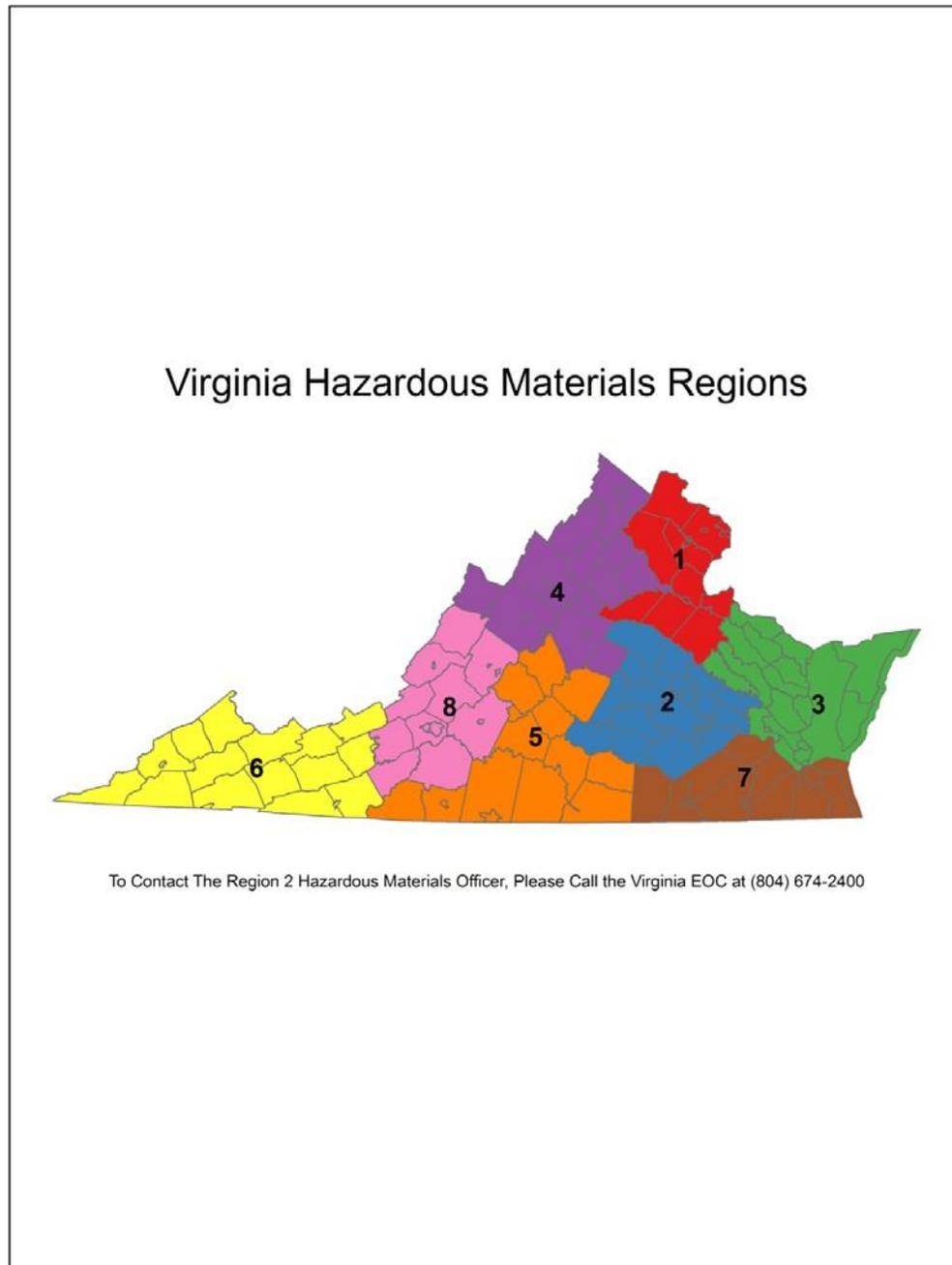
The public information function will be handled by the city's Public Information Officer until a Joint Information Center (JIC) can be established. If appropriate, a Joint Information Center will be established, and all press releases, press requests, and public protective action guidance will be developed, coordinated, reviewed, and disseminated through this organization. At a minimum, representatives from local government administration, Fire Service, Law Enforcement, and Emergency Management as well as the appropriate state and federal agencies who may be involved in supporting the response (e.g., FBI, DHS, the Virginia Department of Emergency Management, Virginia State Police, etc.) will comprise the JIC. Other agencies may be included as required to ensure an accurate, timely, and coordinated release of information to fulfill the needs of the public as well as

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the news media. Effectively managing the release of information during any event presents a variety of challenges to not only government officials but to the media as well.

The recovery process is comprised of the following: reentry, rapid assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill the priorities established, as well as ensure a successful recovery program. The Emergency Management Branch will manage the recovery effort in coordination with the Public Works Branch.

