

**CITY OF CHARLOTTESVILLE**  
**UNIVERSITY OF VIRGINIA**  
**ALBEMARLE COUNTY**



**REGIONAL**  
**EMERGENCY OPERATIONS PLAN**

**October 2013**

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## Record of Changes

The record of changes to the City of Charlottesville, University of Virginia and Albemarle County Emergency Operations Plan will be kept, documented, and distributed by the Office of Emergency Management. The record of changes will include the plan version number, a description of the change, the date of change, and who approved the change. Upon publication, the change will be considered part of the Emergency Operations Plan.

Version	Description of Change	Date	Responsible Party
1.0	Initial publication		Kirby Felts

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**SUPPORT ANNEXES**

*In development*

**HAZARD SPECIFIC ANNEXES**

*In development*

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## Letter of Promulgation

The City of Charlottesville, University of Virginia and Albemarle County Emergency Operations Plan (Regional EOP) is a multidiscipline, all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the City, County, and University. The plan is implemented when it becomes necessary to mobilize the resources of the identified departments and agencies to save lives, and protect property and infrastructure. The plan assigns major roles and responsibilities to departments and agencies and requires planning, training, and exercising prior to a real world event to respond effectively. This plan represents a commitment by City, County, and University leadership to work together to prevent and mitigate against, prepare for, respond to and recover from emergencies in our community.

Pursuant to the provisions of Section 44-146.19.E of the Code of the Commonwealth of Virginia the following Emergency Operations Plan for the City of Charlottesville, University of Virginia, and Albemarle County is hereby promulgated.

Approved:

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Maurice Jones

City Manager



City of Charlottesville

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Patrick D. Hogan

Executive Vice President &  
Chief Operating Officer



University of Virginia

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Thomas Foley

County Executive



Albemarle County

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## Executive Summary

The City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan (Regional EOP) is a multi-jurisdictions, multidiscipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the region. The plan is implemented when it becomes necessary to mobilize community resources to save lives, and protect property and infrastructure. The Regional EOP incorporates the National Incident Management System as the multi-jurisdictional standard for incident management and reflects other changes resulting from the adoption of the National Response Framework.

The plan outlines the roles and responsibilities assigned to City, County and University departments and agencies for response to disasters and emergencies. The Regional EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns more detailed department and agency plans and operating procedures to meet regional response and recovery needs.

The successful implementation of the plan is contingent upon a collaborative approach between the City, County and University, with a wide range of partner agencies and organizations that provide crucial support during emergency operations. The plan recognizes the significant role these partner agencies and organizations perform during emergencies and disasters and their specific roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established with these organizations.

## Plan Format

The Regional EOP consists of the following:

- **Basic Plan**—provides an overview of the management structure, key responsibilities, and emergency assignments during and immediately after an emergency.
- **Appendices**—define the authorities, terms and acronyms used throughout the Regional EOP.
- **Emergency Support Functions Annexes**—outline the scope of responsibilities associated with specific emergency operations functions and describes expected mission execution activities for each emergency phase.
- **Support Annexes**—describe actions to coordinate and execute common emergency management strategies (e.g., financial management).
- **Hazard Specific Annexes**—describe unique considerations for response and recovery from likely regional hazards.

## Plan Maintenance and Distribution

The Emergency Management Coordinator is responsible for developing, maintaining, and distributing the Regional EOP. The plan will be reviewed periodically as required to incorporate new state, federal, and regional guidelines or directives and to address significant operational issues. At a minimum, the plan is significantly updated every four years in accordance with Commonwealth of Virginia requirements.

Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. All requests for changes will be submitted to the Emergency Management Coordinator for coordination, approval, and distribution.

Coordinating agencies for the emergency support functions are responsible for maintaining and updating their assigned functional annexes. Annexes should be reviewed annually. Proposed changes or updates to the annexes will be coordinated with all other support agencies prior to submission to the Emergency Management Coordinator.

Any department or agency may propose a change to the Regional EOP and is encouraged to do so. Prior to submitting proposed changes to the Emergency Management Coordinator, the proposing department or agency will obtain the written approval from their agency head.

Every four years, the Emergency Management Coordinator will provide a full copy of the Regional EOP to all City, County and University departments and agencies listed in the plan as a coordinating or cooperating agency, the Virginia Department of Emergency Management, and other partner organizations as necessary. Modifications to the plan outside of the four-year revision required by state code will be communicated through a Notice of Change and revised pages will be provided for replacement within the Regional EOP.

## Notice of Change

Notices of change to the Regional EOP will be prepared and distributed by the Emergency Management Coordinator. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and agencies. The notice of change will include revised pages for replacement within the Regional EOP.

Upon publication, the change will be considered a part of the Regional EOP. The Emergency Management Coordinator is responsible for the distribution of the approved notices of changes following the same process as identified above.

# BASIC PLAN

## 1. INTRODUCTION

To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all City of Charlottesville, University of Virginia, Albemarle County public officials, departments and agencies, non-governmental emergency organizations, and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

The foundation for this coordinated response is established through the City of Charlottesville, University of Virginia, Albemarle County Regional Emergency Operations Plan (Regional EOP). The Regional EOP identifies the departments and agencies that are responsible for providing command and coordination capabilities for large-scale or unusual events, and describes how the multiple command and response components are organized and managed. A planned-for and coordinated response on the part of local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The "Commonwealth of Virginia Emergency Services and Disaster Laws of 2000" (Code of Virginia, § 44-146.13 to 44-146.29:2) requires that state and local governments develop and maintain current emergency operations plans in order to be prepared for such events.

### 1.1 Purpose

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The Regional EOP establishes the organizational framework for City, County and University personnel to work together to effectively respond to and recover from all-hazards disasters and emergency situations in a coordinated manner. Key concepts established through the Regional EOP are as follows:

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

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

- Save lives and protect the health and safety of the public, responders, and recovery workers

- Ensure security of the region
- Provide and analyze information to support decision-making and action plans
- Manage City, County and University resources effectively in the emergency response
- Protect and restore critical infrastructure and key resources
- Ensure local government continues to function throughout the incident
- Manage communication regarding emergency response and recovery operations
- Communicate critical information to citizens
- Protect property and mitigate damages and impacts to individuals, communities, and the environment
- Track response resources immediately and throughout response and recovery
- Facilitate recovery of individuals, families, businesses, government, and the environment.

This plan does not supersede or replace the procedures for safety, hazardous materials response, or other procedures that are already in place in the City, County and University. It supplements those procedures with a temporary crisis management structure, which provides for the immediate focus of management on response operations and the early transition to recovery operations.

