

City of Williamsburg Emergency Operations Plan 2020



City of Williamsburg
Office of Emergency Management

Table of Contents

PROMULGATION	ii
APPROVAL AND IMPLEMENTATION	iii
FORWARD	v
RECORD OF CHANGES	vi
RECORD OF DISTRIBUTION	vii
BASIC PLAN	1
INTRODUCTION	1
PURPOSE	3
SITUATION AND ASSUMPTIONS	3
ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES	5
DIRECTION, CONTROL AND COORDINATION	9
INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION	11
COMMUNICATIONS	12
ADMINISTRATION, FINANCE AND LOGISTICS	12
CONCEPT OF OPERATIONS	13
EMERGENCY OPERATIONS PLAN MAINTENANCE	15
AUTHORITIES AND REFERENCES	16
EXERCISES AND TRAINING	17
Attachment 1 EOC Structure and Layout	1
Attachment 2 – Matrix of Responsibilities & ESF Table	1
Attachment 3 – Succession of Command	1
Attachment 4 – Sample Resolution for the Declaration of a Local Emergency	1
Attachment 5 – Definitions and Acronyms	1

PROMULGATION

(A COPY OF THE SIGNED RESOLUTION WILL BE INSERTED HERE)

APPROVAL AND IMPLEMENTATION

The City of Williamsburg Emergency Operations Plan (EOP) 2020, referred to as the EOP 2020 has been updated as required by the Code of the Commonwealth of Virginia, §44-146.19. The Code requires the jurisdiction complete a comprehensive review and revision of its EOP every four years, and the revised plan shall be formally adopted by the locality's governing body. The City of Williamsburg EOP 2020 has been submitted to the City Council for its adoption in accordance with the VA Code. By Resolution included in the Promulgation of this EOP, the City Council has officially adopted this EOP.

The City of Williamsburg City Council designated the National Incident Management System (**NIMS**) as the basis for all incident management in the City of Williamsburg. By Board Resolution 05-17, dated August 11, 2005 a copy of the resolution is included in the Reference Material Section. The Coordinator of Emergency Management will forward any relevant updates to NIMS to all departments critical to implementation of the EOP.

The City Manager is designated as the Director of Emergency Management and has the authorities and responsibilities as outlined in the code and any related City Ordinances.

The Fire Chief is designated as the Coordinator of Emergency Management and has the authorities and responsibilities as outlined in the code, any related City Ordinances, this EOP and as directed or delegated by the City Manager. Nothing in this authority is intended to limit the authorities or responsibilities of the Fire Chief in the responsibilities of his/her position as Fire Chief.

The Coordinator of Emergency Management may designate Deputy Coordinators as necessary to assist in carrying out a comprehensive Emergency Management Program.

The City Manager, Fire Chief and the Chief of Police are authorized to activate this EOP 2020, and the Emergency Operations Center (EOC) as needed. When activation is contemplated or occurs, the Director of Emergency Management (if not the initiator of the activation) will be immediately advised of the circumstances leading to the activation.

The Coordinator of Emergency Management is responsible for keeping this EOP current and is authorized to complete an annual review and update to this EOP as needed. Changes and updates to this EOP and associated annexes shall be published in either electronic or hard copy as appropriate to ensure all copies are up to date and distributed to critical city partners.

All City of Williamsburg departments, agencies, and staff are directed to implement this EOP 2020 as the City's response to all emergencies which impact the city. Each department and agency is hereby authorized to implement all tasks assigned, and necessary to fulfill the intent of this plan, and to provide annually an updated listing of successors and delegations for key personnel within their department or agency to the Coordinator of Emergency Management.

This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:

- Any disaster, event, or significant incident threatens or occurs in the city that in the judgement of the Director of Emergency Management, or his designee, requires the coordination of multiple agencies and resources.
- A local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Management and Disaster Law of 2000, as amended.
- A state of emergency is declared by the Governor that includes or impacts the City of Williamsburg.

This Emergency Operations Plan 2020 has been revised and updated with changes since the last full revision in 2016. The City of Williamsburg Emergency Operations Plan of 2016 is hereby rescinded and replaced with the EOP 2020.

Andrew O. Trivette
City Manager

Date: March 12, 2020

FORWARD

The Emergency Operations Plan (EOP) has been reviewed and updated as required by Virginia Code. The federal template and the VDEM template for developing EOPs were used and adapted to meet the city's needs, correspond with the city's organization and agency roles and responsibilities.

The City of Williamsburg participates in State reporting to support the annual update to the National Preparedness Report. This annual report captures the state of readiness within the five preparedness mission areas (Prevention, Protection, Mitigation, Response and Recovery) and the associated 31 core capabilities. This report reflects upon the achievements as well as gaps in meeting the National Preparedness Goal and is required as specified in PPD-8. This annual report provides valuable insight into the ability of the country to prepare for and respond to events and also provides local jurisdictions an opportunity to reassess their state of readiness to address the mission areas and core capabilities. This local assessment should tie in with training, exercises and updates to local codes and ordinances to advance the ability of the City of Williamsburg to adequately prepare for and respond to significant events within the jurisdiction and region.

While the federal and state EOPs follow the design of Emergency Support Functions (ESF), the city's capability for staffing or operating during an emergency precludes strict adherence to the ESF model. Linkages to respective ESFs have been identified in this plan for expediting appropriate communications with the state EOC.

Organizationally the city's EOC operates more liken to a hybrid system based upon the Incident Command System (ICS) structure. The Director of Emergency Management serves as Incident Commander, and various department or agency heads collaborate as leads of the associated branches and functional groups. The VEOC ESF structure and associated responsibilities will be shared with all members of the Williamsburg EOC for appropriate cross-referencing and communications. This cross-referencing will also support inter agency/inter-jurisdictional collaboration with organizations that use the ESF system.

The Williamsburg Basic EOP provides the "all hazard" overall concepts for organization, roles and responsibilities for all departments, agencies and community partners for response to a critical incident or event in the city. Attachments to the Basic Plan provide additional information or resources that may apply to all hazards or events. Attachments and Annexes include those organizational/functional operational guidelines that must be updated and maintained on a frequent basis.

The city maintains awareness with local, regional and state THIRA assessments (Threat Hazard Identification and Risk Assessment) to maintain an awareness of known and emerging threats that might warrant additions or revisions to this EOP. The Williamsburg EOC currently utilizes multiple software applications to support interagency communications and situational awareness. The city regularly updates and trains on these application to support an effective state of readiness.

RECORD OF DISTRIBUTION

Hard copy or Electronic	Name of position or agency responsible for the copy
H and E	City Manager/Director of Emergency Management
H and E	City Public Information Officer
E	City Attorney
E	City Assessor
E	City Treasurer
H and E	Fire Chief/Coordinator of Emergency Management
E	Deputy Coordinator of Emergency Management
E	Director Human Services
E	Director Information Technology
E	Director Planning Department
E	Director Parks and Recreation
E	Director Public Works
E	Peninsula Health District
H and E	Police Chief
E	Superintendent of Schools
E	Director of Williamsburg Redevelopment and Housing Authority
E	Colonial Williamsburg Foundation
E	Colonial Behavioral Health
E	William & Mary – Emergency Management
E	York, Poquoson, Williamsburg, 911 Centers
E	Peninsula Health District
E	Emergency Managers: James City County, York County
E	Virginia Department of Emergency Management

BASIC PLAN

INTRODUCTION

The City of Williamsburg is an independent city located in the Commonwealth of Virginia, within the Hampton Roads Region. The jurisdictions in the Hampton Roads Region continue to work collaboratively on issues that are of concern to multiple jurisdictions or sub-regions. Emergency Management is one such issue. The City of Williamsburg has worked, and continues to work with regional, state, federal and community partners to develop local, sub regional and regional plans.