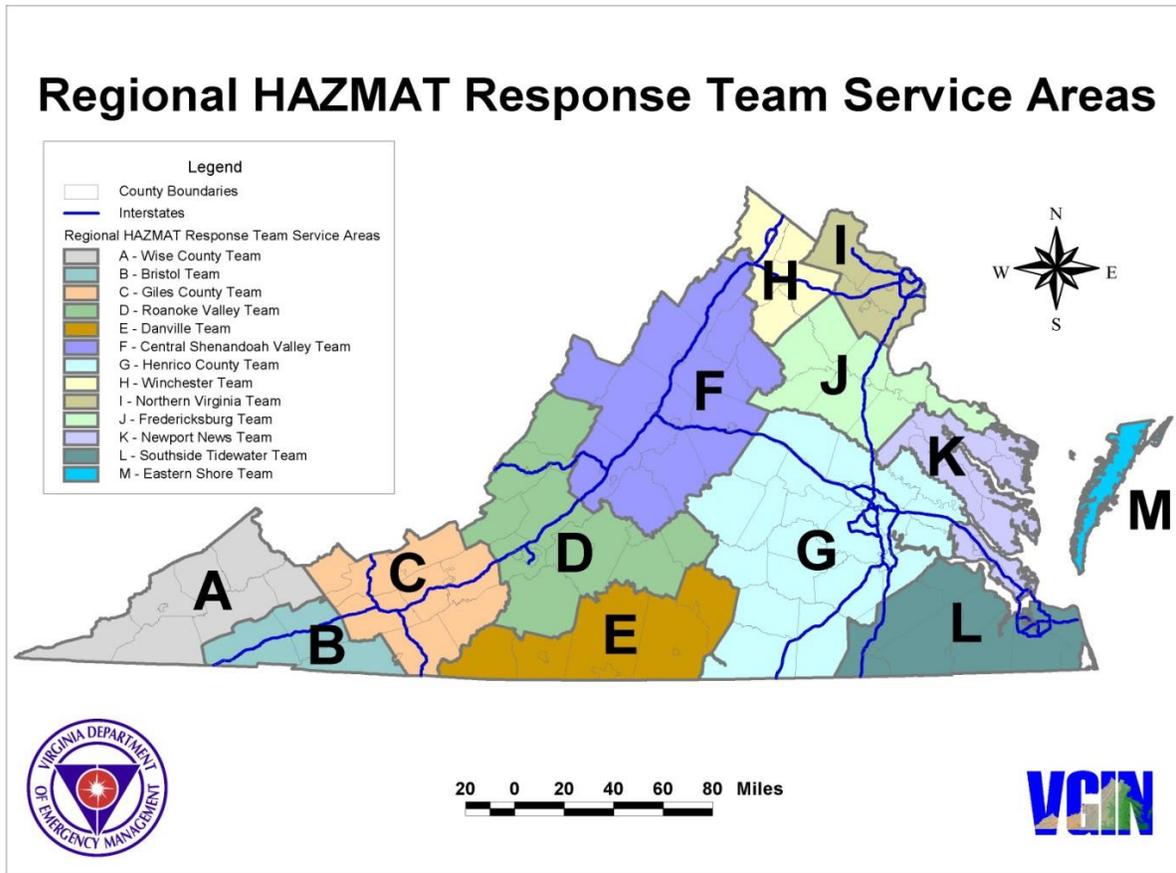
Tab 1



Tab 2

REGIONAL HAZARDOUS MATERIALS RESPONSE TEAMS

PRIMARY AREAS OF RESPONSIBILITY



## Damage Assessment Support Annex

### Coordinating Agency

Public Works Branch

### Cooperating Agencies

Emergency Management Branch  
Commissioner of the Revenue's Office  
Public Works Department  
Fire Marshal Office/Code Compliance  
Petersburg Extension Agency

### State Agencies

Virginia Department of Transportation

### Purpose

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

### Scope

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

### Definitions

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

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

## Policies

The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary). At the Incident Commander’s request, the first priority for damage assessment may be to assess City structural/infrastructure damage. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with the City to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration. An estimate of expenditures and obligated expenditures will be submitted to both the City EOC and the VEOC before a Presidential Disaster declaration is requested.

Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident. Supplies, equipment, and transportation specific to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission. Additional supplies, equipment, and transportation essential to the continued operation of each organization will be requested through the EOC. The approval to expend funds for response and recovery operations will be given by the Branch Director or the department head of each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken, and costs incurred are consistent with identified missions.

## Situation

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including the American Red Cross, insurance companies, utility companies, and others. Outside of these assessments, a series of local, state, and federal damage assessment activities will be conducted.

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

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

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

## Assumptions

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

## Concept of Operations

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

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## Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to evacuation activities.