## **1.2 Scope**

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The Regional EOP establishes a method of operation that spans the management of an emergency from initial monitoring through post-disaster response, recovery, and mitigation. The plan also defines mechanisms to aid delivery of immediate assistance as well as assigns specific functions to appropriate departments and organizations. This includes methods to coordinate with the private sector and voluntary organizations active in disasters.

This plan addresses various types of emergencies that are likely to occur and the actions the region will initiate, in coordination with the state and federal governments as appropriate.

This Regional EOP is applicable to all City, County and University departments, agencies, private sector and volunteer organizations that may be requested to provide assistance whether in an actual incident or an imminent threat to the community.

## **1.3 Policies and Authorities**

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Various statutory authorities, regulations and policies provide the basis for actions and activities regarding incident management. Nothing in the Regional EOP alters the existing authorities of City, County and University departments or cooperating agencies. The plan establishes the coordinating structures to integrate the specific regulatory authorities of the spectrum of participating agencies in a collective framework for action to include mitigation, prevention, preparedness, response and recovery. See Appendix A.

## 1.4 Assumptions

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The following planning assumptions outline the assumed operating conditions and provide a foundation for establishing protocols and procedures:

- Emergencies can happen with little to no warning, causing significant loss of life, property damage, environmental and economic impact.
- Some emergencies or disasters will occur with enough warning that appropriate emergency notification will be achieved. Other situations will occur with little or no advance warning.
- The City of Charlottesville, University of Virginia, and Albemarle County commit to a regional response strategy for emergency operations for incidents affecting the region and will commit available resources to save lives, stabilize the incident and minimize property damage.
- As a part of their commitment to this plan, coordinating and cooperating departments and agencies will engage in systematic assessments of procedures, resources and training to ensure their continued ability to carry out their responsibilities as outlined in the plan.
- In time of emergency, the department heads 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.
- In the event of an emergency, the immediate response priority will be saving lives, incident stabilization and property conservation.
- Incidents are typically managed at the lowest possible level of government.
- City, County and University residents, businesses, and industry will be expected to use their own resources and be self-sufficient for at least 72 hours following a significant event.
- The effects of disaster or emergency may extend beyond City, County or University boundaries and many other areas of the Commonwealth may experience casualties, property loss, and disruption of normal life support systems.
- There may be competition among residents and communities for scarce resources and widespread power and communications outages may require the use of alternate methods of providing public information and delivering essential services.
- Communications may be problematic due to demands exceeding capacities.
- Protection and restoration of critical infrastructure and key resources is a priority.
- When local capabilities are overwhelmed or local resources are exhausted, the Commonwealth of Virginia or federal government will be asked to provide assistance.
- Incident Management activities will be initiated and conducted using the principles contained in the National Incident Management System.
- The Regional EOP is the core plan for managing emergencies during regional incidents. Other supplemental agency and interagency plans, such as the University of Virginia Critical Incident Management Plan, provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency

situations (i.e., hazardous materials spills, wildfires, etc.). In many cases local agencies manage incidents under these plans using their own authorities. These supplemental agency or interagency plans may be implemented concurrently with the Regional EOP but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the Regional EOP.

## 1.5 Levels of Emergency

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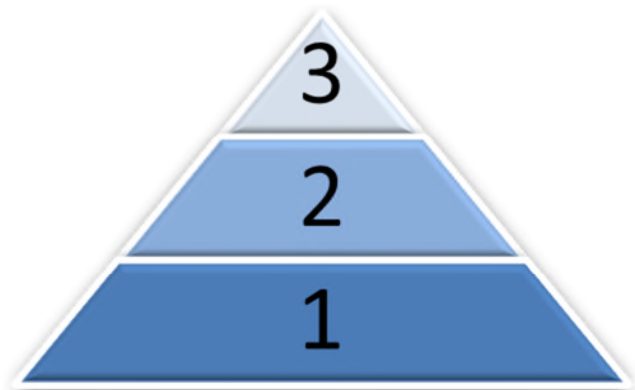
Emergency conditions vary with each incident and activation. As a guide, three levels of emergency (Figure 1) are specified as follows:

**Level 1**—an emergency incident that normal community emergency response resources can handle. While there may be some damage or interruption, the conditions are localized and activation of the EOP is not needed.

**Level 2**—an incident with substantial damages and interruptions to City, County or University operations. A partial or full activation of the EOP is needed. The incident may affect only one regional entity.

**Level 3**—an incident requiring the full activation of the EOP to address immediate emergency response. Emergency conditions are widespread and the City, County and University must be self-sufficient for a period of hours to several days. Requests for assistance from the Commonwealth may be submitted by the Emergency Management Coordinator.

**Figure 1. Emergency Levels**



The designated level for an incident may change as emergency conditions intensify or lessen.

## 1.6 Incident Management

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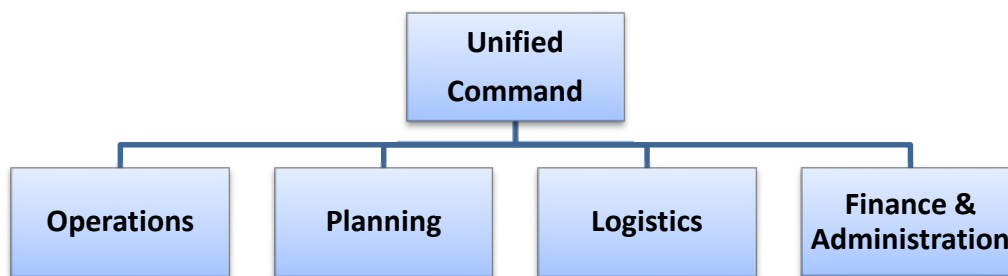
The Regional EOP uses a multi-agency team approach and operates under a structure based upon the principles of the National Incident Management System (NIMS) to manage, coordinate and direct resources committed to an incident. The Incident Command System, a component of NIMS, is the combination of facilities, equipment, personnel, procedures and communications systems operating within a common organizational structure. The five sections of the organizational structure (Figure 2) are:

- **Command**—responsible for overall management of the incident, including assessment and establishment of incident priorities, assessing resource needs and orders, and coordinating with outside agencies. Public information safety and liaison duties are executed as part of the Command staff.



- **Operations**—responsible for managing tactical operations to reduce immediate hazards, save lives and property, establish situational control, and restore normal operations. The make-up of the Operations section will vary based on incident priorities.
- **Planning**—responsible for collecting, evaluating, and disseminating information about the incident and the status of resources to create a shared understanding of the current situation and prepare alternative strategies to address incident priorities.
- **Logistics**—responsible for providing facilities, services, and materials to support incident response.
- **Finance and Administration**—responsible for all incident costs and financial considerations related to the incident.

