



Emergency Operations Plan Annex C: Response

December 22, 2020



Last Reviewed and Adopted on March 4, 2025

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PLAN DOCUMENTATION

RECORD OF CHANGES

Change #	Page #	Section	Summary of Change	Change Made By	Date
1	28, 46-47, 80-81, 83, 85	EOC Communications, Job Action Sheets, Emergency Shelters, ICS Matrix	Updates in preparation for BOS adoption on March 4, 2025	R. Hillman	4/8/2025
2					
3					

ACRONYMS

Legal authority to undertake the development of the Emergency Operations Plan (EOP) and subsequent actions in an emergency derives from the Goochland County Board of Supervisors.

RELATED AUTHORITIES

See Authorities in the EOP for general authorities and references.

AC	Area Command
AAR	After Action Report
EPG	Emergency Policy Group
EOC	Emergency Operations Center
EPT	Emergency Planning Team
ESF	Emergency Support Functions
IAP	Initial Action Plan
IC	Incident Command or Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LOFR	Logistics Officer
NIMS	National Incident Management System
PIO	Public Information officer
SITREP	Situation Report
SOFR	Safety Officer
UC	Unified Command
UOC	Unified Operations Center

DEFINITIONS

Area Command: Is an expansion of the incident command function, primarily designed to manage a very large incident that has multiple incident management teams assigned.

Emergency Operations Center: A specified location that serves as a focal point for emergency communications, information, and decision-making.

Emergency: An event that disrupts normal County operations and can potentially put County staff, residents, vendors/businesses, visitors, or property at risk.

Establishment and Transfer of Command: The command function needs to be clearly defined from the outset of incident operations. The organization that maintains principal jurisdictional authority appoints one person at the incident who is responsible for forming command. Transfer of command requires appraisal of fundamental information for conducting efficacious and safe operations.

General Staff: County personnel, typically comprised of the Operation, Logistics, Finance/Administration, and Planning section chiefs, responsible for the operative components of the Incident Command structure.

Incident Action Planning (IAP): A written, or verbal plan designed to provide a terse and comprehensible method of capturing and disseminating the comprehensive incident: objectives, strategies, priorities, and tactics.

Incident Command and Command Staff: Incident Command is responsible for the overarching administration of an incident and the delegation of duties to the Command Staff

Incident Command System (ICS): A management system for response to and recovery from large-scale emergencies. It has considerable internal flexibility and can grow or shrink to meet differing needs, which makes it a cost-effective and efficient management system.

Incident Commander (IC): The County Director of Emergency Management is the Incident Commander and is responsible for the overall command of emergency response.

Joint Information Center (JIC): A principal locale that assists with the functionality of the JIS. An incident specific JIC is usually created at one location on-site. However, the establishment of a JIC is dependent upon the requisites of the incident at hand and is coordinated with state, local, federal, and national organizations. The Incident Commander/Unified Command and/or other command officials must approve the message to ensure consistency and avoid confusion.

National Incident Management System: This system provides a flexible national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, mitigation, response, and recovery.

Situation Report: A situation report (SitRep) for key County personnel that provides information during the early stages of an incident. The SitRep will inform the recipient of the nature and location of the incident.

Unified Command (UC): Affords agencies participating in the UC the ability to collaboratively coordinate, plan, and interact effectively without interfering with the responsibility, accountability, or authority of other involved agencies. A Unified Command is generally formed when an incident involves various jurisdictions, one jurisdiction that has multiagency involvement, and various jurisdictions have multiagency involvement. The UC is tasked with identifying, establishing, and ranking incident-related priorities and objectives.

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INTRODUCTION

BACKGROUND

The Goochland County Director of Emergency Management manages the Goochland County Emergency Services program. The Goochland County Department of Fire-Rescue & Emergency Services will provide a single focused response to emergency events. The ultimate goals of Goochland County Department of Fire-Rescue & Emergency Services are to save lives, protect property, the environment, and minimize economic loss from the disaster, emergency, or event.

PURPOSE

The purpose of the Response Annex is to describe how emergencies will be managed in Goochland County and to describe the organization and operation of Goochland County's Emergency Operations Center (EOC) and its role in supporting emergency response efforts.