### Public Works Branch

- Maintain a list of critical facilities that will require immediate repair if damaged;
- Assess damage and coordinate repairs to ensure the continued operation of City infrastructure;
- Collect and compile damage data regarding public and private utilities;
- Appoint a representative to be located within the EOC to direct damage assessment operations including operation of the teams, collecting data, and developing accurate and appropriate reports for the Emergency Management Coordinator;
- Collect and compile incoming damage reports from teams in the field, from other operations directors, outside agencies, systems, and companies; and
- Provide periodic situation reports to the EOC.

### Code Compliance/Fire Marshal Office

- Assemble the appropriate team and develop damage assessment plans, policies and procedures;
- Solicit cooperation from companies and local representatives of support agencies to serve as members of damage assessment teams;
- Conduct damage assessment training programs for the teams;
- Coordinate disaster teams conducting field surveys;
- Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
- Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
- Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
- Correlate and consolidate all expenditures for damage assessment to the Department of Finance; and
- Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival;

### Commissioner of the Revenue's Office

- Provide staff to attach to damage assessment teams as subject matter experts on dollar loss; and
- Work with damage assessment staff at the EOC to compile the Initial Damage Assessment and Preliminary Damage Assessment.

# City of Petersburg Emergency Operations Plan

## Emergency Management Branch

- Collect, report, and maintain estimates of expenditures and obligations required for response and recovery activities;
- Maintain accurate records of funds, materials, and personnel hours expended as a direct result of the incident;
- Provide direction and overall control of damage assessment for the City;
- Submit a report of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format; and
- Ensure appropriate and adequate public information and education regarding the damage assessment process.

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**Tab 1 to Damage Assessment Annex**

**Damage Assessment Team Assignments**

The Director of Neighborhood Services will report to the EOC when activated by the Emergency Management Coordinator. Damage assessment teams will be assembled, and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in the Damage Assessment Form)

**I. PRIVATE PROPERTY**

Category A – Residential/Personal Property

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

Team: Building Inspector/Assessor

Category B – Business and Industry

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

Team: Building Inspector/Assessor/Fire Marshal

Category C – Agriculture

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

Team: Extension Agents

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Tab 2 to Damage Assessment Annex

<b>LOCAL GOVERNMENT DAMAGE ASSESSMENT</b>				
<b>TELEPHONE REPORT</b>				
<b>1. CALLER NAME</b>			<b>2. PROPERTY ADDRESS (include apt. no; zip code)</b>	
<b>3. TELEPHONE NUMBER</b>			<b>4. TYPE OF PROPERTY</b>	<b>5. OWNERSHIP</b>
<b>Home</b>	<b>Work</b>	<b>Cell</b>	<input type="checkbox"/> Single-Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if the residence is a vacation home—not a primary residence	<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)
Best time to call	Best number to use			
<b>6. CONSTRUCTION TYPE</b>				
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other				
<b>7. TYPE OF INSURANCE</b>				
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> None <input type="checkbox"/> Wind/Hurricane				
<b>8. DAMAGES (Check all that apply)</b>				
<b>HVAC</b> <input type="checkbox"/> Yes <input type="checkbox"/> Off	<b>Water Damage</b> <input type="checkbox"/> Yes <input type="checkbox"/> No	Electricity: <input type="checkbox"/> On <input type="checkbox"/> Off                        Natural Gas: <input type="checkbox"/> On <input type="checkbox"/> Off  Roof Intact: <input type="checkbox"/> Yes <input type="checkbox"/> No  Foundation: <input type="checkbox"/> Good <input type="checkbox"/> Damaged Windows:    Intact: <input type="checkbox"/> No <input type="checkbox"/> Yes Sewer System:    Good    Damaged		

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Windows Intact:  Yes  No

Major Appliances:  Yes  No

Basement Flooding:  Yes, Depth of Water \_\_\_\_\_ (Ft)  No

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**9. SOURCE OF DAMAGES**

Sewer back-up     Primarily Flood     Wind/Wind driven rain  
 Tornado             Other

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**10. Based on the damages reported, this property is currently:**  
 Habitable             Uninhabitable

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**11. CALLER'S ESTIMATE OF DAMAGES**

REPAIRS	CONTENTS	TOTAL
\$	\$	\$

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**12. COMMENTS**

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**12. CALL TAKER** **13. DATE & TIME REPORT TAKEN**

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Tab 3 to Damage Assessment Annex

**Cumulative Initial Damage Assessment Report**

**PRIMARY:** Input into WebEOC

**SECONDARY:** VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419

<b>Jurisdiction:</b>									
<b>Date/Time IDA Report Prepared:</b>									
<b>Prepared By:</b>									
<b>Call back number:</b>									
<b>Fax Number:</b>									
<b>Email Address:</b>									
<b>Part I: Private Property CUMULATIVE DAMAGES</b>									
<b>Type Property</b>	<b># Destroyed</b>	<b># Major Damage</b>	<b># Minor Damage</b>	<b># Affected</b>	<b>Dollar Loss</b>	<b>% Flood Insured</b>	<b>% Property Insured</b>	<b>% Owned</b>	<b>% Secondary</b>
<b>Single Dwelling Houses</b> (Inc. condo units)									
<b>Multi-Family Residences</b> (count each unit)									
<b>Manufactured Residences (Mobile)</b>									
<b>Business/Industry</b>									
<b>Non-Profit Organization Buildings</b>									