**Figure 2. Regional Incident Management Structure**



This management approach divides the incident into manageable tasks, while maintaining a coordinated focus. The size and number of designated positions within each section can be expanded or contracted to meet requirements as an event progresses. This allows for maximum flexibility in meeting the unique requirements of each situation.

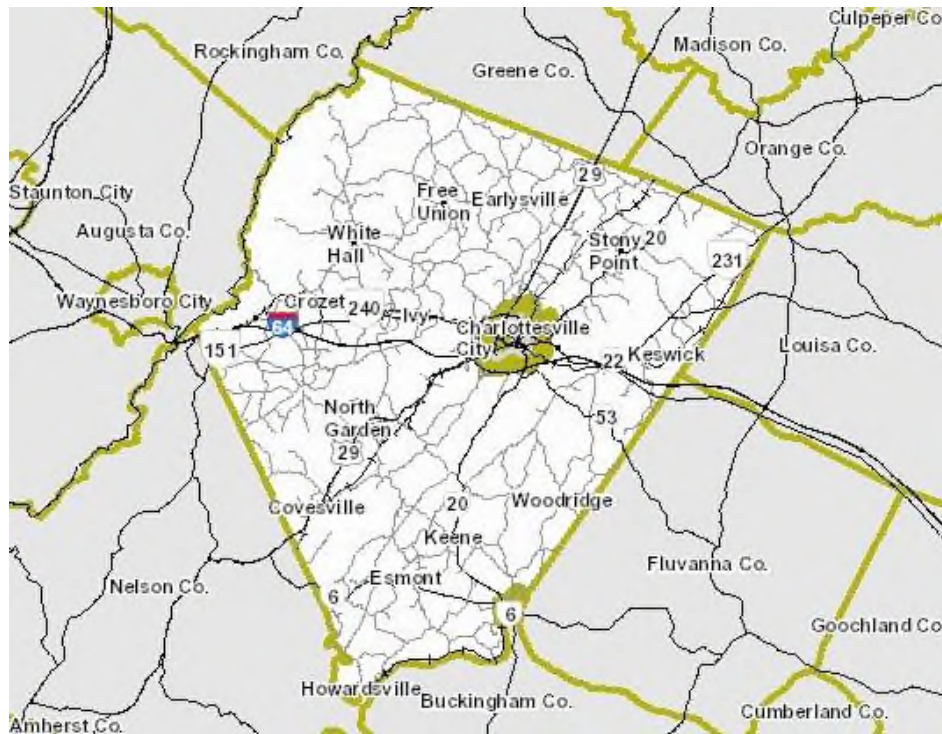
## 2. SITUATION

*The majority of information in this section is excerpted from the 2012 Regional Hazard Mitigation Plan – Thomas Jefferson Planning District. The full reference is available at <http://www.tjpd.org/environment/hazard.asp>.*

### 2.1 Geographic Characteristics

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The Charlottesville-UVA-Albemarle region (Figure 3) is bounded by the Blue Ridge Mountains on the west with ridges and foothills and hollows rolling down to the James River in the east. Areas of relatively flat land are found in larger river valleys and floodplains.

**Figure 3. Albemarle County and Surrounding Region**

Albemarle County is approximately 726 square miles in size, located in the Northern Blue Ridge and Northern Piedmont of Virginia. The City of Charlottesville is located in the heart of Albemarle County, occupying approximately 10.4 square miles. The Grounds of the University of Virginia is in the both the City of Charlottesville and Albemarle County.

## 2.2 Climate

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The area has a moderate climate. Average temperatures are approximately 50 degrees, and range from January lows in the mid 20's to July highs in the high 80's. Annual rainfall averages above 40 inches and is supplemented with approximately 14 inches of snow.

## 2.3 Population

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The 2012 population estimates are 102,251 for Albemarle County, 43,956 for the City of Charlottesville and 21,095 for the student population at the University of Virginia. The City of Charlottesville and the surrounding urban ring in Albemarle County are home to the majority of the region's population, with concentration around the City and Rt. 29N.

## 2.4 Government

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Albemarle County is served locally by a six-member Board of Supervisors, a seven-member elected School Board, and elected Constitutional Officers (Clerk of Circuit Court, Sheriff, and Commonwealth's Attorney). At the state level, the County is a part of the 24th and 25th State Senate Districts and contains portions of the 25th, 57th, 58th, and 59th House of Delegates

Districts. At the Federal level, Albemarle County is served by Virginia's two senators and is in the 5th Congressional District.

Although a separate legal entity, the City of Charlottesville is the county seat of Albemarle County. Charlottesville has a city council and mayor, and residents pay city real estate and personal property taxes rather than county taxes.

The University of Virginia is governed by a Board of Visitors composed of seventeen voting members appointed by the Governor of the Commonwealth of Virginia for terms of four years. The Board of Visitors may appoint for a full-time student at the University of Virginia as a nonvoting member. The Rector and Visitors are responsible for the long-term planning, policies, and budget of the University.

## 2.5 Land Use

The Route 29 corridor and the I-64/250 corridor, otherwise known as Pantops, are the major commercial and industrial areas outside of the City of Charlottesville.

Table 1. Estimated Number of Buildings				
Locality	Total Buildings	Residential Buildings	Non-Residential Buildings	Residential Buildings Built Since 2000
Charlottesville	16,842	15,201	1,641	2,298
Albemarle	39,446	36,811	2,635	7,587

Although there is limited developable land remaining in the City of Charlottesville, redevelopment and selected small-scale infill has been occurring. Much of this growth occurred around the University of Virginia in the Venable and Jefferson Park Avenue neighborhoods, as well the Belmont and Fifeville neighborhoods. Commercial and office growth has been relatively healthy in downtown Charlottesville and the warehouse district, with few changes elsewhere in the city.

In Albemarle County, the areas of Pantops, Crozet, Hollymead/Forest Lakes, and southwest of Charlottesville down to North Garden have seen considerable residential growth. Albemarle County has strict growth boundaries in place to concentrate new growth around existing commercial centers and preserve the rural countryside. The vast majority of County land is either field or forest, with development occupying the remainder. Crop farming is found in larger scale to the south and east, away from the mountains, where land is flatter. Hay and grains are the majority crops, with some corn and other row crops. Orchards and vineyards are prevalent in the high hills. Livestock fields are also common, for cattle, horses, sheep, and a variety of other animals.