SCOPE

This Annex supports the overall management of incident response activities within Goochland County. This Annex provides the core management and administrative functions in support of the EOC. Additional information and checklists can be found in Attachments to this Annex.

OBJECTIVES

- Provide centralized coordination of response activities.
- Describe the functional responsibilities under NIMS and the Goochland County Emergency Services structure.

ATTACHMENTS

Attachments	Contents
1: Job Action Sheets	<ul style="list-style-type: none"> • Role descriptions • Detailed checklists
2: Sample Disaster Declaration	<ul style="list-style-type: none"> • Template for Emergency Declaration
3: WebEOC Guidance	<ul style="list-style-type: none"> • Position Log and Significant Events guidance • Mission/Resource Request guidance • Situation Report Guidance • WebEOC Boards and Purposes
4: Family Assistance Reunification Center Guidance	<ul style="list-style-type: none"> • Essential FAC services • Flow chart • VHASS guidance • Sample floor plan • FAC requirements

Attachments	Contents
5: Proposed Change Form	<ul style="list-style-type: none"> • Used by stakeholders to request changes to EOP and/or Annex(es)
6: Emergency Shelters	<ul style="list-style-type: none"> • Facility Name • Address and Contact Information • Restrictions
7: ICS Responsibility Matrix	<ul style="list-style-type: none"> • Local Agencies • State Agencies • Non-Governmental Agencies • Private Sector

Table 1– Attachments

WHOLE COMMUNITY APPROACH

Effective emergency services outcomes depend on the engagement of the whole community. The three main whole community principles include:

- Understand and meet the actual needs of Goochland County;
- Engage and empower all parts of Goochland County; and
- Strengthen what works well within the County daily.

Goochland County must call on its “Whole Community” to engage, participate, and take ownership of the collective preparedness and resiliency efforts.

CONCEPT OF OPERATIONS

ORGANIZATION

When an emergency occurs within Goochland County, the on-scene response is led by the Incident Commander (IC) and first responders in the field and supported by the EOC and Unified Operations Center (UOC). In major disasters, the response phase includes the assembly and allocation of all needed resources. Over time, Goochland County may need to support recovery actions at the same time as the response. Recovery information can be found in **Annex D: Recovery**.

COORDINATION

Goochland County Department of Fire-Rescue & Emergency Services is responsible for coordinating overall emergency activities in Goochland County, including core management, and administrative functions in support of emergency operations.

Situational awareness of threats or an incident will be managed through the Goochland County EOC, as deemed necessary by Goochland County Department of Fire-Rescue & Emergency Services.

PRIORITIES

- Provide effective life safety measures, reduce property loss, and protect the environment;
- Provide for the rapid resumption of Goochland County's services;
- Provide inclusion emergency policies that ensure persons with disabilities can evacuate, use emergency transportation, stay in shelters and participate in emergency and disaster-related programs together with service animals; and
- Provide accurate documentation and records required for cost recovery efforts.

COUNTY EOC

The EOC provides a central location of authority and information for Goochland County and allows for face-to-face coordination among the personnel. Goochland County Departments and other agencies will perform emergency activities as closely related as possible to those they perform routinely and are responsible for fulfilling their obligations as presented in the EOP. However, there may be instances that require personnel to assist in other areas as required to meet the needs of the emergency operation.

Activation of the EOC will be phased in accordance with the incident type and EOC activation levels as defined in the EOP. The Goochland County Director of Emergency Management, or their designee, has authority for the overall operation and management of the EOC. The Goochland County Director of Emergency Management or their designee may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- A multi-department effort is required to respond to or recover from the emergency or disaster;
- A local state of emergency is declared by a locality within Goochland County; or

- For special events requiring inter-departmental coordination.

LOCAL STATE OF EMERGENCY

In accordance with the Code of Virginia (Va. Code) § 44-146.21, a local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. See **Attachment 1: Sample Disaster Declaration**.

STAY-AT-HOME ORDER

In addition, a Stay-at-Home Order may be mandated as needed or required (i.e. novel Coronavirus disease 2019 (COVID-19)).

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

The Goochland County Director of Emergency Management, or their designee, will direct the Goochland County emergency management organization. In this role, the Goochland County Director of Emergency Management provides overall management and policy direction of prevention, preparedness, mitigation, response, and recovery operations.