City Administration and City Council recognize and has adopted the “All Hazard Approach” to planning for, responding to, mitigating and recovering from emergencies, critical events and disasters. This approach supports a consistent set of goals, priorities and objectives across all incidents. This approach lays the strategic groundwork supporting specific operational actions based on the specific threat or emergency at hand. It accomplishes this by integrating all aspects from pre-incident awareness, prevention, and preparedness to incident response, mitigation and post-incident recovery.

The Emergency Operations Plan (EOP) 2020 has been developed to enhance the ability of the City of Williamsburg to prepare for and manage all emergencies and critical events we anticipate or are aware of occurring. The all hazard approach allows us to also adapt our basic plan to managing any emergencies that occur which have not been specifically planned for by following the organizational structure and concept of operations laid out in this plan.

Functional Annexes are provided to give additional guidance on particular functions. Hazard specific annexes provide the information and guidance to deal with the most likely hazards that may have a city wide impact.

The principles developed within this EOP are also applicable to planned events of significance that may impact a large segment of the population, critical infrastructure, critical partners (such as Colonial Williamsburg and the College of William and Mary) and assist in the development of comprehensive Incident Action Plans (IAPs) to support protection of residents, visitors and guests and infrastructure.

The EOP is designed to direct the employees, volunteers, citizens, and visitors of the City of Williamsburg through any type situation, which may arise. It recognizes some events occur with no advanced warning at all, while others provide a great deal of early warning. It takes into account the available resources locally and those available through a variety of alternative sources such as local, interagency, and regional mutual aid agreements, statewide mutual aid, the Emergency Management Assistance Compact among states, and federal assistance when available. The level of emergency as well as the level of Emergency Declaration will dictate the level of assistance available to the city.

At the recommendation of the City Manager, the City Council, by Resolution 05-17, dated August 11, 2005 adopted the National Incident Management System (NIMS) as the basis for all incident management in the city. Under NIMS, in order to integrate individuals, teams, organizations, etc. into a flexible management structure that can provide organization and accountability, the City of Williamsburg will operate under the standard Incident Command System (ICS) structure. This approach to management of a single significant incident or numerous events concurrently demands each member of the city staff, agencies, and partner organizations have a thorough knowledge of their roles, responsibilities, capabilities, and limitations. In addition, all city employees and vetted volunteers should be trained in the basics of ICS to become familiar with the terminology and organizational concepts.

This EOP sets forth the structure, roles, responsibilities, and main principles for the management of emergencies occurring within or involving The City of Williamsburg. Nothing in this plan is intended to limit the scope, authority, or responsibility of the City or its agents.

The Virginia Emergency Management and Disaster Law of 2000, as amended.

VA Code § 44-146.19; Powers and duties of political subdivisions) requires that each local jurisdiction prepare and keep current a local emergency operations plan for its area. In accordance with Section E, the plan will be updated every four years and formally adopted by the governing body. This 2020 plan for the City of Williamsburg is designed to meet this responsibility and to include the City in the mutually supportive statewide emergency management system.

The City of Williamsburg Emergency Management Program actually incorporates four plans. The development and maintenance of these plans is the basis of the local emergency management program.

The **Basic Plan** describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations that are either part of, or will serve in support of, local government in time of emergency. It becomes the organizational and legal basis for emergency operations. Hazard-specific and functional annexes to the Basic Plan provide additional guidance and set forth detailed procedures as needed to assure an appropriate level of emergency preparedness based on identified hazards or situations. The City's Emergency Operation Center (EOC) incorporates and effectively interfaces ICS and Virginia's Emergency Support Functions to manage incidents from a central location.

Local Emergency Planning Committee (LEPC) Plan. The federal Superfund and Reauthorization Act (SARA Title III) requires the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local Emergency Management. The City of Williamsburg does not have any fixed facilities within its city limits that require reporting under the EPA guidelines. The LEPC Plan is developed to assist in mutual aid response or responding to incidents from facilities that may impact the city. A separately published LEPC (SARA Title III) Plan has been

developed which supplements the EOP by providing additional procedures for a hazardous materials incident response.

The Radiological Emergency Response Plan (RERP) provides guidance for effective emergency response operations in the event of a radiological emergency precipitated by events at fixed nuclear facilities or by transportation accidents. The RERP is maintained and published as a separate plan which is updated bi-annually in the cycle of Dominion Energy's Surry nuclear power plant drills and exercise.

The Hazard Mitigation Plan is required under the Disaster Mitigation Act of 2000 (DMA2k), Public Law 106-390. This plan identifies the hazards within the community, and prioritizes mitigation efforts to reduce or eliminate the consequences of the hazards should they occur. The development and maintenance of a Hazard Mitigation Plan is a requirement for federal grant eligibility for mitigation projects. The City of Williamsburg partnered with other peninsula jurisdictions in the development and update to the Peninsula Hazardous Mitigation Plan 2011. This plan as it pertains to the City of Williamsburg has been approved and adopted as the City's Hazard Mitigation Plan. Council approved this plan by Resolution dated October 13, 2011.

The Criminal Injuries Compensation Fund has been established to support the financial burden of victims of violent crimes. It is expected that the local EOC/staff will facilitate the connection between the CICF and victim's families through the establishment of a family assistance center or similar support facility. Families should be connected to the agency via www.cicf.state.va.us or by phone at 800-552-4007. The City of Williamsburg EOC should maintain up to date connection information for this agency via the city PIO.

PURPOSE

The purpose of this Emergency Operations Plan referred to as the "City of Williamsburg EOP 2020", is to establish the legal and organizational basis for operations in the City of Williamsburg in response to any type of disaster or large-scale emergency/event situation. It assigns broad responsibilities to local government agencies and support organizations for disaster preparedness, response, mitigation and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting annexes and/or hazard specific annexes set forth the concepts and procedures whereby the city can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following an emergency or disaster situation.

SITUATION AND ASSUMPTIONS

The City of Williamsburg, incorporated in 1722, is geographically located at 37.27N, 76.71W. Williamsburg is a small community encompassing 8.6 square miles at the northern end of what is termed the "Peninsula." In 2018, the population was estimated to be 14,896 persons. Williamsburg is bordered by the counties of James City and York.

Williamsburg is considered a totally “urban” community, although small at 1,780 people per square mile, and over 52% live and work within the community.

Other significant demographics include (Which should be amended at the conclusion of the 2020 federal census):

- Population: 75% white, 14% African American, 11% Other
- Median age of the population is 24.5 years.
- Age: 16% of non-student population is 65 or older
- Students in college/graduate school account for 73% of the population
- Approximately 57% of the population 25 or older hold at least a bachelor’s degree (Compared with a regional average of 28%. This is a 24% increase from the 2010 census).
- An average of 2.26 persons reside in each household.
- The median income is \$56,200.
- 93% of all households have at least one computer
- 6.7% have a listed disability.
- 49% of all housing is owned by the residents.

Williamsburg is home to two major entities that define and impact this jurisdiction on a daily basis.

William&Mary is a public university that has resided in Williamsburg since 1693, the second oldest university in the United States. The campus sits in the central area of the city, directly adjacent to Colonial Williamsburg. When in session, the campus adds an additional 7,000 persons to the community.

Colonial Williamsburg is a singularly unique historical attraction, not only tied to **William&Mary** in history, but as a focal point of colonial and early American history. It is the world’s largest living museum, encompassing over 103 acres. Thousands of visitors walk the colonial streets each day, as the site is “open” as part of the city. Crowds of over 32,000 people are expected for special events such as the “Grand Illumination” at the holiday season, creating a unique burden on public safety agencies in the community. Colonial Williamsburg has also hosted high-profile events that included international political figures and federal government officials. These types of events require unique planning from federal, state and local officials to ensure the safety of participants and visitors.

Emergencies of various types, size, 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.

Based on a hazards analysis of the area, the primary hazards in the City of Williamsburg are:

Tropical, Subtropical or Extratropical Storm Systems

Winter storms

Large influx of visitors to special attractions and events

Hazardous material incidents-rail and roadway

Nuclear power plant accidents

Security associated with “VIP” visits

Target of Interest, based upon historical value, for civil disturbance/domestic/international terrorism

The city will coordinate with major institutions such as Colonial Williamsburg and William & Mary, manufacturing plants and other critical partners and facilities to ensure compatibility of plans and procedures.