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<b>Agricultural Facilities</b>									
<b>Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES</b>									
<b>Type of Property</b>						<b>Estimated Dollar Loss</b>	<b>% Insured</b>		
Category A (Debris Removal)									
Category B (Emergency Protective Measures)									
Category C (Roads and Bridges)									
Category D (Water Control Facilities)									
Category E (Public Buildings and Equipment)									
Category F (Public Utilities)									
Category G (Parks and Recreation Facilities)									
<b>TOTAL</b>							\$0.00		
<b>Additional Comments:</b>									

Tab 4 to Damage Assessment Annex

**Public Assistance Damage Assessment Guidelines**

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> <li>● Debris removal from a street or highway to allow the safe passage of emergency vehicles</li> <li>● Debris removal from public property to eliminate health and safety hazards</li> </ul>
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> <li>● Emergency Operations Center activation</li> <li>● Warning devices (barricades, signs, and announcements)</li> <li>● Search and rescue</li> <li>● Security forces (police and guards)</li> <li>● Construction of temporary levees</li> <li>● Provision of shelters or emergency care</li> <li>● Sandbagging • Bracing/shoring damaged structures</li> <li>● Provision of food, water, ice, and other essential needs</li> <li>● Emergency repairs • Emergency demolition</li> <li>● Removal of health and safety hazards</li> </ul>
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs	<ul style="list-style-type: none"> <li>● Eligible work includes repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.</li> </ul>
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels falls under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> <li>● Channel alignment • Recreation</li> <li>● Navigation • Land reclamation</li> <li>● Fish and wildlife habitat</li> <li>● Interior drainage • Irrigation</li> <li>● Erosion prevention • Flood control</li> <li>● Storm Water Management</li> </ul>
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> <li>● Buildings, including contents such as furnishings and interior systems such as electrical work.</li> <li>● Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications.</li> <li>● Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building.</li> <li>● All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.</li> </ul>
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> <li>● Restoration of damaged utilities.</li> <li>● Temporary as well as permanent repair costs can be reimbursed.</li> </ul>

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<b>G: Parks, Recreational Facilities, and Other Items</b>	<b>Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F</b>	<ul style="list-style-type: none"> <li>● <b>Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses.</b></li> <li>● <b>Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff.</b></li> <li>● <b>Repairs to maintained public beaches may be eligible in limited circumstances.</b></li> </ul>
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Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

*Eligibility Criteria:* Virginia Population per latest US Census x annual multiplier for state eligibility;  
 Locality population per latest US Census x annual local multiplier for local eligibility.

*Adapted from the Public Assistance Guide, FEMA 322;* Additional policy information is available at <http://www.fema.gov/media-library/assets/documents/111781>



**Tab 5 to Damage Assessment Annex**  
**Individual Assistance Damage Assessment**  
**Level Guidelines**

<b>Damage Definitions</b>	<b>General Description</b>	<b>Things to Look For</b>	<b>Water Levels</b>
<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>
Structure is a total loss.  <b><u>Not economically feasible to rebuild.</u></b>	Structure leveled above the foundation, or the second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor.  More than 2 feet in <b>mobile home.</b>
<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable.  <b><u>Will take more than 30 days to repair.</u></b>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement.  6 inches to 2 feet in <b>mobile home</b> with <b>plywood</b> floors. 1 inch in <b>mobile home</b> with <b>particle board</b> floors.
<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable.  <b><u>Will take less than 30 days to repair.</u></b>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. <b>Mobile home,</b> "Belly Board" to 6 inches.
<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>
Structure has received minimal damage and is <b><u>habitable without repairs.</u></b>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc.	Less than 2 inches in first floor Minor basement flooding.

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		Some minor basement flooding.	<b>Mobile home</b> , no water in "Belly Board".
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## IDA Tips: Estimating Water Depths

**Brick - 2 1/2 inches per course  
inches per course**

**Stair risers - 7 inches**

**Lap or aluminum siding - 4 inches or 8**

**Concrete or cinder block - 8 inches per course  
Standard doors - 6 feet 8 inches**

**Door knobs - 36 inches above floor**

*Additional information: [www.VAEmergency.com](http://www.VAEmergency.com)  
2005*

*Revised 03/13/07 VDEM*

*Adapted from FEMA 9327.1-PR April*

## Dam Safety Support Annex

### Coordinating Agency

Emergency Management Branch

### Cooperating Agencies

Police Department  
Sheriff's Department  
Department of Public Works

### Supporting State Agencies

Virginia Department of Conservation and Recreation (DCR)

### Purpose

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

### Scope

The Virginia Department of Conservation and Recreation (DCR) provides detailed guidance to dam owners in developing emergency action plans and emergency preparedness plans in the event of dam failure. The City of Petersburg has also developed compatible procedures to warn and evacuate the public in the event of dam failure.