In the event of an actual or pending emergency event, the Goochland County Director of Emergency Management has the authority to proclaim an emergency and direct all EOC activity and designate resources to support the event.

NIMS/ICS will be used as the organizational structure to manage the EOC's response activities to enhance the ability to interface with the emergency response agencies that routinely use ICS and the various Incident Command Posts (ICPs) that may be established in the field or at other remote sites during the incident.

Staff are responsible for being familiar with and using the National Incident Management System (NIMS), Incident Command System (ICS) procedures and forms, and use and complete as required.

ORGANIZATION

The EOC is organized around ICS principles, with the EOC Manager serving as the Incident Commander. For disaster operations, the EOC is staffed by Goochland County personnel in an organization mirroring the ICS, which includes the Emergency Manager (EOC Manager), Command, and General Staff Positions illustrated in **Figure 1** below.

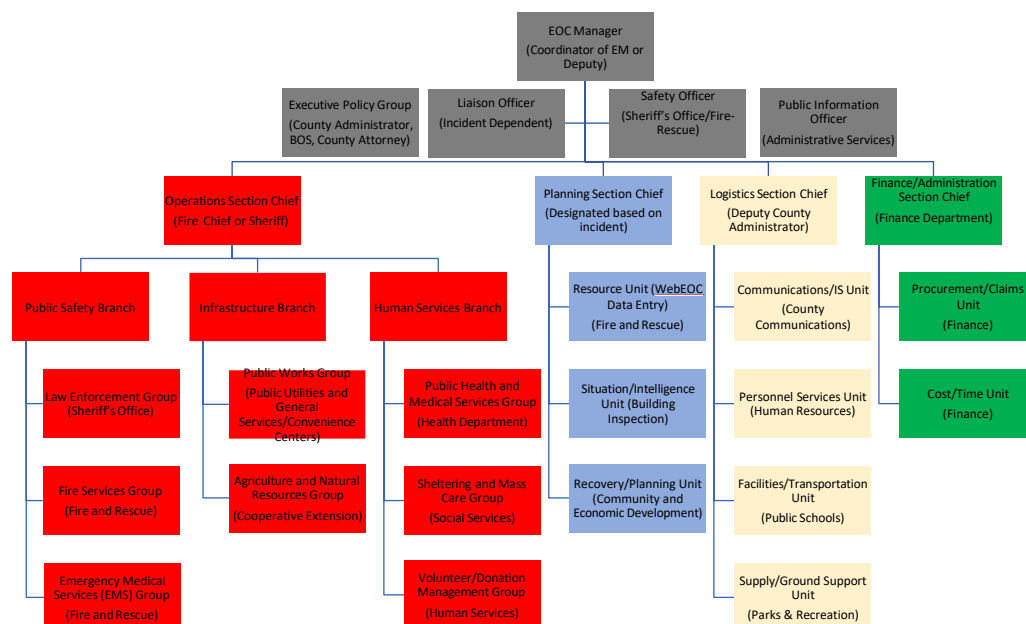


Figure 1– EOC Organizational Chart

POSITION TYPES

The EOC organizational structure consists of:

- **EOC Manager**– Oversees all EOC activities, sets EOC objectives, establishes battle rhythm, coordinates with the Executive Policy Group (EPG).
- **Command Staff**– Includes Safety Officer, Public Information Officer, and Liaison Officer. Command Staff positions report directly to the EOC Manager.
- **General Staff**– The EOC General Staff includes four traditional ICS sections (Operations, Planning, Logistics, and Finance/Administration).

ASSIGNMENT OF RESPONSIBILITIES

To ensure the most effective use of the services and functions of existing offices, departments and other agencies within Goochland County for emergency operations, selected departments, and agencies, as well as specific personnel, have been assigned emergency management responsibilities in this plan.

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UNIFIED COMMAND

In the event, an incident requires more than one person with the role of incident commander a Unified Command (UC) structure should be put in place. Incidents requiring a UC normally involve multiple jurisdictions or agencies. Under the UC model, Incident Commanders should be co-located or closely coordinated to ensure effective communications throughout the operation.