Local emergencies/significant events will be managed at and through the City of Williamsburg Emergency Operations Center (EOC) at the Fire Administration Building located at 444 N. Boundary Street, Williamsburg, VA. 23185.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Director of Emergency Management is the City Manager. He will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.

The City Manager shall have the authority to assign designees to meet the emergency management needs of the City and to serve as the Acting Director of Emergency Management during his or her absence. In the event the City Manager position is vacant and/or he or she is unable to perform their emergency management role responsibilities, City Council shall name an Acting City Manager until the City Manager is able to perform the role responsibilities of Director of Emergency Management or until the City Manager position is permanently filled. During this time period, the Coordinator of Emergency Management will serve in the role of Director of Emergency Management until the Acting City Manager is named.

The Coordinator of Emergency Management is the Fire Chief. He is responsible for the day-to-day activities of the emergency preparedness program.

The heads of departments and operating agencies will develop and maintain detailed plans and standard operating procedures necessary for their departments or agencies 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. Any additional requirements outside of City of Williamsburg established contracts must be processed through the EOC via VDEM and the VEOC, unless fully documented by established agreements. This process is essential to ensure City of Williamsburg officials are fully aware of legal and financial responsibilities encumbered of all extended requests for assistance.

Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement from any and all sources, including but not limited to, federal disaster assistance.

Department and agency heads will establish lists of succession of key emergency personnel. Annually, departments and agencies will submit a list of successors and key personnel to the Coordinator of Emergency Management, along with contact information for each listed individual. This information will be maintained as part of the City's notification and activation procedures.

The City currently utilizes WebEOC software to manage all incidents when the EOC is activated. This software allows for the integration of the city's response with neighboring jurisdictions, mutual aid partners, the region and the state. Because it is an internet based solution, individuals from various city departments can input and view information remotely.

The city maintains the following emergency services organizations to deal with normal day-to-day emergencies:

- Police Department
- Fire and Emergency Medical Services
- Office of Emergency Management

In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies, which have been assigned emergency roles in addition to their primary day-to-day functions:

- City Manager's Office
- City Attorney
- Office of the Assessor
- Finance Department
- Human Services Department
- Information Technology Department
- Parks and Recreation Department
- Planning Department
- Public Works
- Redevelopment and Housing Authority
- Williamsburg/ James City County School System
- Health Department-Peninsula Health District
- American Red Cross and Non-Government Organizations (NGO)
- Any other City of Williamsburg departments

Following is a list of duties and assigned responsibilities for emergency operations in the City of Williamsburg. All departments and agencies will ensure their staff are trained and prepared to fulfill the roles and responsibilities outlined in this plan. Department Heads will provide the Emergency Management Coordinator annually an updated listing of successors and delegations for key personnel within their department, agency, or office. Additionally they will

provide contact information for designated personnel and successors to the Emergency Management Coordinator, before 1 June of each year.

1. Director of Emergency Management, and Coordinator of Emergency Management

- Continuity of government
- Direction and control of emergency operations
- Keep City Council apprised of situation
- Administrative and logistical support to all response organizations
- Submission of state-required reports and records
- Coordinate with E911 Center for notifications and warnings
- Public Information
- Damage assessment
- Coordination of disaster assistance and recovery

2. Police Department

- Law enforcement
- Backup route alerting (Radiological Emergency Response Plan)
- Security of vital facilities, infrastructure and supplies
- On-scene Incident Command
- Traffic control/management
- Assist with search and rescue (including “Amber Alerts”)
- Evacuation and access control of threatened areas within the jurisdiction
- Assist with hazardous waste management, enforcement and decontamination
- Special Event coordination and support

3. City of Williamsburg Fire and Emergency Medical Services

- Fire prevention and suppression
- Hazardous materials incident response
- Search and Rescue
- On-scene Incident Command
- Emergency Management
- Radiological monitoring and decontamination
- Assist with evacuation
- Assist with hazardous waste management, enforcement, and decontamination
- Assist with local shelter efforts-Manage the medical dependent section/trailer
- CERT management

4. City Attorney’s Office

- Advise the EOC and City Council on legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster assistance.
- Draft local declaration of emergency for Council or Director of Emergency Management as necessary. (Examples are contained in attachments to this plan).

5. Office of the Assessor

- Assist the Planning Department in damage assessment and property valuation

6. Finance Department

- Provide purchasing and contracting support to the EOC
- Assist with damage assessment for buildings, businesses and tax values
- Coordinate all eligible reimbursements including but not limited to FEMA

7. Department of Human Services

Work with American Red Cross and other response agencies, VOADs, or groups to provide reception and care of residents, visitors and evacuees, to include

- Registration and record keeping
- Mass care and feeding (sheltering) in conjunction with the Department of Parks and Recreation
- Crisis counseling services as needed
- Relocation assistance as shelters close
- Provide emergency welfare assistance for displaced persons
- Coordinate the services of Non-Government Organizations (NGO) and volunteer relief organizations
- Provide special assistance for the elderly and handicapped as required
- Provide for limited pet sheltering for displaced persons

8. Information Technology Department

- Provide communications and network support to the EOC and departments
- Assist Planning Department with GIS capability
- Manage and maintain City website with critical pre/during and post event information for citizens and visitors (responsibility of communications specialist)

9. Parks and Recreation

- Mass care and feeding-coordinate and manage the shelter facility in conjunction with the Department of Human Services.
- Provide appropriate diversion activities for children and adults in shelter
- Coordinate damage assessment for city parks and recreation facilities
- Coordinate with Heritage Humane Society and James City County to manage the pet sheltering area within Quarterpath Recreation Center.

10. Planning Department

- Lead Agency for damage assessment
- Coordinate with other departments to conduct damage assessment
- Assist Information Technology Department with GIS capability

11. Public Works and Building Inspector

- Coordinate the maintenance and continued operation of utilities
- Assist in identifying essential facilities
- Assure the continued supply of potable water
- Assist with traffic control by providing barricades and signs
- Debris removal
- Coordinate with Planning Department, Assessor's Office, Parks and Recreation and other departments to conduct damage assessment

12. Other City Departments

- Provide assistance in form of personnel and resources as requested by the EOC
- Ensure personnel contact lists are up to date to facilitate timely communication with staff as necessary.

13. Williamsburg - James City School System Superintendent of Schools

- Provide facilities for the reception and care of evacuees
- Provide and coordinate evacuation transportation
- Assist with emergency assembly areas
- Economic stabilization
- Provide assistance as formally documented by additional annexes within the EOP

14. Peninsula Health District

- Epidemic control measures
- Supplement medical support to persons in shelters
- Issue health advisories
- Establish emergency medical care centers as needed
- Emergency mortuary and interment coordination
- Insect and rodent control
- Inspection of food, milk, and water supply.
- Assure the continued supply of potable water
- Coordination and control of biologicals and radiologicals
- Identification of the dead, assisted by the local and State Police and VDH/OCME
- Coordination with area hospitals

15. American Red Cross and other non-government organizations and volunteer relief agencies

- Provide assistance to shelter efforts, as requested
- Provide assistance, as requested, through the City EOC or via the VEOC

DIRECTION, CONTROL AND COORDINATION

The Director of Emergency Management, or designee, will activate the Emergency Operations Center when necessary to manage an incident. The Coordinator of

Emergency Management and the Chief of Police are also authorized to activate the EOC and to notify the Director of Emergency Management immediately regarding the circumstances requiring such action. Activation of the EOC also activates the EOP.

The Director of Emergency Management or, in his/her absence, the Coordinator of Emergency Management, with support from designated local officials, will exercise direction and control from the EOC during disaster operations.