## 2.6 Economic Growth and Development

Reflecting national trends, the greatest increases in jobs have been in the service, retail, and government sectors, while farm and manufacturing jobs have been on the decline. Major employers in the area include Aramark, City and County governments, Crutchfield Corporation,

Food Lion, GE Fanuc, Lexis Publishing, Martha Jefferson Hospital, Northrup Grumman Corporation, Piedmont Virginia Community College, State Farm, the University of Virginia, US Department of Defense, the Virginia Department of Corrections, and Wal-mart. The following table shows changes in various non-farm employment sectors from the Virginia Employment Commission.

<b>Table 2. Top Industry Sectors</b>			
<b>Rank</b>	<b>Industry Sector</b>	<b>2010 Establishments</b>	<b>2010 Employees</b>
	Total, all industries	6,490	93,685
1	Education Services	110	17,981
2	Health Care and Social Assistance	809	16,436
3	Retail Trade	720	10,059
4	Accommodation and Food Services	467	9,419
5	Professional, Scientific & Technical Svc	834	6,363
6	Construction	753	5,189
7	Public Administration	117	3,845
8	Other Services (except Public Admin.)	750	3,842
9	Manufacturing	193	3,625

Source: Labor Market Statistics, Quarterly Census of Employment and Wages Program

Most jobs in the region are located in Charlottesville, along the Route 29 corridor, or in the Pantops area of Albemarle County. Rural employment is distributed more evenly in relation to residential density. The Education and Health Care sectors are the largest in the region, comprising about a third of all employment. The University of Virginia and the UVa Health System are major drivers in the regional economy.

## 2.7 Historical Places

Although best known for Thomas Jefferson's Monticello, the region is also home to a number of historical attractions, including:

- Ash Lawn-Highland, home of James Monroe, fifth President of the United States and author of the Monroe Doctrine
- The Albemarle County Court House, built in 1803 and still in use today
- Michie Tavern, a Museum of Historical Tavern Americana
- Montpelier, the lifelong home of President James Madison and a museum property of the National Trust for Historic Preservation
- The University of Virginia Rotunda, Academical Village and Pavilion Gardens.

## 2.8 Critical Infrastructure

Government and privately owned infrastructure that are deemed critical do exist in the region. Critical Infrastructure will not be discussed in detail in the EOP for public safety and security reasons.

## 2.9 Hazard Identification and Risk Assessment

The regional hazard identification and risk assessment resulted in a ranked and prioritized evaluation of hazards based on historical and anticipated impact to the region. Flooding, severe winter storms, hurricanes and high wind events offer the most significant threats to the area. The following table is a prioritized list of hazards for the region as determined by the Thomas Jefferson Planning District Hazard Mitigation Working Group, relying on national and state-level data as well as local experiences and the results of prior assessment in 2006.

**Table 3. Prioritized Regional Hazards**

	PROBABILITY 2011	HUMAN IMPACT 2011	PROPERTY IMPACT 2011	BUSINESS IMPACT 2011	RISK 2011
	<i>Likelihood this will occur</i>	<i>Possibility of death or injury</i>	<i>Physical losses and damages</i>	<i>Interruption of services</i>	<i>Relative threat (increases with Percentage)</i>
EVENT	0 = N/A 1 = Low 2 = Low-Moderate 3 = Moderate 4 = Hi-Moderate 5 = High	0 = N/A 1 = Low 2 = Moderate 3 = High			0 – 100%
Flooding	5	3	3	2	89%
Winter Storms	5	2	2	2	67%
Hurricanes	3	2	2	2	40%
High Wind / Windstorms	3	2	2	1	33%
Wildfire	3	1	2	1	27%
Lightning	4	1	1	1	27%
Tornadoes	2	2	2	2	27%
Drought	3	0	2	2	27%
Extreme Heat	3	2	0	1	20%
Dam Failure	1	3	3	2	18%
Landslides	2	1	1	1	13%
Earthquake	2	1	1	1	13%
Extreme Cold	1	2	1	1	9%
AVERAGE SCORE	2.64	1.57	1.57	1.36	26%

Risk = Probability \* Severity

Risk	Probability	Severity
.26	.53	.50

## **3. ROLES AND RESPONSIBILITIES**

### **3.1 Individuals, Families, and Households**

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Although not formally part of emergency management operations, individuals, families, and households play an important role in emergency preparedness and response. By reducing hazards in and around their homes, individuals reduce potential emergency response requirements. Individuals, families, and households should also prepare emergency supply kits and emergency plans so they can take care of themselves and their neighbors for at least 72 hours following a significant event.

Individuals can also contribute to the preparedness and resilience of their households and communities by volunteering with emergency organizations and completing emergency response training courses. Individuals, families, and households should make preparations with family members who have access and functional needs or medical needs. Their plans should also include provisions for their animals, including household pets or service animals. During an actual disaster, emergency, or threat, individuals, households, and families should monitor emergency communications and follow guidance and instructions provided by local authorities.

### **3.2 Communities**

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Communities are groups that share goals, values, and institutions. They are not always bound by geographic boundaries or political divisions. Instead, they may be faith-based organizations, neighborhood partnerships, advocacy groups, academia, social and community groups, and associations. Communities bring people together in different ways for different reasons, and can contribute to preparedness and resilience by sharing information and promoting collective action. Engaging in local emergency planning efforts is important to identifying needs and potential contributions to local planners.

### **3.3 Non-governmental and Volunteer Organizations**

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Non-governmental organizations play vital roles in delivering important services, including core response capabilities. Non-governmental organizations, including racial and ethnic, faith-based, veteran-based, voluntary and nonprofit organizations, provide sheltering, emergency food supplies, and other essential support services. Non-governmental organizations are inherently independent and committed to specific interests and values, which drive the groups' operational priorities and shape the resources they provide. Non-governmental organizations bolster government efforts and often provide specialized services to the whole community, as well as to certain members of the population including children; individuals with disabilities and others with access and functional needs; those from diverse religious, racial, and ethnic backgrounds; and people with limited English proficiency. Non-governmental organizations are key partners in preparedness activities and response operations.

### **3.4 Private Sector**

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Private sector organizations play key roles before, during, and after incidents. Private sector entities include large, medium, and small businesses; commerce, private cultural and

educational institutions; and industry, as well as public/private partnerships that have been established specifically for emergency management purposes. A fundamental responsibility of private sector organizations is to provide for the welfare of their employees in the workplace. In addition, some businesses play an essential role in protecting critical infrastructure systems and implementing plans for the rapid reestablishment of critical infrastructure operations following a disruption. Others are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of the cause. In many cases, private sector organizations have immediate access to commodities and services that can support incident response. During an incident, key private sector partners have a direct link to emergency management operations.

### **3.5 Local Government**

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At all times in the Regional EOP, reference to any position shall be understood, in the absence of the referenced individual, to include designees.