AREA COMMAND

Incidents that expand into multiple events or requires the oversight and management of a very large or evolving situation with multiple ICS organizations, an Area Command (AC) structure should be put in place to oversee the management of these types of incidents. Under the AC model, an Area Commander will support on-scene Incident Commanders and Unified Commands.

ASSIGNMENT OF RESPONSIBILITIES

The initial responsibility for responding to an emergency or an incident fall on the Goochland County Director of Emergency Management and Goochland County Department of Fire-Rescue & Emergency Services.

The overall responsibilities of the EOC leadership and management positions in the EOC are listed below. In accordance with NIMS, it is noted that not all positions may be activated at the same time. A detailed list of responsibilities can be found in the Goochland County *Emergency Operations Plan (EOP)*, *Roles and Responsibilities* section.

ICS MODEL

Federal, state, and large local government jurisdictions utilize the Emergency Support Function (ESF) construct to organize their EOCs. The ESF concept of operations is labor-intensive, as each functional areas must be staffed during a response. Smaller jurisdictions, the private sector and many educational institutions lack the personnel to support the ESF concept and opt for a pure ICS or hybrid model.

Goochland County has opted for a pure ICS model. **Table 1** on the following page provides a quick reference “Crosswalk” to show the alignment of Goochland County’s EOC Sections and their associated ESFs. This information will help assist any outside response personnel in understanding where they best fit into Goochland County’s organizational construct.

FINANCE/ADMIN SECTION	
FUNCTIONAL AREA(S)	<ul style="list-style-type: none"> Finance (Funding, Disaster Accounting, Cost Recovery) Purchasing/Inventory, Payroll, AP, Utility Billing, Contracts, and Personnel Services.
ESF(s)	<ul style="list-style-type: none"> Provides support to any ESF based on the nature of the emergency
LOGISTICS SECTION	
FUNCTIONAL AREA(S)	<ul style="list-style-type: none"> Communication/Information Systems (IS) Unit Supply/Ground Unit Personnel Services Unit Facilities/Transportation Unit
ESF(s)	<ul style="list-style-type: none"> ESF 1 - Transportation ESF 7 - Resource Support
OPERATIONS SECTION	
FUNCTIONAL AREA(S)	<ul style="list-style-type: none"> Public Safety (Firefighting, Law Enforcement, Security, Search and Rescue, Animal Control) Emergency Medical Services Group to include Public Health WebEOC Unit Sheltering and Mass Care Group Volunteer and Donations Management Group Agricultural and Natural Resources Group
ESF(s)	<ul style="list-style-type: none"> ESF 2 - Communications ESF 3 - Public Works ESF 4 - Fire Fighting ESF 5 - Emergency Management ESF 6 - Mass Care and Human Services ESF 8 - Health and Medical Services ESF 9 - Search and Rescue ESF 10 - Oil and Hazardous Materials ESF 11 - Agriculture ESF 12 - Energy ESF 13 - Law Enforcement, Public Safety and Security ESF 16 - Military Affairs ESF 17 - Volunteer and Donations Management
PLANNING SECTION	
FUNCTIONAL AREA(S)	<ul style="list-style-type: none"> Resources Unit Documentation Unit Recovery/Planning Unit Situation/Intelligence Unit
ESF(s)	<ul style="list-style-type: none"> ESF 14 - Community Recovery ESF 15 - External Affairs

Table 2– ESF to ICS Crosswalk

The EOC directs Goochland County's response activities to address the short-term effects of an incident. These activities include the immediate needs to preserve life, property, and protect the environment, and meet basic human needs, and maintain the economic structure of Goochland County.

Maintaining situational awareness and a common operating picture is key to the EOC's ability to assess the situation as it unfolds. Prompt and accurate information from the field using designated communication channels (radio, WebEOC, telephone, etc.) will help the EOC provide accurate and accessible information to decision-makers.

Response actions during an incident may include:

- Ensuring County-wide public safety;
- Managing special needs evacuation and transportation;
- Overseeing emergency public information;
- Coordinating/ supporting search and rescue;
- Deploying advanced teams to assess the severity of impact and expedite the delivery of resources;
- Supporting mass care facilities, including shelters and feeding operations;
- Establishing Assistance Centers;
- Providing emergency medical services;
- Clearing debris and/or restoring critical infrastructure; and,
- Controlling, containing, and removing hazmat contamination.