The EOC may be partially or fully staffed depending on type and scope of the disaster. A local emergency may be declared by the Director of Emergency Management with the consent of the City Council (see Section 44-146.21, Virginia Emergency Services and Disaster Law 2000, as amended. A copy of the most recent edition shall be maintained as an Appendix to this EOP). If not already accomplished, the declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. A local emergency 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 City Manager or the Coordinator of Emergency Management will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily or periodic situation reports are also required via the current communications portal.

The EOC is the Multi Agency Coordination Center for the city. The role of the EOC is to provide direction and control, policy decisions, logistical and administrative support to incident commanders and response personnel deployed to emergencies. Any requests for assistance into and out of the City of Williamsburg via the Emergency Management Assistance Compact shall be coordinated through VEOC Resource Management. The activation of the EOC is incremental, activating levels and agencies as needed. However, at any time the EOC is activated there will be a designated Incident Commander.

WebEOC software will be used to obtain and maintain situational awareness and to collaborate and communicate across the city departments, neighboring jurisdictions, mutual aid partners, the region and the state. This software provides the opportunity to view and input information remotely.

City staff and other individuals or agencies with roles or responsibilities in the EOC will report to the EOC when notified of activation. Upon arrival they will operate under the guidelines established by the EOC, recognizing the EOC is the coordination point for the city.

When available, WebEOC, other available electronic incident management software, or other software may be used to coordinate with city staff, community partners, other regional jurisdictions and the VEOC. The WebEOC software allows for situational awareness, tasking, reporting and accountability of individuals, departments, agencies through an internet connection.

All city personnel may be tasked with additional or alternative duties as the city prepares for, responds to and recovers from emergencies.

The Coordinator of Emergency Management will maintain a contact list for City of Williamsburg departments, partnering agencies, local and regional resources and other contacts relevant to an all-hazards approach to emergency management. The contact list will be updated as changes in personnel occur, but will be reviewed in its entirety every June 1 prior to hurricane season. This list will be maintained as a confidential document and not released to the general public.

INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

The Director of Emergency Management and the Coordinator of Emergency Management will be notified of emergencies immediately. The Coordinator is responsible for ensuring additional notifications are made to city staff and officials in a timely manner.

The City of Williamsburg has combined E911 services with York County and the City of Poquoson. The York, Poquoson, Williamsburg 911 Center is the public safety answering point (PSAP). It is located at York County's Public Safety complex on Goodwin Neck Road, Yorktown, VA. The E911 center dispatches city emergency services and provides for coordination for mutual assistance calls. The E911 center will likely be the first point of contact for emergencies. The E911 center also maintains critical information to access regional resources such as the Hampton Roads Metropolitan Medical Response System MCI Plan, support trailers and the Metropolitan Medical Response Team; the regional radio cache to support mobile communications; VDEM-sponsored hazardous materials response teams; and the regional Incident Management Team.

Other sources of information for threatening emergencies include the State Fusion Center operated jointly by the Virginia Department of Emergency Management and the Virginia State Police. Information to the localities maybe passed through the Virginia Emergency Operations Center (VEOC) or directly from the Fusion Center to local law enforcement agencies.

The VEOC is the point of dissemination for information concerning a radiological event at the Surry nuclear power station. The City EOC, and other jurisdictions within emergency protective zone (EPZ) of Surry also have a dedicated communication system with the power station to receive and transmit emergency information when an emergency occurs at the Surry station.

Additionally, emergencies may be communicated through city departments, the school system, William & Mary, mutual aid partners, local hospitals, the Health Department or the National Weather Service. The city of Williamsburg maintains the ability to "push" information out to land and mobile phones via the "Everbridge" system.

The City PIO will utilize multiple modes of public communication to disseminate emergency information. The City website maintains an ongoing emergency management page dedicated to providing citizens and visitors appropriate preparedness information for

a variety of emergency events. The PIO will also contact local radio and television stations to provide information concerning emergencies. Current social media platforms will be used to further increase dissemination of emergency information and coordinate with regional and state messaging.

COMMUNICATIONS

In the City, the Public Information Officer is responsible for crafting messages for release to the media and the public. All releases will be approved by the Director of Emergency Management or his designee in the EOC when activated. When the EOC is not activated, the police and fire department PIOs are authorized to release information to the media as they do under normal operating conditions. All other releases, or emergencies that are escalating to the level of an EOC activation will be authorized by the City Manager or his/her designee.

More specific information on Public Information, Warning and External Affairs is included in Annex B.

ADMINISTRATION, FINANCE AND LOGISTICS

Each department and agency is responsible to track personnel hours, supplies and equipment used to respond to, or recover from, an emergency. Tracking should ensure expenses reported can be distinguished between normal business operations and response or recovery operations. Accurate records are the key to maximizing any potential reimbursement from any and all sources. The Director of Finance should ensure that departments engaged in emergency activities have appropriate processes and forms in place to capture event related expenses prior to, during and recovery from events. The “declaration” level of an event can impact the availability of, and restrictions for, reimbursement.

The Director of Finance is responsible for finance and logistic support to the EOC. This may include emergency purchase and receipt of supplies and equipment needed by various departments; feeding and lodging, if necessary, of city staff responding to the emergency; collecting and determining total city expenditures used to respond or recover from the emergency.

The Director of Finance, via the EOC, will be the city’s designated point of contact for all financial reimbursement, regardless of the source. In addition, the Director of Finance will also be the point of contact for state-initiated EMAC (Emergency Management Assistance Compact, VA §44-146.28:1) agreements involving inter-state emergency support of people and/or equipment to ensure appropriate documentation and processing of expenses.

Fire Administration will provide initial administrative support to the EOC. They will be supported by other city administrative staff as directed by the EOC and based upon the nature and duration of the emergency/event.

CONCEPT OF OPERATIONS

The Coordinator of Emergency Management is responsible for the day-to-day activities of the emergency management program. These responsibilities include but are not limited to developing and maintaining an Emergency Operations Plan and its associated plans and annexes, and maintaining an Emergency Operations Center (EOC) in a constant state of readiness.

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 man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance beyond documented/established mutual aid agreements will be made through the EOC to the Virginia Emergency Operations Center (VEOC) through procedures established by the VEOC.

All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement from any and all sources, including but not limited, federal disaster assistance when available.

Pursuant to § 44-146.19 of the VA Department of Emergency and Management Laws, the City of Williamsburg is required to immediately contact the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund in the event of an emergency with victims as defined in §19.2-11.01. The Williamsburg Police Department (WPD) shall be responsible for providing information about these services to surviving victims and/or their families. WPD should direct victims to the local Victim Witness Program who shall provide impacted persons with the contact information for the state programs:

VCICF: <http://www.cicf.state.va.us/> Phone: 1-800-552-4007

At all times, 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.

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

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.

The State Emergency Operations Plan requires the submission of the following reports by local government in time of emergency, as directed by the VEOC:

1. Situation Reports, and other periodic updates
2. Damage Assessment Report(s)
3. After-Action Report(s)

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the City of Williamsburg 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 Director of Emergency Management or, in his/her absence, the Coordinator of Emergency Management when he/she determines that such assistance is necessary and feasible.

Support from military units, such as the VA National Guard must be requested through the State EOC. Military forces when made available will support and assist local forces and may receive mission requests from the local Director of Emergency Management or his designated representative.

The City of Williamsburg's Director of Emergency Management, the Coordinator of Emergency Management, and the Director of the Department of Human Services will assist disaster victims in obtaining post-disaster assistance, coordination with federal agencies such as FEMA and other opportunities for disaster relief, recovery and mitigation.

FORMS:

All City of Williamsburg forms necessary to support emergency incidents will be maintained electronically and updated on a regular basis by the responsible department. Commonly used forms maintained on the local or State WebEOC. Forms will be updated to reflect changes in ordinance, law, and policy or as needed based upon after-action reviews following emergency incidents.