### Concept of Operations

Dam owners are responsible for the proper design, construction, operation, maintenance, exercising, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the City Manager and the Coordinator of Emergency Management and recommend any evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height and impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an Emergency Action Plan (EAP). This plan shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An EAP is one of three items required prior to the issuance of an Operation and Maintenance Certificate by the Virginia DCR. In addition to the Virginia DCR, a copy of the plan must be provided to the city's Director of Emergency Management and to the Virginia Department of Emergency Management.

Standards have been established for "Dam Classifications" and "Emergency Stages." See Tab 1. The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be

# City of Petersburg Emergency Operations Plan

on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the County Administrator and/or the Coordinator of Emergency Management and/or the Chairman/Director of Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency.

The Director of Emergency Management or the on-scene incident commander is responsible for making the decision to order an evacuation in the event of an imminent or impending dam failure. The Police Department will disseminate the warning to evacuate.

## Authorities

In addition to those listed in the Basic Plan:

- A. The Virginia Dam Safety Act, Article 2, Chapter 6, Title 10.1 (10.1-604 et seq) of the Code of Virginia
- B. Virginia Soil and Water Conservation Board, Chapter 20 – Impounding Structure Regulations. 4VAC50-20-10 through 4VAC50-20-400 of the Virginia Administrative Code

## Responsibilities

### *Dam Owners*

- Develop an emergency action plan (or emergency preparedness plan) for warning and evacuating the Public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia DCR;
- Provide plan copies to the locality, Virginia Departments of Conservation and Recreation (DCR), and Emergency Management (VDEM);
- Operate and maintain the dam to ensure the continued integrity of the structure;
- Conduct exercises to ensure responsible parties understand their role and appropriate response capabilities exist; and
- If an owner or the owner's engineer has determined that circumstances are impacting the integrity of the impounding structure that could result in the imminent failure of the impounding structure, temporary repairs may be initiated prior to approval from the board. The owner shall notify the Virginia DCR within 24 hours of identifying the circumstances impacting the integrity of the impounding structure.

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## Law Enforcement Branch

- Develop compatible procedures to warn and evacuate the public in the event of dam failure;
- Notify the public of possible dam failure;
- Order immediate evacuation of residents in expected inundation areas;
- Sound warning through the use of sirens, horns, and vehicles with loudspeakers, Emergency Alert Systems, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in the area for later rescue;
- Provide assistance to disaster victims;
- Clean up debris and restore essential services;
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters; and
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

# City of Petersburg Emergency Operations Plan

## Tab 1

### DAM CLASSIFICATIONS AND EMERGENCY STAGES

#### **Dam Classifications**

Dams are classified, as the degree of hazard potential they impose should the structure fail completely. This hazard classification has no correlation to the structural integrity or probability of failure.

Dams that exceed 25 feet in height **and** impound more than 50-acre feet in volume, or 100-acre feet if for agricultural purposes, are required to obtain an Operation and Maintenance Certificate which includes the development of an emergency action plan administered by the Department of Conservation and Recreation.

**High** - dams that upon failure would cause probable loss of life or serious economic damage

**Significant** - dams that upon failure might cause loss of life or appreciable economic damage

**Low** - dams that upon failure would lead to no expected loss of life or significant economic damage. Special criteria: This classification includes dams that upon failure would cause damage only to the property of the dam owner.

#### **Emergency Stages**

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

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

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

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

*Reference: "Dam Safety, Floodplain Management." Virginia Department of Conservation and Recreation. October 29, 2008. (Currently under revision).*

[www.dcr.virginia.gov/dam\\_safety\\_and\\_floodplains/](http://www.dcr.virginia.gov/dam_safety_and_floodplains/)

# City of Petersburg Emergency Operations Plan

## Tab

### *PETERSBURG DIRECTORY OF DAMS REGULATED BY VIRGINIA DCR AND RECREATION AND REQUIRING EMERGENCY ACTION PLANS*

<b><u>DAM NAME</u></b>	<b><u>HEIGHT</u></b>	<b><u>TOTAL (Ac-Ft)</u></b>	<b><u>CLASS</u></b>
Wilcox Lake Dam	20 ft.	115	High
George F. Brasfield* (Lake Chesdin)	73 ft.	35354	High

\*The dam is not located within the City of Petersburg but may affect the city if overtopped or breached