LINE OF SUCCESSION

This EOP provides for continuity of leadership in the event that authorized individuals are unable to carry out their responsibilities. Goochland County has provided for a line of succession for emergency authority in the event of a major emergency.

Should the Goochland County Director of Emergency Management (County Administrator) be unavailable or unable to serve, the positions identified on the following page in **Table 2**, in order, shall act as the Emergency Manager, with all the powers and authorities of the Emergency Manager. Alternates shall only be empowered to exercise the powers and authorities of the Emergency Manager, if Emergency Manager and the alternates identified previously in the successive order are absent or otherwise unable to serve. The individual who serves as acting Emergency Manager shall have all the powers and authority of the Emergency Manager and will serve until the Goochland County Director of Emergency Management is again able to serve.

Order of Succession	Title
1	County Administrator
2	Deputy County Administrator of Operations
3	Deputy County Administrator for Community and Economic Development

Table 3– Order of Succession

DIRECTION, CONTROL, AND COORDINATION

The Goochland County Emergency Operations Center (EOC) shall serve as the central location for support of response activities unless otherwise announced.

The Goochland County Director of Emergency Management will develop the criteria for response coordination and the development of appropriate procedures for staffing and operating the EOC consistent with plans to continue operations.

In the event that any department director is unable to perform their prescribed duties, line of succession will be in accordance with each department's line of succession. For additional information, see the *Goochland County Emergency Operations Plan (EOP)*.

DIRECTION OF RESPONSE

The EOC supports Goochland County's response activities to address the short-term effects of an incident. These activities include the immediate needs to preserve life, property, and protect the environment, and meet basic human needs, and maintain the economic structure of Goochland County.

Maintaining situational awareness and a common operating picture is key to the EOC's ability to assess the situation as it unfolds. Prompt and accurate information from the field using designated communication channels (radio, WebEOC, telephone, etc.) will help the EOC provide accurate and accessible information to decision-makers.

AUTHORITY TO TERMINATE ACTIONS AND DEACTIVATE THE EOC

During the incident or event requiring EOC Activation, the **Planning Section Chief** will monitor the incident/event activities and make recommendations to the Incident Commander regarding the status of positions not being used in the EOC. Positions staffed during initial activation that are not being utilized may be reassigned - to other positions needing assistance in the EOC, shelter assistance, Volunteer Reception Center, County Assistance & Reunification Center - or demobilized. These personnel will be checked out of the EOC and if safe, may be returned to normal duty. The Incident Commander will decide to fill the position during the next operational period.

The *ICS Form – 221 Demobilization Checkout* Form must be completed by the **Planning Section**, and records reflecting the employee's time logged, tracked, and documentation submitted.

The Goochland County Director of Emergency Management will close the incident and keep a record of the incident on file at the EOC. The Goochland County Director of Emergency Management, or their designee, will ensure the EOC is refurbished, supplies replaced, and other equipment returned to storage. Goochland County Emergency Management is responsible for the collection of data, information, and maps to develop in the After-Action-Report (AAR) for the incident. From the AAR, the Goochland County Director of Emergency Management will brief the County, EPG, and departments on any areas of improvement to the EOP or EOC and corrective actions that may be needed to aid in future activations and responses.

INCIDENT ACTION PLANNING

OVERVIEW

The Planning “P” is a guide to the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period: Once the incident/event begins, the steps are Notifications, Initial Response & Assessment, Incident Briefing Using ICS 201, and Initial Incident Command (IC)/Unified Command (UC) Meeting.

At the top of the leg of the “P” is the beginning of the first operational planning period cycle. In this circular sequence, the steps are IC/UC Develop/Update Objectives Meeting, Command and General Staff Meeting, Preparing for the Tactics Meeting, Tactics information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for the transfer of command.

INITIAL RESPONSE

Planning begins with a thorough size-up that provides information needed to make initial management decisions. The ICS Form 201 provides Command Staff with information about the incident situation and the resources allocated to the incident. This form serves as a permanent record of the initial response to the incident and can be used for the transfer of command.