MAPS and GIS Support:

The availability of computer-based maps that are developed to support day to day operations precludes the need to maintain hard copies. Certain hard copy wall maps, including those to support a response for a Surry Nuclear Power Plant event, are maintained at the EOC. Resources, such as Google Earth, are available to support local operations and provide actual photos of local and sub-local features to support EOC decision-making. State-level maps are available via the Internet at the VDEM and other State websites.

OPERATIONAL LEVELS:

1. Normal Operations- Emergency operations plans and procedures will be reviewed, revised and distributed in accordance with the EOP Training and test exercises should be conducted periodically to maintain readiness.
2. Increased Readiness - When a peacetime disaster threatens (also referred to as a “notice” event allowing time for mobilizing and organizing resources), all agencies having responsibilities will take action as called for in their respective functional annex, ESF, and/or departmental operating procedures. (Examples: a threatening weather event or a planned special community event.)
3. Emergency Operations - Full-scale operations and a total commitment of staff and resources are required to mobilize and respond in time of emergency. The local EOC must direct and control all emergency operations. A local emergency should be declared. There are two phases of emergency operations:
 - a. Mobilization Phase - Conditions worsen requiring full-scale incident mitigation and activation of preparedness plans.
 - b. Response Phase - Disaster strikes. An emergency response is required to protect lives and property. This phase may be related to a “notice” or a “no-notice” event. “No-notice” events occur without warning and may be weather or man-made in nature.
4. Recovery - Recovery is both a short-term and a long-term process. Short-term operations restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or to an improved, state of affairs. Examples of long-term recovery efforts are the provision of temporary housing, the restoration of non-vital government services, and the reconstruction of damaged areas.

EMERGENCY OPERATIONS PLAN MAINTENANCE

The Director of Emergency Management, assisted by the Coordinator and Deputy Coordinator of Emergency Management, has overall responsibility for maintaining and updating this plan on an annual basis. The Coordinator will have the EOP readopted every four years or as required by Virginia Code §44.146-19. Guidance and assistance is provided by the Virginia Department of Emergency Management. A plan distribution list must be maintained. Responsible individuals and officials should recommend to the Director of Emergency Management or the Coordinator of Emergency Management appropriate improvements and changes as needed based on experiences in

emergencies, deficiencies identified through drills and exercises, and changes in government structure.

AUTHORITIES AND REFERENCES

A. Authorities;

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

The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.

Emergency Management and Assistance, Code of Federal Regulations, Title 44.

The Homeland Security Act of 2002, Public Law 107-296.

Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.

Executive Order 60, (2007) Promulgation of the Commonwealth of Virginia Emergency Operations Plan.

Executive Order 41, (2011) Continuing Preparedness Initiatives in State Government and Affirmation of the Commonwealth of Virginia Emergency Operations Plan.

B. References:

The EOP has been developed using the following references:

The Federal Response Framework.

National Response Goal and PPD-8

National Preparedness Reports

FEMA Comprehensive Preparedness Guide (CPG) 101, version 2, Nov. 2010, Developing and Maintaining Emergency Operations Plans.

The Commonwealth of Virginia Emergency Operations Plan (COVEOP).

Virginia Department of Emergency Management Template for local emergency operations plans.

Homeland Security Exercise and Evaluation Program, (HSEEP).

EXERCISES AND TRAINING

Trained and knowledgeable personnel are essential for the prompt and proper execution of the City of Williamsburg Emergency Operations Plan, Annexes and sub-plans. All City of Williamsburg departments and agencies will ensure that all 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 components of the City of Williamsburg's Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator/Director is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of the City of Williamsburg. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for the City of Williamsburg. State and federal reports, such as the National Preparedness Report offer insight into state and national achievements as well as identification of gaps in capabilities that can be used to assess local capabilities and areas for future training and exercises. Training will be based on federal and state guidance. Instructors can be selected from City of Williamsburg government officials and staff, federal and state governments, private industry, the military, as well as quasi-public and volunteer groups trained in emergency services and response. In some instances, the source of funding may require that training and exercises will be documented using the Homeland Security Exercise and Evaluation Program, or like evaluation program in the case of radiological response exercises. Training needs will be identified and records maintained for all personnel assigned duties in a disaster.

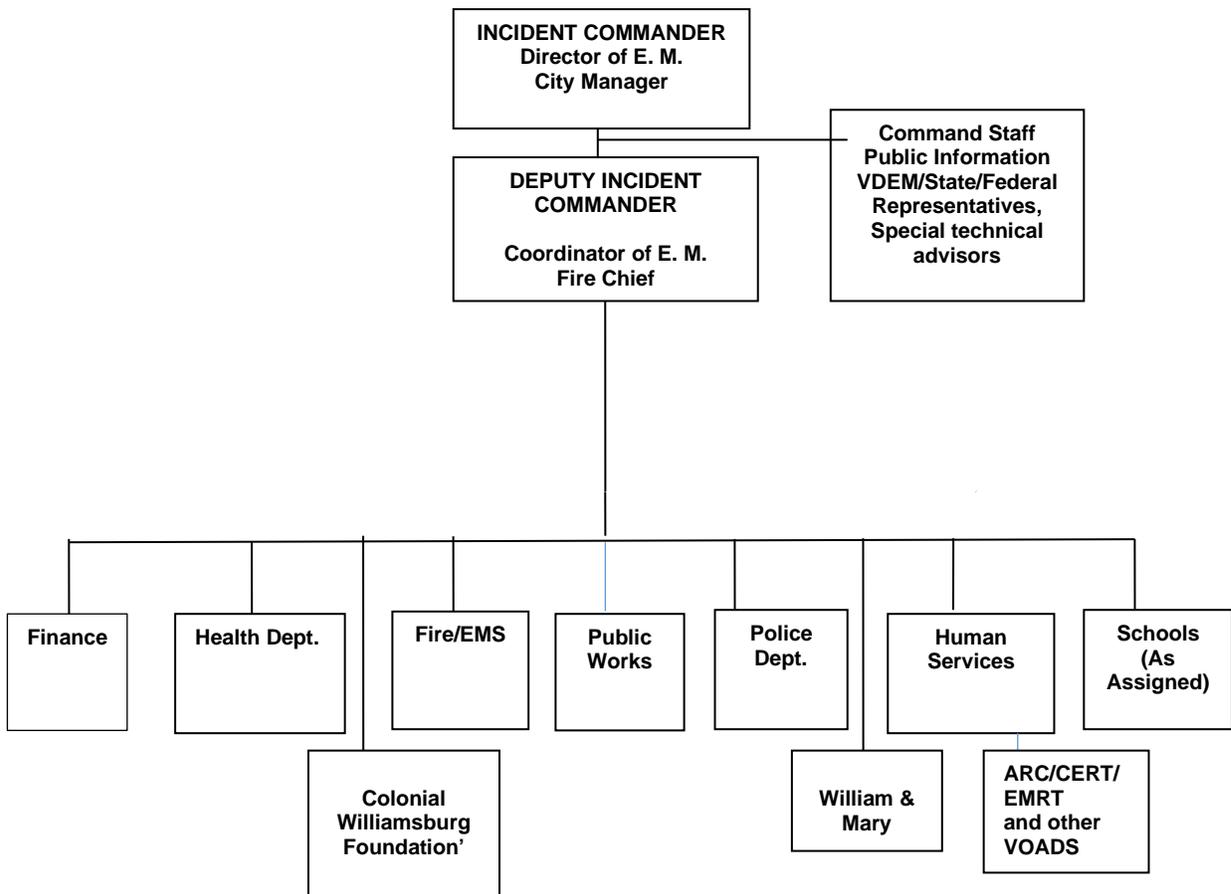
Non-Government Organizations (NGO), volunteer groups and community partners and agencies will be encouraged to participate. Lessons learned and changes to operational processes should be documented and then incorporated into the EOP. The Coordinator of Emergency Management shall be responsible for monitoring current NIMS requirements for local jurisdictions and assist city departments and agencies in compliance with those requirements. Documentation of NIMS related training or other training required for specific job descriptions should be maintained by the appropriate departments.