#### **Jurisdictional Directors of Emergency Management**

The Jurisdictional Directors of Emergency Management are: the County Executive and the City Manager. The University Director of Emergency Management is the UVA Executive Vice President and Chief Operating Officer. The Directors direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The Directors of Emergency Management:

- Commit and leverage local resources to address the full spectrum of actions to prevent, prepare for, respond to, and recover from incidents involving all hazards including terrorism, natural disasters, accidents, and other contingencies
- Enact emergency powers, dependent upon state and local laws and only as required, to suspend local laws and ordinances, such as to establish a curfew, direct evacuations, and order a quarantine, in coordination with the local health authority
- Provide leadership and play a key role in communicating to the public, and in helping people, businesses, and organizations cope with the consequences of any type of incident within the jurisdiction.

#### **Emergency Management Coordinator**

The day-to-day activities of the emergency management program are delegated to the Emergency Management Coordinator. The City, County, and University share the Coordinator. The Emergency Management Coordinator works with City, County and University leadership to establish unified objectives regarding the region's emergency plans and activities. In addition, the Emergency Management Coordinator:

- Works cooperatively with regional departments and agencies, community organizations, private sector entities, and non-governmental organizations to develop plans that outline the regional strategy for delivering the capabilities most likely required during an incident

- Coordinates the integration of the rights of individuals with disabilities, individuals from racially and ethnically diverse backgrounds, and others with access and functional needs into emergency planning and response
- Manages the Emergency Operations Center during an incident
- Conducts workshops and trainings to build and maintain emergency response capabilities across regional response agencies
- Conducts exercises to assess the capacity and completeness of plans and systems
- Identifies gaps in regional capabilities and works with partners to resolve the gaps
- Develops and executes accessible public awareness and education programs.

### **Departments and Agencies**

City, County and University departments and agencies collaborate with the Emergency Management Coordinator during the development of the regional emergency plans and provide key response resources as part of the Emergency Support Function structure. Participation in the planning process helps to ensure that specific capabilities are integrated into a workable plan to safeguard the community. Departments and agency staff develop, plan, and train on internal policies and procedures to meet response needs safely. They also participate in interagency training and exercises to develop and maintain necessary capabilities.

### **3.6 Commonwealth of Virginia**

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The public safety and welfare of a state's residents are the fundamental responsibilities of every governor. The governor coordinates state resources and provides the strategic guidance for response to all types of incidents. This includes supporting local governments as needed and coordinating assistance with other states and the federal government. The governor also:

- In accordance with state law, may make, amend, or suspend certain orders or regulations associated with response
- Communicates to the public, in an accessible manner, and helps people, businesses, and organizations cope with the consequences of any type of incident
- Commands the state military forces (National Guard personnel not in federal service and state militias)
- Coordinates assistance from other states through interstate mutual aid and assistance agreements, such as the Emergency Management Assistance Compact
- Requests federal assistance including, if appropriate, a Stafford Act declaration of an emergency or major disaster.

As public institutions of higher education, the University of Virginia and Piedmont Virginia Community College are required to coordinate with local emergency management, as defined by § [44-146.16](#), to ensure integration into the local emergency operations plan. To this end, both institutions maintain collaborative relationships with the Emergency Management Coordinator and share emergency plans accordingly.



### 3.7 Federal Government

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The federal government maintains a wide range of capabilities and resources to respond to domestic incidents. Although federal disaster assistance is often considered synonymous with presidential declarations under the Stafford Act, federal assistance can be provided to state and local jurisdictions through a number of different mechanisms and authorities. For incidents in which federal assistance is provided under the Stafford Act, the Federal Emergency Management Agency (FEMA) coordinates the assistance. For non-Stafford Act incidents, federal response or assistance may be led or coordinated by various federal departments and agencies consistent with their authorities.

## 4. CONCEPT OF OPERATIONS

The Regional EOP will be activated to quickly assess and respond to the regional impacts of an incident. Local resources will be fully committed before state or federal assistance is requested. If the incident exceeds the region's emergency response capabilities, assistance will be requested through the Virginia Emergency Operations Center.

### 4.1 Organization

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The City, County and University have adopted the National Incident Management System as the standard for incident management. The regional emergency response organization will implement a unified incident management strategy that aligns Emergency Support Functions within the Incident Command System to manage, coordinate, and direct resources committed to an incident. This structure supports effective coordination across personnel, facilities, equipment, and systems by maintaining a manageable span of control, staffing functional positions only when needed, and ensuring personnel accountability.

#### 4.1.1 *Emergency Operations Center Team*

The Emergency Operations Center Team (EOC Team) is comprised of the Policy Group and the Coordination Group.

**Policy Group**—provides high level direction during an incident, relying on the On-scene Incident Commander(s), the Coordination Group and the functional units to execute the plan. The Policy Group is comprised of senior leadership from the City, County and University, and has the following responsibilities:

- Provide policy decisions and guidance as required by the incident response and recovery actions
- Delegate necessary authorities for incident stabilization and protection of life and property
- Negotiate resolutions to conflicting incident priorities
- Recommend the allocation of resources required to accomplish the incident management priorities
- Ensure coordination with external agencies and resource providers

- Negotiate critical business function maintenance and restoration
- Monitor the recovery process to ensure recovery is proceeding according to plan and to provide guidance as needed.

The City, County and University Offices of General Counsel advise the Policy Group as needed.

**Coordination Group**—supports the field response during the implementation of the Regional EOP. The Coordination Group is staffed by personnel representing functional areas of the City, County, and University that are designated as coordinating agencies. Coordination Group members are responsible for ensuring their functional area has standard operating procedures and resources necessary to execute their plan. The Coordination Group is augmented by cooperating agencies from across the region. All coordinating and cooperating agencies must be knowledgeable of overall Regional EOP operations. The composition of the activated Coordination Group may vary depending on the type of emergency.

#### **4.1.2 *On-Scene Incident Commanders***

The Directors of Emergency Management delegate authority to the Fire and Rescue Chiefs and Police Chiefs to appoint on-scene incident commanders and establish standard operating procedures to guide management of emergency operations. Upon arrival at an emergency, the senior official on scene will establish incident command and designate a command post location to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet community needs. On-scene Incident Commanders regularly report information to the Emergency Operations Center. Any on-scene requests for resources are directed through the EOC, once it is activated and operational.