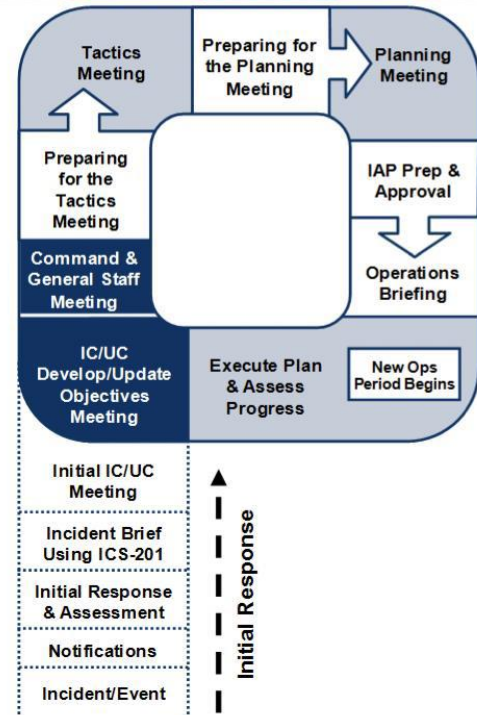


Figure 2– Planning “P”

THE START OF EACH PLANNING CYCLE

IC/UC Objectives Meeting: The Incident Command/Unified Command establishes incident objectives that cover the entire course of the incident. For complex incidents, it may take more than one operational period to accomplish the incident objectives.

The cyclical planning process is designed to take the overall incident objectives and break them down into tactical assignments for each operational period. It is essential that this initial overall approach to establishing incident objectives establish the course of the incident, rather than having incident objectives only address a single operational period.

Command and General Staff Meeting: The Incident Command/Unified Command may meet with the Command and General Staff to gather input or to provide immediate direction that cannot wait until the planning process is completed. This meeting occurs as needed and should be as brief as possible.

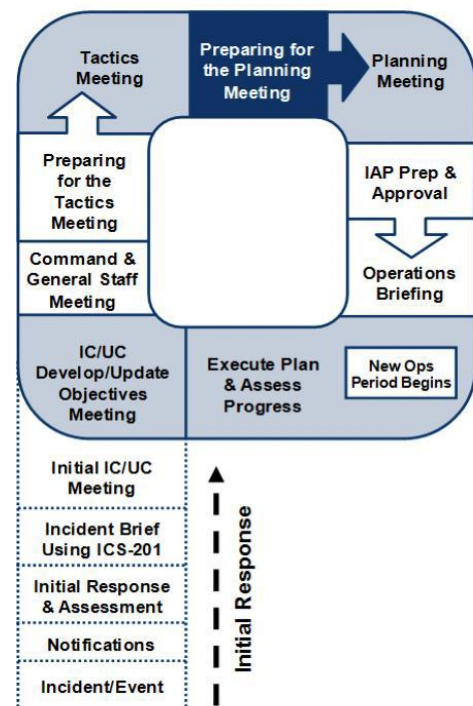
PREPARING FOR AND CONDUCTING THE TACTICS MEETING

The purpose of the Tactics Meeting is to review the tactics developed by the Operations Section Chief. This includes the following:

- Determine how the selected strategy will be accomplished in order to achieve the incident objectives.
- Assign resources to implement the tactics.
- Identify methods for monitoring tactics and resources to determine if adjustments are required (e.g., different tactics, different resources, or new strategies).

The Operations Section Chief, Safety Officer, Logistics Section Chief, and Resources Unit Leader attend the Tactics Meeting. The Operations Section Chief leads the Tactics Meeting. The ICS Forms 215, Operational Planning Worksheet, and 215A, Incident Safety Analysis, are used to document the Tactics Meeting.

Resource assignments will be made for each of the specific work tasks. Resource assignments will consist of the kind, type, and the number of resources available and needed to achieve the tactical operations desired for the operational period. If the required tactical resources will not be available, then an adjustment should be made to the tactical assignments being planned for the Operational Period. Tactical resource availability and other needed support must be determined prior to investing a great deal of time working on strategies and tactical operations that realistically cannot be achieved.