Attachment 1 EOC Structure and Layout

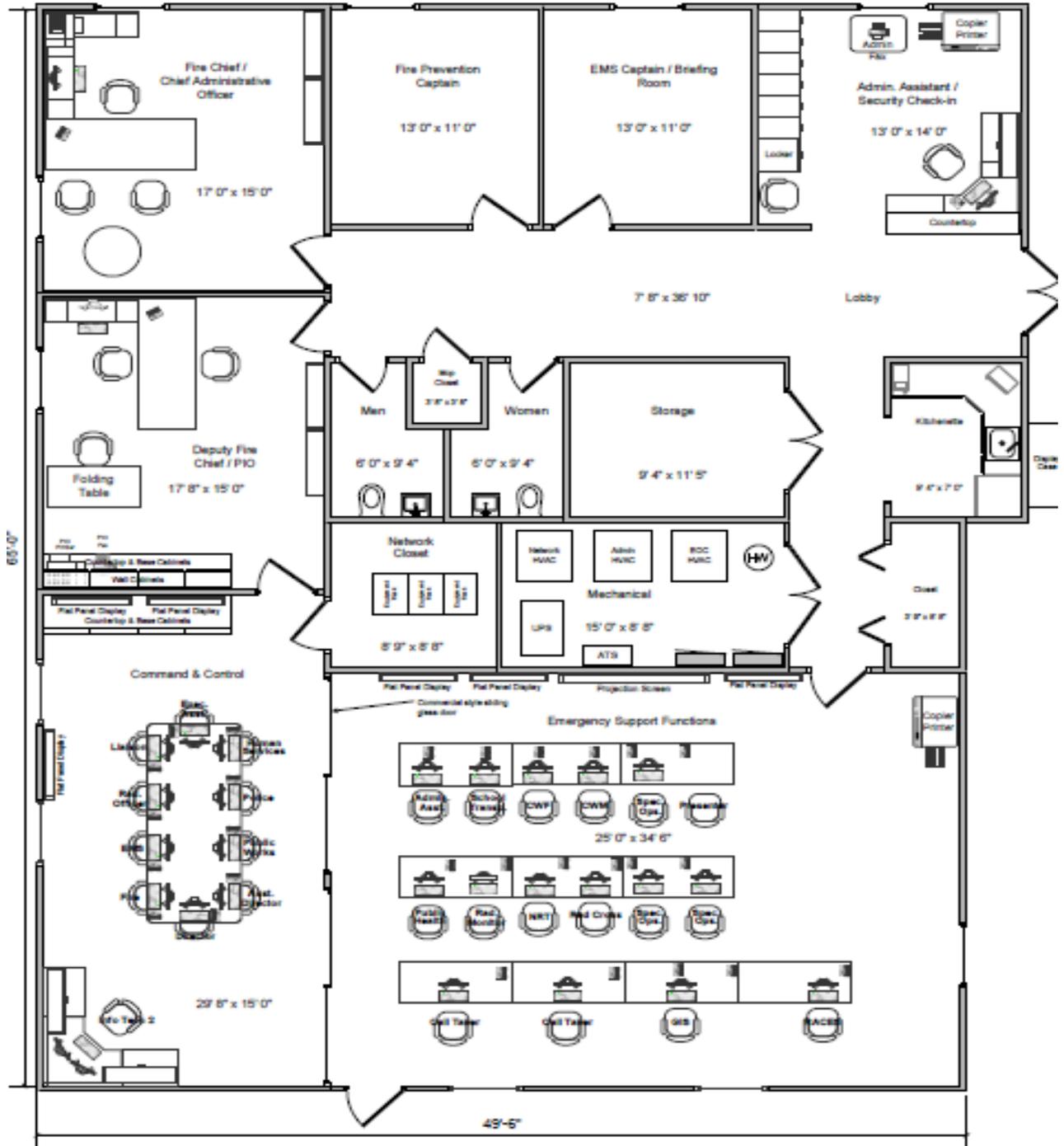
The City of Williamsburg will follow a basic Incident Command System (ICS) structure in the Emergency Operations Center. The Director of Emergency Management is the Incident Commander. The organizational chart below and the EOC layout are provided to assist individuals and organizations operating from the EOC to understand the command structure.

While operating in the EOC, agencies and departments are under the direction and control of the Incident Commander. Cooperation among all agencies and departments is necessary to establish the operational priorities for a given operational period and to resolve potential conflicts with resource allocations or accountability.

CITY OF WILLIAMSBURG EOP EMERGENCY OPERATIONS STRUCTURE



Emergency Operations Center Floor Plan



Attachment 2 – Matrix of Responsibilities & ESF Table

Functional Areas and Emergency Support Function Cross Reference Table

Note: These references may change based on the nature of the event

Williamsburg Emergency Operations Center Staffing			
Position	EOC Role	ICS Role	ESF Leads
City Manager	Director of Emergency Management and Incident Commander	Incident Commander	5, 2
Fire Chief	Emergency Management Coordinator	Operations Section Chief	2, 4, 5, 8, 9, 11, 12, 13, 16, 17
Deputy Fire Chief	Deputy Emergency Management Coordinator	Planning Section Chief	6, 4
Finance Director	Finance and Administration	Finance and Administration Section Chief	7
Finance Department – Purchasing and Procurement	Logistics	Logistics Section Chief	
Information Technology	IT Support		
Health Department Director	Health and Medical Services	Medical Branch	8,
City Attorney	Legal Council		
Public Information Officer	Media Relations	PIO, External Affairs	15, 2
Director Public Works	Transportation, Facilities Management	Deputy Operations Section Chief	1, 3, 4, 7, 10, 14
Chief of Police	Law Enforcement	Law Enforcement Branch	9,13,14, 16
Fire Administration – Admin Assistant		Situation Unit	
Planning Department	Damage Assessment		7
Department of Human Services	Sheltering		6, 17
Parks & Recreation	Sheltering Damage Assessment		6, 17
City Assessor	Damage Assessment		7
City Treasurer	Damage Assessment		

The Following table is extracted from the Commonwealth of Virginia Emergency Operations Plan, (COVEOP) to illustrate the Emergency Support Functions within the State EOC.

Appendix F
STATE EMERGENCY SUPPORT FUNCTION (ESF) MATRIX

ESF	Scope
<p>ESF #1 – Transportation Primary – Transportation</p> <p>Support – Aviation; Chesapeake Bay Bridge-Tunnel District; Civil Air Patrol; Emergency Management; General Services; Military Affairs; Mines, Minerals & Energy; Motor Vehicles; Port Authority; Rail & Public Transportation; Social Services; Virginia National Guard; State Police</p>	<p>State and civil transportation support Transportation Safety</p> <p>Coordination of restoration, recovery and reconstruction of transportation infrastructure Movement restrictions Damage and impact assessment</p>
<p>ESF #2 – Communications Primary – Information Technologies Agency and Department of Emergency Management Support – Aviation; Forestry ; Game and Inland Fisheries; Military Affairs; Transportation; Marine Resource Commission; Northrup Grumman; Health; RACES; Virginia Defense Force ; State Police; Civil Air Patrol;</p>	<p>Coordination with telecommunications industry Restoration/repair of telecommunications infrastructure. Protection, restoration, & maintenance of state cyber & information technology resources</p>
<p>ESF #3 – Public Works and Engineering Primary – Military Affairs Support – Conservation and Recreation; Environmental Quality; Emergency Management; Forestry; General Services; Health; Historic Resources; Housing and Community Development; Mines, Minerals & Energy; Transportation; Professional Engineers ERT</p>	<p>Infrastructure protection and emergency repair Damage and impact assessment Infrastructure restoration and reconstruction Engineering services, construction management Critical infrastructure liaison Recovery infrastructure assistance</p>
<p>ESF #4 – Firefighting Primary – Fire Programs; Forestry Support – Conservation and Recreation; Military Affairs; Fire Chiefs Association; Aviation; Corrections; Emergency Management; Environmental Quality; Game and Inland Fisheries; Information Technologies; Marine Resource Commission; State Police</p>	<p>Firefighting activities on state lands Resource support to rural and urban firefighting Provide training, guidance and assistance to citizens, the private/business sector and local governments in the promulgation and maintenance of appropriate fire protection programs and systems.</p>
<p>ESF #5 – Emergency Management Primary – Emergency Management Support – Environmental Quality; Forestry; Military Affairs; State Police</p>	<p>Coordination of incident management efforts Issuance of mission assignments Coordinate notification/deployment of human capital Financial management</p>
<p>ESF #6 – Mass Care, Housing, and Human Services Primary – Social Services Support -Agriculture; Attorney General; Behavioral Health and Development; Criminal Injuries Compensation Fund; Criminal Justice; Emergency Management; General Services; Higher Education Institutions of Virginia; Health; Housing and Community Development; Military Affairs; Red Cross; Salvation Army; State Police; VITA; VAVOAD; Workers Compensation ; Forensic Science; Rail & Public Transportation</p>	<p>Mass care and sheltering Temporary housing Coordination of repair and restoration of housing Human services Recovery assistance to individuals & households Family Assistance Center</p>
<p>ESF #7 – Resource Support Primary – Emergency Management Support – Agriculture; Aviation; Corrections; Criminal Justice Services; Fire Programs; Forestry; General Services; Health; Housing & Community Development; Military Affairs; Motor Vehicles; State Police; Transportation; VAVOAD</p>	<p>Resource Support (facility space, office equipment and supplies, contracting services, etc.) Statewide Mutual Aid EMAC</p>