#### **4.1.3 *Emergency Operations Center***

The Emergency Operations Center (EOC) is a facility where City, County and University personnel work collaboratively to establish regional emergency priorities, establish policies, assign resources, and coordinate requests for assistance. On activation of the Regional EOP, the EOC may be partially or fully staffed depending on type and scope of the disaster. Available warning time will be used to implement increased readiness measures, which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters. For smaller incidents, the EOC is located at the Emergency Communications Center on Ivy Road. For larger incidents requiring activation of multiple Emergency Support Functions, the EOC is located in Zehmer Hall at the University of Virginia. The Emergency Operations Center is managed by the regional Emergency Management Coordinator. The Emergency Management Coordinator may request additional staff and support positions as necessary depending upon the nature, scope, and complexity of the incident or the requirements.

Some departments and agencies represented at the EOC will have a department operations center. In these circumstances, the individual at the EOC serves as a liaison to the department operations center. As missions are assigned at the EOC, this information is conveyed to the department operations center for implementation. Department operations centers will coordinate their activities with the EOC, to maintain shared situational awareness and reduce duplication of effort.

## **4.2 Emergency Support Functions**

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The Regional EOP organizes the various departments, agencies, and voluntary organizations into 17 Emergency Support Functions to facilitate planning and coordination prior to an incident and to achieve an effective emergency response and recovery, and then implementation of mitigation actions to reduce disaster impacts.

Each Emergency Support Function has assigned coordinating agencies and cooperating agencies. The coordinating agencies are designated because they either have statutory responsibility or the prerequisite expertise and resources due to their programmatic or regulatory responsibilities. The coordinating agency is responsible for leading pre-incident planning and coordination to ensure that all agencies are prepared to provide resources and perform their assigned operational roles. The coordinating agency is responsible for maintaining the functional annex to the EOP, in collaboration with the Emergency Management Coordinator. All coordinating and cooperating agencies are responsible for maintaining standard operating procedures for their assigned responsibilities.

Emergency Support Functions will be activated as needed to support actual or anticipated requirements and coordinating agencies will provide representatives to the EOC upon activation. Within the EOC, the Emergency Support Function representatives are assigned to specific sections in the Coordination Group: Command, Operations, Logistics, Planning, and Finance and Administration Sections:

### **COMMAND**

ESF #15—External Affairs

### **OPERATIONS SECTION**

#### **Public Safety Branch**

ESF #4—Fire Fighting

ESF #9—Search and Rescue

ESF #10—Oil & Hazardous Materials

ESF #13—Public Safety & Security

#### **Infrastructure Branch**

ESF #1—Transportation

ESF #2—Communications

ESF #3—Public Works & Engineering

ESF #12—Energy

#### **Human Services Branch**

ESF #6—Mass Care, Housing, Human Services

ESF #8—Public Health and Medical Services

ESF #11—Resource Protection

ESF #17—Donations and Volunteer Management

#### **PLANNING SECTION**

ESF #5—Emergency Management

ESF #14—Long Term Recovery & Mitigation

#### **LOGISTICS SECTION**

ESF #5—Emergency Management

ESF #7—Resource Support

#### **FINANCE & ADMINISTRATION SECTION**

ESF #5—Emergency Management

Detailed information on each Emergency Support Function is provided in the corresponding Emergency Support Function annexes

### **4.3 Sequence of Actions**

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This section describes incident management actions ranging from initial threat identification and notification, to activation of the Emergency Operations Plan and its Emergency Support Function structure in support of incident response and recovery operations.

#### **4.3.1 Preparedness**

The City, County and University champion a strong commitment to preparedness, focusing on educating community members on mitigation, preparedness, response, and recovery strategies. The Emergency Management Coordinator assesses the region's preparedness for natural, epidemic and terrorist emergencies and then develops and communicates the regional strategies, plans and procedures to address these hazards. Key personnel from across the City, County and University are engaged in planning as

well as training and exercising emergency response plans. These efforts are complemented through collaboration with representatives from surrounding jurisdiction and regional, state, and federal agencies on emergency planning.

#### **4.3.2 Incident Recognition**

Local and nongovernmental organizations report threats, incidents, and potential incidents using established communications and reporting channels. The Emergency Management Coordinator is alerted and an immediate incident assessment is conducted to determine the scope and impact of the incident, using information provided by emergency responders, situational awareness tools, and the Emergency Communications Center as appropriate. This assessment leads to a recommendation to activate the Regional EOP and mobilize the Emergency Operations Center Team to handle the crisis situation. The Emergency Management Coordinator advises the Directors of Emergency Management on the situation and the need to request a local emergency declaration and Regional EOP activation. Any Director of Emergency Management can make the determination to activate the Regional EOP to begin the coordination of information-sharing and incident management activities. When at all possible, all three Directors of Emergency Management will be consulted in this decision.

#### **4.3.3 Incident Notification**

Once the decision to mobilize the EOC Team and activate the Regional EOP is made, the Emergency Management Coordinator notifies team members of the activation, provides a brief description of the situation and initial instructions. Notification processes in the event of Regional EOP activation may occur through text message, e-mail, telephone call, in-person notification, or other notification methods. The full extent of the regional communications tools will be used to contact EOC Team members.

The Emergency Management Coordinator will inform community members of emergency incidents using regional communications systems including telephone, email, text messaging, social media and Website postings, as appropriate for the situation. In addition, the Emergency Management Coordinator reports the activation of the EOC and local emergency declaration to the Virginia Emergency Operations Center.

#### **4.3.4 Activation of the Emergency Operations Center**

If the EOC Team is required to convene in person, the Emergency Management Coordinator will activate an Emergency Operations Center. Activities include transporting equipment and supplies to the selected locations, setting up workspaces, computers and telephones, and associated technology support. EOC Team members are expected to sign in and out of the EOC to assist in resource tracking.

The EOC will establish operational periods as a basis for the incident action planning process at the EOC. Typically, the operational periods are 8:00 a.m. to 8:00 p.m. and 8:00 p.m. to 8:00 a.m. during 24-hour operations. The incident action planning process

is designed around identifying expected accomplishments over the next operational period. An Incident Action Plan will be produced for each operational period to communicate overall EOC objectives.

The EOC will schedule and conduct an operational period (or shift change) briefing at the beginning of each operational period to ensure EOC staff are briefed on the operational elements of the Incident Action Plan and are aware of the objectives that are expected to be accomplished.

Operations within the EOC will be organized and conducted with established operational procedures, checklists, and job aids.

#### **4.3.5 Response**

Once an incident occurs, priorities shift from prevention, preparedness, and incident mitigation to immediate and short-term response activities to preserve life, property, and the environment.