PREPARING FOR THE PLANNING MEETING

Following the Tactics Meeting, preparations are made for the Planning Meeting, to include the following actions coordinated by the Planning Section:

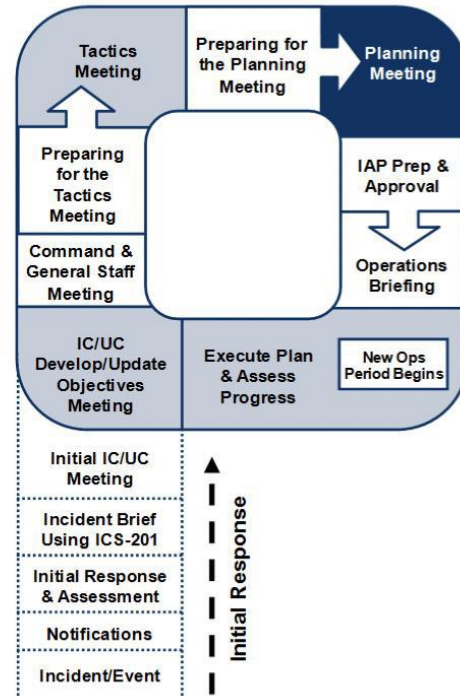
- Review the ICS Form 215 developed in the Tactics Meeting.
- Review the ICS Form 215A, Incident Safety Analysis (prepared by the Safety Officer), based on the information in the ICS Form 215.
- Assess the current operation's effectiveness and resource efficiency.
- Gather information to support incident management decisions.

PLANNING MEETING

The Planning Meeting provides the opportunity for the Command and General Staff to review and validate the operational plan as proposed by the Operations Section Chief. Attendance is required for all Command and General Staff. Additional incident personnel may attend at the request of the Planning Section Chief or the Incident Commander. The Planning Section Chief conducts the Planning Meeting following a fixed agenda.

The Operations Section Chief delineates the amount and type of resources he or she will need to accomplish the plan. The Planning Section's "Resources Unit" will have to work with the Logistics Section to accommodate.

At the conclusion of the meeting, the Planning Section Staff will indicate when all elements of the plan and support documents are required to be submitted so the plan can be collated, duplicated, and made ready for the Operational Period Briefing.



IAP PREPARATION AND APPROVAL

The next step in the Incident Action Planning Process is plan preparation and approval. The written plan is comprised of a series of standard forms and supporting documents that convey the Incident Commander's intent and the Operations Section direction for the accomplishment of the plan for that Operational Period.

For simple incidents of short duration, the Incident Action Plan (IAP) will be developed by the Incident Commander and communicated to subordinates in a verbal briefing. The planning associated with this level of complexity does not demand the formal planning meeting process, as highlighted above.

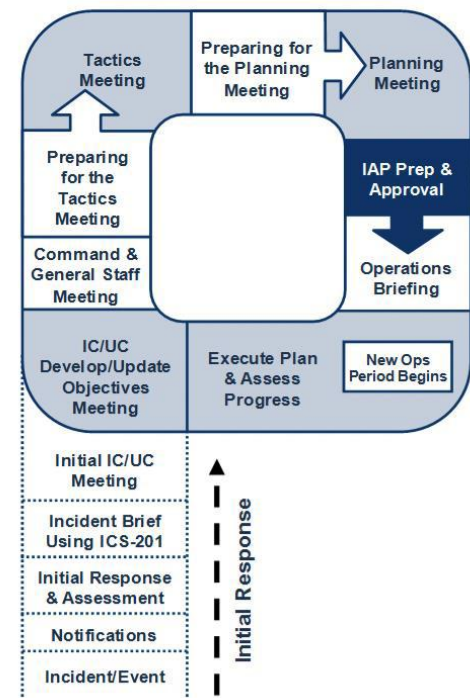
Certain conditions result in the need for the Incident Commander to engage a more formal process. A written IAP should be considered whenever:

- Two or more jurisdictions are involved in the response.
- The incident continues into the next Operational Period.
- A number of ICS organizational elements are activated (typically when General Staff Sections are staffed).
- It is required by agency policy.
- A Hazmat incident is involved (required).

Operations Period Briefing

The Operations Period Briefing may be referred to as the Operational Briefing or the Shift Briefing. This briefing is conducted at the beginning of each Operational Period and presents the Incident Action Plan to supervisors of tactical resources.