ESF #8 – Health and Medical Services

Primary – Health

Support – Agriculture and Consumer Services; Environmental Quality; General Services; Health Professions; Behavioral Health and Development; Military Affairs; Red Cross; State Police; Social Services; Game and Inland Fisheries; Virginia Hospital and Healthcare Association

ESF #9 – Search and Rescue

Primary – Emergency Management

Support – Conservation and Recreation; Fire Programs; Game and Inland Fisheries; Marine Resource Commission; State Police

ESF #10 – Oil and Hazardous Materials Response Primary – Emergency Management; Environmental Quality Support –Health; Labor and Industry; Mines Minerals and Energy

ESF #11 – Agriculture and Natural Resources

Primary – Agriculture

Support - Conservation & Recreation; Corrections; Emergency Management; Environmental Quality; Forestry; Game and Inland Fisheries; General Services; Health; Historic Resources; Social Services; Transportation; Marine Resources; Cooperative Extension; Virginia Maryland Regional College of Veterinary Medicine; VAVOAD

ESF #12 – Energy

Primary – Emergency Management

Support – Mines, Minerals and Energy; Dominion Virginia Power; State Corporation Commission; Virginia Electric Cooperatives ; Information Technologies Agency

ESF #13 – Public Safety and Security

Primary – State Police

Support –Alcoholic Beverage; Conservation & Recreation; Corrections; Criminal Justice Services; Forestry; Game and Inland Fisheries; Marine Resources; Military Affairs; Motor Vehicles; Transportation

ESF #14 –Recovery

Primary - Emergency Management and Housing and Community Development

Support – Agriculture; Behavioral Health; Education; Business Assistance; Employment Commission; Economic Development Partnership; Social Services; State Cooperation Commission; State Colleges and Universities; VAVOAD; Medical Assistance Services; Transportation.

ESF #15 – External Affairs

Primary – Emergency Management

Support – Agriculture and Consumer Services; Fire Programs; Health; Military Affairs; Motor Vehicles; Social Services; State Police; Transportation; VANG

ESF #16 – Military Support

Primary – Department of Military Affairs (DMA)

Support – Virginia National Guard (VANG); Virginia Defense Force (VDF) Cooperating: VDEM
Public health services, Medical services, Mental health services, Mortuary services.

Life-saving assistance

Search and rescue

Oil & hazardous materials (chemical, biological, radiological, etc.) response

Environmental safety and short- and long-term cleanup

Health and safety of emergency workers

Nutrition assistance

City of Williamsburg Emergency Operations Plan 2020

Animal and plant disease/pest response
Food safety and security
Natural & cultural resources protection & restoration
Historic properties protection and restoration
Animal care and control (pets, livestock, wildlife)

Energy infrastructure assessment, repair, and restoration
Energy industry utilities coordination
Energy forecast

Facility and resource security
Security planning; technical & resource assistance
Public safety/security support
Support to access, traffic, and crowd control
Health and safety of disaster workers

Social and economic impact assessment
Partner with FEMA and SBA for short term federal disaster assistance programs
Long-term community recovery assistance to local governments & the private sector
Coordination of COV role in the reconstruction and redevelopment of impacted areas
Mitigation analysis and program implementation

Emergency public information and protective action guidance
Incident information to the public Media and community relations Elected officials liaison

Plan, coordinate, command and control defense support to civil authorities in accordance with regulations and as assigned by the Governor of Virginia. Disaster declarations are require

ESF #17- Volunteer and Donations Management Primary- Emergency Management
Support- VAVOAD; Adventist Community Services; Virginia Citizen Corps Program; Volunteer Centers of Virginia;
Virginia Office of Volunteerism and Community Service

Attachment 3 – Succession of Command

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency 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.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none">1. Director of Emergency Management-City Manager2. Coordinator of Emergency Management- Fire Chief
Emergency Coordination	<ol style="list-style-type: none">1. Coordinator of Emergency Management2. Deputy Coordinator of Emergency Management
Law Enforcement	<ol style="list-style-type: none">1. Chief of Police2. Deputy Police Chief
Fire and Rescue	<ol style="list-style-type: none">1. Fire Chief2. Deputy Fire Chief3. Fire Battalion Chief
Public Works	<ol style="list-style-type: none">1. Director2. City Engineer
School System	<ol style="list-style-type: none">1. Superintendent2. Director of Operations
Health Department	<ol style="list-style-type: none">1. District Health Representative2. District Health Representative3. District Nursing Supervisor
Human Services	<ol style="list-style-type: none">1. Director2. Deputy Director3. Senior Eligibility Worker/S.Worker Supr.

Attachment 4 – Sample Resolution for the Declaration of a Local Emergency

AT A SPECIAL MEETING OF THE CITY COUNCIL OF THE CITY OF WILLIAMSBURG, VIRGINIA, HELD AT _____, ON _____, _____, 20____ RESOLUTION # _____ - _____, DECLARING A LOCAL EMERGENCY TO EXIST IN CITY OF WILLIAMSBURG, VIRGINIA

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

1. That due to the occurrence of _____, the City of Williamsburg is facing a condition of extreme peril to the lives, safety and property of the residents of the city;
2. That as a result of this extreme event the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with preparing, responding and recovering from this event.
 - A. NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Council of the City of Williamsburg, Virginia, that a local emergency now exists throughout the City of Williamsburg; and
 - B. 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 Management organization and functions of the City of Williamsburg shall be those prescribed by the laws of the Commonwealth of Virginia and the ordinances, resolutions, and approved plans of the city of Williamsburg in order to mitigate the effects of said emergency.

Dated: _____

City Council
City of Williamsburg, VA

Attest:

- a. Clerk, City Council
- b. City of Williamsburg
- c. Commonwealth of Virginia

**Sample for the Declaration of a Local Emergency
by the Director of Emergency Management**

The City Manager of the City of Williamsburg, acting in his capacity as the Director of Emergency Management in accordance with the City of Williamsburg Emergency Operations Manual and in consultation with the Mayor of the City of Williamsburg, subject to the confirmation of City Council, has declared a local emergency, having found:

1. That due to the occurrence of a: _____, the City of Williamsburg faces a condition of immediate peril to the lives, safety, and property of the residents of the city; and
2. That as a result of this event, the declaration of the existence of an emergency was necessary to permit the full powers of government to deal effectively with preparing, responding and recovering to/from this specific event.