Beyond the local declaration to activate the Regional EOP, there are two types of emergency declarations that may apply depending upon the scope and magnitude of the event:

- **Commonwealth Declaration**—A declaration of an emergency by the Governor of Virginia that includes the City, County, and University provides the combined jurisdictions access to the resources and assistance of the departments and agencies of the Commonwealth, including the National Guard, in the event local resources are insufficient to meet the needs. These requests for assistance are coordinated through the Virginia Emergency Operations Center.
- **Federal Declaration**—The Governor of Virginia may request a federal emergency or major disaster declaration. In the event that the City, County and University are declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the City, County, University, and the Commonwealth.

Response actions, managed through the previously defined incident management structure, will be prioritized and swiftly implemented. These actions may include, but are not limited to:

- Immediate law enforcement, fire, and/or emergency medical services
- Evacuations
- Transportation system detours
- Emergency public information
- Rapid needs assessment
- Actions to minimize additional damage
- Urban search and rescue

- Provision of public health and medical services, food, ice, water, and other emergency essentials
- Debris clearance
- Emergency restoration of critical infrastructure
- Control, containment, and removal of environmental contamination
- Protection of responder health and safety.

Response activities will be coordinated and supported by the EOC Team and City, County and University employees associated within the needed Emergency Support Functions. Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations and, if applicable, hazard mitigation efforts.

#### **4.3.6 Recovery**

Recovery includes short-term and long-term actions taken to return individuals and the region to a state of normalcy. There is no clear line between the response and recovery phases, but rather a transition in focus from providing support for immediate needs to a more deliberative process of sustained program delivery. Recovery activities may include coordination with the state and federal government for administering state and federal assistance. Generally, the termination of the local declaration of emergency or the closing of the EOC will signal the formal transition to the recovery phase. The formal transition from response and recovery will be announced to all departments and agencies using existing notification protocols and procedures.

During the recovery phase, the damage assessment process will be implemented with the goal of determining the extent of damage, recovery activities, relocation needs, and public information needs that are immediately required. If City, County or University operations are disrupted for an extended period, the following guidelines should be followed:

- Continuity Plans will be implemented to facilitate continuation of services at alternate work locations within the City, County and University.
- To the extent possible, normal workflow should be maintained in the alternate location or through teleworking. City, County and University employees may be assigned temporary duties to aid in the recovery, as appropriate.
- The City, County and University will undertake all actions to return to normal operations as soon as feasibly possible, with special effort focused on mental health support for community members, re-establishment of habitats to prevent subsequent damage to natural resources, and the protection of cultural resources during other recovery operations.

#### **4.3.7 Mitigation**

The City, County and University will take actions to reduce or eliminate long-term risk to people and property from recognized hazards and their side effects. Mitigation measures will be incorporated in the rebuilding of infrastructure damaged in the event. The regional Hazard Mitigation Plan will be reviewed and updated as necessary, adding mitigation actions that could be of value in preventing similar impacts for a future disaster. The Emergency Management Coordinator will work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at risk areas.

## **5. REQUESTS FOR ASSISTANCE**

All resources of the City, County and University, including people, facilities, and equipment, can be leveraged by the Directors of Emergency Management to respond to an emergency in the region. Additional resources are available should the emergency exceed the region's emergency response capability.

### **5.1 Private Sector**

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The private sector may be contracted to assist in emergency response in the region. This could include private owners of critical infrastructure; a response organization such as private ambulance services and environmental clean-up services; or a regulated or responsible party, who would implement protective actions as requested or required by the City, County, or University.

### **5.2 Local**

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Identified response needs will be addressed initially with available City, County, and University resources. If these capabilities are exceeded, outside assistance is available through mutual aid agreements with surrounding Counties and volunteer emergency organizations. Mutual aid for other than police, fire and medical services may be requested through the Virginia Statewide Mutual Aid program.

### **5.3 State**

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For assistance beyond tactical mutual aid (i.e., that which might be used in everyday incidents), a local emergency must be declared and local resources fully committed with unmet needs before state assistance is requested. However, with the onset of a major incident or event, requests for State assistance may occur prior to experiencing shortages after deployment of all local resources and based on anticipated needs.

Requests for State assistance will be made by the Charlottesville-University-Albemarle Emergency Management Coordinator through the Virginia Emergency Operations Center to the State Coordinator of Emergency Management.



In certain circumstances, if there are victims as a result of the incident or emergency, as defined in §19.0-11.01 of the Code of Virginia, the Emergency Management Coordinator will immediately contact the Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund to deploy assistance to the region (see Appendix E).

## **5.4 Federal**

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The National Response Framework (NRF), the Robert T. Stafford Disaster Relief and Emergency Assistance Act (1974 as amended April 2007), and other relevant federal statutes determine how the federal government will augment State and local response efforts when authorized. Federal assistance must be requested through the Virginia Department of Emergency Management. Federal regulations require that the request be made after the Commonwealth determines it cannot meet the identified need through statewide resources. The request for assistance must provide enough detail about the unmet needs so that an accurate evaluation of the appropriate response resources can occur.

## **6. PROCESS IMPROVEMENT**

The constantly changing hazard environment requires a commitment to process improvement. The Regional EOP will rely on the testing of systems and equipment, training of personnel according to recommendations in NIMS, and exercising plans and procedures. Regularly scheduled tests, training, and exercises will improve regional capacity to respond effectively to emergencies.

After-action reviews are essential for identifying issues that need correction or capturing improvised approaches that may be applicable for future incidents. For issues to be addressed there needs to be a process for identification and documentation. The Emergency Management Coordinator will organize after action reviews and provide documentation, dissemination and archiving of findings.

As needed, Coordinating Emergency Support Function agencies will conduct after-action reviews with their cooperating partners to identify ESF-specific issues or concerns. The results of the Emergency Support Function focused review will be provided to the Emergency Management Coordinator for documenting, tracking and incorporation into corrective action processes.

Through a collaborative and objective process with incident management partners, a corrective action plan will be developed that documents areas for improvement and recommended actions to address the problem. Actions will be implemented to address deficiencies identified through the evaluation process.

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## Appendix A. Authorities and References

Table 1 outlines significant authorities, guidance and references that influenced the development of the Regional EOP.