**Tab**

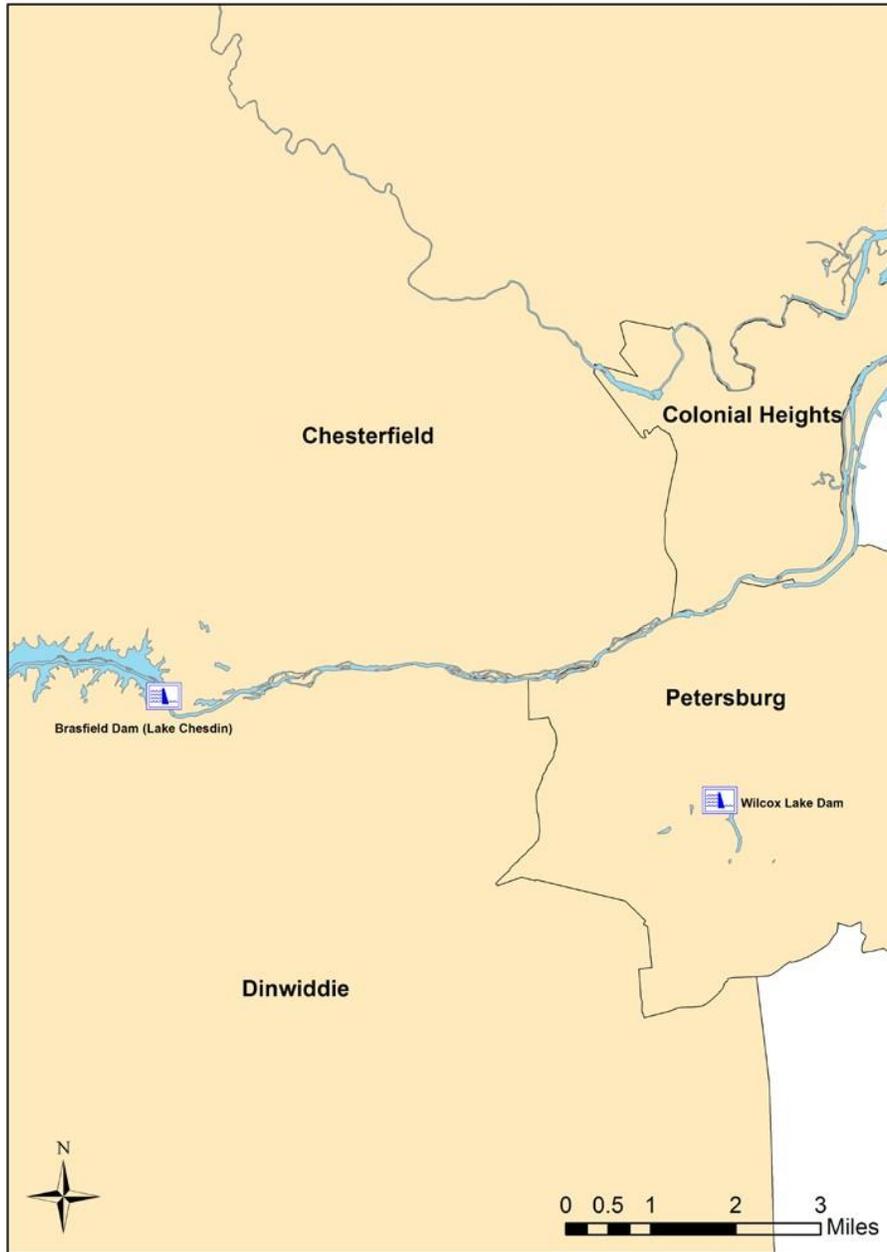
**Petersburg Registered Dam Contact Information**

<b>Name of Impounding Structure: Wilcox Lake Dam</b>	
<b>Inventory Number: VA05305</b>	<b>City/County: Petersburg</b>
<b>Other Name (if given):</b>	
<b>Stream Name: Lieutenant Run</b>	
<b>Latitude: 37.2016</b>	<b>Longitude: -77.4066</b>
<b>Name of Impounding Structure Operator: City of Petersburg Public Works</b>	
<b>Address: 103 West Tabb Street, Petersburg VA 23803</b>	
<b>Telephone: (804) 733-2353</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

<b>Name of Impounding Structure: George F. Brasfield Dam</b>	
<b>Inventory Number: VA04101</b>	<b>City/County: Chesterfield</b>
<b>Other Name (if given): Lake Chesdin</b>	
<b>Stream Name: Appomattox River</b>	
<b>Latitude: 37.2216017</b>	<b>Longitude: -77.5233469</b>
<b>Name of Impounding Structure Operator: Appomattox River Associates, LP</b>	
<b>Address: 21511 Chesdin Road Petersburg, VA 23803-3159</b>	
<b>Telephone: (804) 590-9119</b>	<b>Alternate Number(s):</b>
<b>Other means of communication:</b>	