Date: _____

City Manager

Attest: _____

**Sample Resolution for the Approval and Confirmation of a Declaration of a Local
Emergency Enacted by the Director of Emergency Management**

**RESOLUTION #__ - __
DECLARATION OF LOCAL EMERGENCY**

WHEREAS, on _____, at ____ hours, the City Manager of the City of Williamsburg, acting in his capacity as the Director of Emergency Management, in consultation with the Mayor of the City of Williamsburg, subject to the confirmation of City Council, declared a local emergency in the City of Williamsburg, having found:

That due to the occurrence of a: _____ the City of Williamsburg faced a condition of immediate peril to the lives, safety, and property of the residents of the city; and

That as a result of this peril, the declaration of the existence of an emergency was necessary to permit the full powers of government to deal effectively with this condition of peril.

3. NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Williamsburg that said declaration of local emergency is hereby confirmed.

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

Date: _____

Mayor

Attest: _____
Clerk of Council

Attachment 5 – Definitions and Acronyms

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

Community Recovery – the process of assessing the effects of a disaster or catastrophic event, defining resources, and developing and implementing a course of action to restore and revitalize the socioeconomic and physical structure of the community.

Continuity of Government (COG) – A process of identifying the essential functions of government, including the critical functions of government offices and agencies, and developing and implementing plans to ensure the continuation of those functions in the face of disruption from any cause.

Criminal Injuries Compensation Fund (CICF) – Created in 1977 to assist with the payment of unreimbursed expenses of victims who suffer personal physical injury, emotional injury or death as a result of a crime. The program is funded by fees collected from persons convicted of felonies and certain classes of misdemeanors. It is administered by the Virginia Workers' Compensation Commission.

Disaster Field Office (DFO) - An administrative office established by FEMA and staffed by appropriate federal/state personnel following a disaster declaration by the president.

Emergency 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 situation.

Emergency or Disaster - An event that demands a crisis response beyond the scope of any single line agency or service (beyond the scope of just the police department, fire department, etc.) and that presents a threat to a community or larger area. An emergency is an event that can be controlled within the scope of local capabilities; a major emergency or disaster require resources beyond what is available locally.

Emergency Management - The preparation for and the carrying out of functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from natural or 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 Management Assistance Compact – An agreement and organization ratified by Congress and the Virginia General Assembly that provides form and structure to interstate

mutual aid. Through EMAC, a disaster impacted state can request and receive assistance from other member states quickly and efficiently.

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

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

Emergency Support Function (ESF) - A grouping of government, private and voluntary organization capabilities into an organized structure to provide the support, resources, program implementation and services that are likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following incidents.

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

Family Assistance Center (FAC) – A Family Assistance Center is set up to support the relatives of persons impacted by an event that may require multiple day engagement. It may engage the OCME, counselling services, lodging and travel assistance, feeding, and connections with the CIFD and similar financial/medical support agencies.

Family Reunification Center (FRC) – A local site located to assist the immediate re-connection of family members with persons directly impacted by a local event. This site is supported by local resources for public information and security.

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).

Federal Emergency Management Agency (FEMA) – A component of the U.S. Department of Homeland Security responsible for providing technical support to states and local governments to respond to and recover from emergencies and disasters caused by a hazard.

Hazardous Materials (HazMat) - A substance or material in a quantity or form that may pose an unreasonable risk to health and safety or property when released to the environment.

Incident Action Plan (IAP) – An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

Incident Command System (ICS) - An open-ended organizational structure designed to effectively direct and control an in-the-field emergency response.

Integrated Public Alert and Warning System (IPAWS) - **IPAWS** is a national system for local alerting. It provides the means for disseminating authenticated **emergency alert** and **warning** messaging from **emergency** officials to the public through: Radio and television via the **Emergency Alert System (EAS)**; Wireless phones via **Wireless Emergency Alerts (WEAs)**.

Local Emergency - The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.

Local Emergency Management Organization - An organization created in accordance with the provisions of Section 44-146.19 of the Code of Virginia by local authority to perform local Emergency Management functions.

Major Disaster/Emergency Determined by the President - These terms are defined in the Stafford Act (Public Law 93-288) and have a specific meaning in the context of federal disaster relief and emergency assistance. They are declared by the President when local and state response capabilities are overwhelmed and federal disaster assistance is needed.

Man-made Disaster - Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition, except enemy action, resulting from man-made causes, such as sabotage, oil spills, and other injurious environmental contamination, which threaten or cause damage to property, human suffering, hardship, or loss of life. This definition may also include acts of domestic terrorism/active shooter situations.

Mitigation - Mitigation activities are those that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

Mutual Aid Agreement – Written agreement between agencies, organizations and/or jurisdictions that they will assist one another on request by furnishing personnel, equipment and/or expertise in a specified manner.

National Incident Management System (NIMS) – A system mandated by the federal Homeland Security Presidential Directive (HSPD) #5 that provides a consistent, nationwide approach for governments at all levels, voluntary agencies and the private sector to work effectively and efficiently together to prepare for, respond to, and recover from incidents, regardless of cause, size or complexity. NIMS uses a core set of concepts, principles and terminology.

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

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

Point of Distribution/Dispensing (POD) – The term used to define a local geographical site specifically set up to dispense essential supplies (such as water and MREs) or set up to dispense emergency inoculations to respond to an outbreak of a viral/ bacterial infectious disease.

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

Severe Weather Warning - An advisory broadcast message from the NWS, which 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.

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.

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

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.

Statewide Mutual Aid – A program to assist cities, counties and eligible towns to more effectively and efficiently exchange services and resources, especially in response to a major disaster wherein assistance needs to be provided from one area or region of the state to another.

VEST – Virginia Emergency Support Team, previously known as the “VERT,” a group of subject matter experts from multiple state agencies and ESFs that advise and assist with State-level planning activities in the event of an impending event of potential significant consequence to the State and its inhabitants.

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

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

GLOSSARY OF ACRONYMS

ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol
CERT	Citizens Emergency Response Team
CICF	Criminal Injury Compensation Fund
COOP	Continuity of Operations Plan
COVEOP	Commonwealth of Virginia Emergency Operations Plan
CSB	Community Service Board
DAC	Disaster Application Center
DCJS	Department of Criminal Justice Services
DHS	Department of Homeland Security
EAS	Emergency Alert System-authorized by the FCC
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FCC	Federal Communications Commission
HRMMRS	Hampton Roads Metropolitan Medical Response System
IAP	Incident Action Plan
ICS	incident Command System
IFLOWS	Integrated Flood Observing and Warning System
IMT	Incident Management Team
IPAWS	Integrated Public Alerting and Warning System
JIC	Joint Information Center
LEPC	Local Emergency Planning Committee
MOA/MOU	Memorandum of Agreement/Memorandum of Understanding
MCI	Mass Casualty Incident
MEDEVAC	Medical Evacuation
MSDS	Material Safety Data Sheets
NGO	Non-governmental Organization
NIMS	National Incident Management System
NRC	Nuclear Regulatory Commission
NTSB	National Transportation Safety Board

OCME	Office of the Chief Medical Examiner
POD	Point of Distribution/Dispensing
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
RHCC	Regional Hospital Coordinating Center
ROLR	Refuge of Last Resort
SAR	Search and Rescue
SARA	Superfund Amendments and Reauthorization Act
SMA	Statewide Mutual Aid
SMS	State-Managed Shelter
SNS	Strategic National Stockpile
SOP	Standing Operating Procedures
USAR	Urban Search and Rescue
VCIN	Virginia Criminal Information Center
VDEM	Virginia Department of Emergency
VDOT	Virginia Department of Transportation
VEOC	Virginia Emergency Operations Center
VEST	Virginia Emergency Support Team
VFDA	Virginia Funeral Directors Association
VHAS	Secretary of Veteran's Affairs and Homeland Security
VOAD	Volunteer Organizations Active in Disaster
VSP	Virginia State Police
WMD	Weapons of Mass Destruction