Table 1. Authorities, Guidance and References	
Type	Authority/Guidance/Reference
City-UVA-County	University of Virginia Crisis Communications Plan
	University of Virginia Continuity of Operations Plan
	University Critical Incident Management Plan
	University of Virginia Information Technology Disaster Recovery Plan
	University of Virginia Pandemic Flu Plan
	University of Virginia Hazard Mitigation Plan
	Regional Hazard Mitigation Plan, 2012
	Charlottesville-UVA-Albemarle Emergency Operations Plan
	Emergency Services Organization Article VIII to the Albemarle County Code (1) Section 2-43 Purpose of Article 4-21-76 (2) Section 2-44 Creation of Office of Emergency Services 5-14-80 (3) Section 2-45 Powers and Duties of Office 4-21-76 (4) Section 2-46 Declaration of Local Emergencies 4-21-76
State	Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended
	The Code of Virginia, Title 1 Chapter 23 and Chapter 44
	The Commonwealth of Virginia Emergency Operations Plan, 2012
	Executive Order 41
Federal	Robert T. Stafford Relief and Emergency Assistance Act of 1988, as amended, 42 U.S.C., Public Law 93-288 as amended by Public Law 100-707
	Homeland Security Act of 2002, Public Law 107-296, 116 Stat. 2135
	National Response Framework
	Homeland Security Presidential Directive 5— Management of Domestic Incidents
	Homeland Security Presidential Directive 8—National Preparedness
	Emergency Management and Assistance 44 CFR Chapter 1 (October 1, 1992)
	Emergency Planning and Community Right-to-Know Act of 1986 (Public Law 99-499, October 17, 1986), Title III of the Superfund Amendments and Reauthorizations Act (SARA)
	FEMA Comprehensive Preparedness Guide (CPG) 101, version 2.0, November, 2010
	Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V.1, Department of Homeland Security

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## Appendix B. Succession for Directors of Emergency Management

Continuity of emergency operations is critical to the successful execution of emergency operations. The following lines of succession anticipate the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed in order.

Organization/Function	Line of Succession
<b>Director of Emergency Management</b>	<u>City of Charlottesville</u> City Manager <ol style="list-style-type: none"> <li>1. Assistant City Manager</li> <li>2. Chief, Fire Department</li> <li>3. Chief Operating Officer</li> </ol> <u>University of Virginia</u> Executive Vice President and Chief Operating Officer <ol style="list-style-type: none"> <li>1. Director of Emergency Preparedness</li> <li>2. Vice President for Management and Budget</li> </ol> <u>County of Albemarle</u> County Executive <ol style="list-style-type: none"> <li>1. Assistant County Executive</li> <li>2. Chief, Fire and Rescue</li> <li>3. Chief of Police</li> </ol>
<b>Emergency Management Coordinator</b>	<ol style="list-style-type: none"> <li>1. Assistant Emergency Management Coordinator</li> <li>2. Executive Director, Emergency Communications Center</li> <li>3. Operations Manager, Emergency Communications Center</li> </ol>

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## **Appendix C. Glossary of Terms**

### **Amateur Radio Emergency Service**

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

### **American Red Cross**

An organization charged by statute and agreements with the responsibility of helping meet the human needs of disaster victims.

### **Comprehensive Resource Management**

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

### **Coordinating Agency**

The coordinating agency is responsible for leading the planning, training, testing and evaluating efforts for that specific emergency support function.

### **Coordination**

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

### **Cooperating Agency**

The cooperating agency for an emergency support function augments emergency response operations with specialized expertise and resources.

### **Declaration of Emergency**

Whenever, in the opinion of the Governor, the safety and welfare of the people of the state require the exercise of extreme emergency measures due to a threatened or actual disaster, he may declare a state of emergency to exist. (Also see "Local Declaration of Emergency.")

### **Decontamination**

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

### **Emergency/Disaster/Incident**

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event

that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

**Emergency Alert System**

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

**Emergency Operations Center**

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

**Emergency Operations Plan**

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

**Emergency Management**

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

**Emergency Support Function**

A function which takes agencies to provide or to coordinate certain resources in response to emergencies or disasters.

**Exercise**

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

**Evacuation**

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



**Federal Disaster Assistance**

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

**National Response Framework**

Establishes a process and structure for the systematic, coordinated, and effective delivery of federal assistance to address the consequences of any major disaster or emergency.

**Geographic Information System**

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

**Hazardous Materials**

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

**Incident Command System**

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

**Initial Damage Assessment Report**

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

**Integrated Communications Plan**

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

**JAUNT**

JAUNT, Inc. is a regional transportation system providing service to the citizens of Charlottesville, Albemarle, Fluvanna, Louisa, Nelson, Buckingham and Amherst Counties.

**Local Declaration of Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or

hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

**Local Emergency Planning Committee**

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

**Mitigation**

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

**Mutual Aid Agreement**

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

**National Weather Service**

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

**Preparedness**

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

**Presidential Declaration**

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

**Situation Report**

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the Director(s) of Emergency Management with an official daily summary of the status of an emergency and of the local emergency response. A copy should be

submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

**Span of Control**

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

**State of Emergency**

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

**Unified Command**

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

**Voluntary Agency**

Any chartered or otherwise duly recognized tax-exempt local, state, or national organization or group that has provided or may provide needed services to the states, local governments, or individuals in coping with an emergency or a major disaster.

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## Appendix D. Acronyms

<b>ARES</b>	Amateur Radio Emergency Service
<b>CERT</b>	Community Emergency Response Team
<b>DHS</b>	Department of Homeland Security
<b>EAS</b>	Emergency Alert System
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>ESF</b>	Emergency Support Function
<b>FEMA</b>	Federal Emergency Management Agency
<b>GIS</b>	Geographic Information System
<b>HAZMAT</b>	Hazardous Materials
<b>ICS</b>	Incident Command System
<b>JIC</b>	Joint Information Center
<b>LEPC</b>	Local Emergency Planning Committee
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NRF</b>	National Response Framework
<b>NWS</b>	National Weather Service
<b>OEM</b>	Office of Emergency Management
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>SAR</b>	Search and Rescue

<b>SITREP</b>	Situation Report
<b>SOP</b>	Standard Operating Procedures
<b>UVA</b>	University of Virginia
<b>VOAD</b>	Voluntary Organizations Active in Disaster

## **Appendix E. Victims of Crimes in an Emergency**

The 2009 Session of the General Assembly introduced legislation amending Code of Virginia, § 44-146.18, which was signed into law with an effective date of July 1, 2009, which states:

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

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

Contact information:

### **Department of Criminal Justice Services (DCJS)**

Melissa Roberson  
Training and Critical Incident Response Coordinator  
1100 Bank Street  
Richmond, VA 23219  
Phone: (804) 840-4276  
Fax: (804) 786-3414  
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>  
DCJS INFO-Line 1-888-887-3418 (Monday through Friday 9 am to 5 pm)

### **Criminal Injuries Compensation Fund (CICF)**

Mary Vail Ware, Director, CICF  
Criminal Injuries Compensation Fund (CICF) Department  
Virginia Workers' Compensation Commission  
1000 DMV Drive  
Richmond, VA 23220  
CICF Toll Free: 1-800-552-4007  
Phone: (804) 367-1018  
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