Tab 4

### Dams Affecting the City of Petersburg



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## Appendix A

### Acronyms

ARES: Amateur Radio Emergency Service

ALS: Advanced Life Support

CAP: Civil Air Patrol

DOC: Department Operations Center

DRC: Disaster Response Center

EAS: Emergency Alert System

EMAC: Emergency Management Assistance Compact

EOC: Emergency Operations Center

EOP: Emergency Operations Plan

FAC: Family Assistance Center

FOG: Field Operations Guide

GIS: Geographic Information System

HAZMAT: Hazardous Material

HSPD-5: Homeland Security Presidential Directive-5

IAP: Incident Action Plan

IC: Incident Commander

ICP: Incident Command Post

ICS: Incident Command System

IC: Incident Command

IFLOWS: Integrated Flood Observing and Warning System

IMT: Incident Management Team

JFO: Joint Field Office

JIS: Joint Information System

# City of Petersburg Emergency Operations Plan

JIC: Joint Information Center

LEPC: Local Emergency Planning Committee

LNO: Liaison Officer

MEDEVAC: Medical Evacuation

MSDS: Material Safety Data Sheets

NDMS: National Disaster Medical System

NGO: Nongovernmental Organization

NIMS: National Incident Management System

NRF: National Response Framework

OLREP: Pollution Report

PIO: Public Information Officer

PVO: Private Voluntary Organizations

RACES: Radio Amateur Civil Emergency Services

R&D: Research and Development

RESTAT: Resources Status

ROSS: Resource Ordering and Status System

SARA: Superfund Amendments and Reauthorization Act

SDO: Standards Development Organizations

SITREP: Situation Report

SO: Safety Officer

SOP: Standard Operating Procedures

UC: Unified Command

USAR: Urban Search and Rescue

VDEM: Virginia Department of Emergency Management

VFDA: Virginia Funeral Directors Association, Inc.

## Appendix B

### Definitions

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

Assignments: Tasks given to resources to perform within a given operational period that is based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to unit leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See also Supporting Agency.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Catastrophic Incident - Any natural or manmade incident, including terrorism that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

# City of Petersburg Emergency Operations Plan

**Chain of Command:** A series of command, control, executive, or management positions in hierarchical order of authority.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Chief:** The ICS title for individuals responsible for the management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Citizen Corps** - A community-level program, administered by the Department of Homeland Security, that brings government and private-sector groups together and coordinates the emergency preparedness and response activities of community members. Through its network of community, State, and tribal councils, Citizen Corps increases community preparedness and response capabilities through public education, outreach, training, and volunteer service.

**Command:** The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

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

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Cooperating Agency:** An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

**Coordinate:** To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Dispatch:** The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

**Division:** The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

# City of Petersburg Emergency Operations Plan

**Emergency:** Absent a Presidentially declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

**Emergency Alert System (EAS)** - A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner, according to the State EAS Plan, to inform the public of needed protective actions in the event of an emergency or disaster.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan (EOP):** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

**Emergency Response Provider:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), [Page 19](#) Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

**Emergency Services** - 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 man-made disasters. These functions include firefighting, law enforcement and security, medical and health, search and rescue, public works and engineering, communications, and the care of displaced persons.

**Emergency Support Functions (ESFs):** Used by the Federal Government and many State governments as the primary mechanism at the operational level to organize and provide assistance. ESFs align categories of resources and provide strategic objectives for their use. ESFs utilize standardized resource management concepts such as typing, inventorying, and tracking to facilitate the dispatch, deployment, and recovery of resources before, during, and after an incident.

**Evacuation:** Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

**Event:** A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

**Exercise** - An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and

# City of Petersburg Emergency Operations Plan

demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full-scale.

Federal: Of or pertaining to the Federal Government of the United States of America.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term function is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

Federal Disaster Assistance - Aid to disaster victims or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288).

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence or event, natural or human-caused that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan (IAP): An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for the management of the incident during one or more operational periods.

Incident Command Post (ICP): The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

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Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team (IMT): The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategies and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with *National Incident Management System* principles and is led by the Unified Coordination Group. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction over an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or

# City of Petersburg Emergency Operations Plan

geographical (e.g., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107 296, 116 Stat. 2135 (2002).

Logistics: Providing resources and other services to support incident management.

Logistics Section: The Section responsible for providing facilities, services, and material support for the incident.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobilization: The process and procedures used by all organizations (Federal, State, local, and tribal) for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

## City of Petersburg Emergency Operations Plan

Multi-agency Coordination Entity: A multi-agency coordination entity functions within a broader Multi-agency Coordination System. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multi-agency Coordination Systems: Multi-agency Coordination Systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of Multi-agency Coordination Systems include facilities, equipment, emergency operation centers (EOC's), specific multi-agency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations in fully integrating the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner. National: Of a nationwide character, including the Federal, State, local, and tribal aspects of governance and polity.

National Disaster Medical System: A cooperative, asset-sharing partnership between the U.S. Department of Health and Human Services, the U.S. Department of Veterans Affairs, the U.S. Department of Homeland Security, and the U.S. Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; Multi-agency Coordination Systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework (NRF): Guides how the Nation conducts all-hazards response. The *Framework* documents the key response principles, roles, and structures that organize a national response. It describes how communities, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. It describes special circumstances where the Federal Government exercises a larger role, including incidents where Federal interests are involved and catastrophic incidents where a State would require significant support. It allows first responders, decision-makers, and supporting entities to provide a unified national response.

National Weather Service (NWS) - The federal agency that provides localized weather information to the population, and during a weather-related emergency to state and local emergency management officials.

# City of Petersburg Emergency Operations Plan

**Nongovernmental Organization:** An entity with an association that is based on the interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

**Operational Period:** The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Personnel Accountability:** The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel is working within established incident management guidelines.

**Planning Meeting:** A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the Incident Action Plan (IAP).

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

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

# City of Petersburg Emergency Operations Plan

enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity, apprehending potential perpetrators, and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials are managed through this subsystem. Consistent documentation is critical to success because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responders and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private sector, non-governmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special Federal, State, local, and tribal teams; and resource mobilization protocols.

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Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Response: Activities that address the short-term, direct effects of an incident. The response includes immediate actions to save lives, protect property, and meet basic human needs. The response also includes the execution of emergency operations plans and mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into the nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Severe Weather Warning - An advisory broadcast message from the NWS that indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions.

Severe Weather Watch - An advisory broadcast message that indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

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

Staging Area: A location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standing Operating Procedures (SOPs) - Preplanned instructions, usually in checklist format, which are used to facilitate the completion of assigned tasks in times of emergency. SOPs supplement EOP's and are usually published separately. They include items such as call-up lists, manning documents, and resource lists.

Staging Area: A location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

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Standing Operating Procedures (SOPs) - Preplanned instructions, usually in checklist format, which are used to facilitate the completion of assigned tasks in times of emergency. SOPs supplement EOP's and are usually published separately. They include items such as call-up lists, manning documents, and resource lists.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State of Emergency - The condition declared by the Governor when, in his judgment, the threat or actual occurrence of a disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement the effort and available resources of any locality or relief organization in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby and is so declared by him when it is evident that state resources are needed to cope with such disasters.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such

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as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional. (See Area Command.)

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross-political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

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

Volunteer: For purposes of the NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has the authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

## EOC Activation Levels

### Levels of EOC Activation

There are four levels of activation for the Emergency Operations Center (EOC)—Ready State, Increased Readiness, Partial Activation, and Full Activation.

**Level 1. Ready State (Green)** - There is no need for the EOC to be activated because all aspects of the incident can be handled by the on-scene Incident Command Post and/or a Department Operations Center.

**Level 2. Increased Readiness (Yellow)** - For incidents that require monitoring, situations of long-term duration (i.e. COVID-19), or where the situation can be handled virtually. There is no need for the EOC to be staffed because all aspects of the incident can be handled by normal daily operations.

**Level 3. Partial Activation (Orange)** - For small incidents that impact large areas or complex incidents within a small area that impact a large number of agencies and the public (e.g., hazardous materials incident, Winter Storms, etc.), the Incident Commander may elect to call in a limited number of EOC staff. The specific functions/positions activated are based on incident demands with primary consideration being given to:

- Incident Commander
- Public Information Officer (PIO)
- Operations Chief
- Logistics Chief
- Law Enforcement
- Emergency Communications
- Emergency Manager
- Safety
- Planning Chief
- Information Technologies (IT)

**Level 4. Full Activation (Red)** - For larger scale, major, or catastrophic incidents, the entire EOC team is called in for a full activation of the EOC. After activation of the EOC and initial briefing of the staff, the Incident Commander may reduce the level of staffing needed to support response activities.

- Incident Commander
- Public Information Officer (PIO)
- Operations Chief
- Logistics Chief
- Emergency Manager
- Safety
- Planning Chief
- Law Enforcement
- Sheriff's Office
- Emergency Communications
- Public Works
- Information Technologies (IT)
- Finance/Purchasing
- Social Services
- Health & Medical
- Legal
- Public Schools

**Table 1**

General relationships between the levels of disasters or emergencies, levels of response, and levels of EOC activation.

**Level of Disaster or Emergency**

<b>Disaster or Emergency</b>	<b>Level of Response</b>	<b>Level of Activation</b>	<b>Defined</b>
Routine Emergencies	Normal Operations	Level 1	Ready-state, incidents are handled with normal resources and staff.
Minor Emergency or Impact	Additional resources, mutual aid, or other agencies may be utilized to mitigate the situation.	Level 2	Increased readiness, additional resources are required, and most operations are handled internally or virtually. The response is handled by Departmental Staff with support from General Staff.
Moderate Emergency or Impact	Additional resources or other agencies from local and state may be utilized to mitigate the situation.	Level 3	During partial activations, Command staff positions are activated, EFS positions are partially filled based on incident needs, and the incident may have extended operational periods.
Major or Catastrophic Emergency	Additional resources including those from local, state, and federal agencies may be utilized to mitigate the situation.	Level 4	During full activations, response operations exceed local resources, all Command and General Staff positions are filled, branches are established, and most of the ESFs are present in the EOC.

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