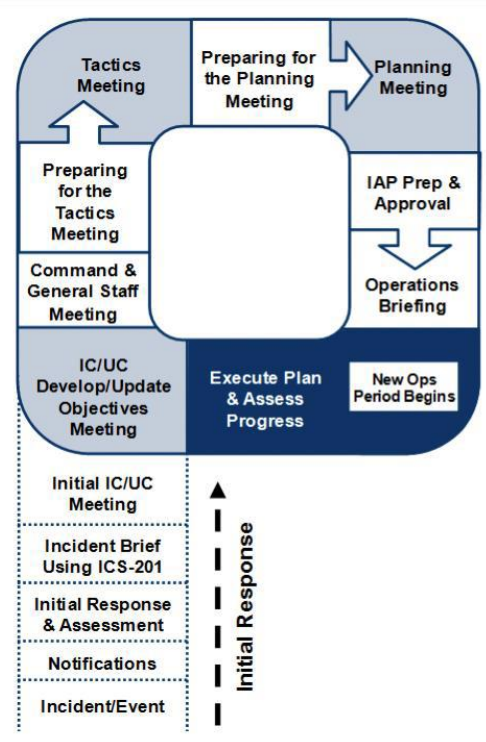
Following the Operations Period Briefing supervisors will meet with their assigned resources for a detailed briefing on their respective assignments.



EXECUTE PLAN AND ASSESS PROGRESS

The Operations Section directs the implementation of the plan. The supervisory personnel within the Operations Section are responsible for the implementation of the plan for the specific Operational Period.

The plan is evaluated at various stages in its development and implementation. The Operations Section Chief may make the appropriate adjustments during the Operational Period to ensure that the objectives are met, and effectiveness is assured.



INFORMATION COLLECTION AND DISSEMINATION

ESSENTIAL ELEMENTS OF INFORMATION (EEI)

During an incident, information collection is vital. Personnel working in the EOC should focus on Essential Elements of Information such as:

- Information on lifesaving needs, including evacuation and search and rescue.
- Information on critical infrastructure, including determining the status of transportation, utilities, communication systems, and fuel and water supplies.
- Information on critical facilities.
- Information on the risk of damage to Goochland County.
- Information on the number of individuals and businesses that have been displaced because of the event and the estimated extent of the damage.

INFORMATION SHARING AND DISSEMINATION

The EOC will serve as the central information gathering and dissemination center and will serve as the link between the County EOC and the state government. As information is received, the Planning Section is responsible for collecting, evaluating, and disseminating information. If damage assessments are being completed in response to an incident, information will be fed back into the EOC for review. Once reviewed, this information will be sent on to the County EOC to assist in the declaration process.

Situation reports will be provided to the County EOC at the end of every operation period, which is established or modified based on operation needs. Situation reports should include information on:

- Weather report;
- EOC Activation Status;
- Emergency Orders;
- Roads/bridges status;
- Damage reports; and
- Assistance requested.

RESOURCE REQUESTS

During normal operations, it is the responsibility of each Goochland County department to develop and maintain a comprehensive resource inventory system to manage resource commitment, mobilization, and deployment. When the Goochland County EOC has activated, all resources from various departments will be coordinated through the EOC, to manage the situation effectively and efficiently.

Each department that responds to the EOC should bring a resource inventory that includes:

- Available personnel;
- Available equipment;
- Automobiles with public address systems;

- Applicable cars, vans, buses, trucks, ambulances, and other transportation equipment; and
- Any other supplies or equipment that may be useful.

The resource list should also be available on the computer database or from a file in the EOC.

Throughout the duration of an incident, resource requests will be made via the EOC. The Operations and Logistics Section will coordinate resource requests during an incident. As resources are assigned to support the emergency, they will be tracked by the Logistics Section and by the Planning Section. Records of resources that have been deployed to support the incident will be maintained throughout the incident. In some cases, resources will need to be prioritized. Some considerations when prioritizing resources include:

- Overarching priorities of the incident response;
- Priorities for that operational period; and
- Input from the field.

If Goochland County has depleted or needs resources, not in inventory, resource requests will be initiated, tracked and processed through WebEOC to the Virginia Department of Emergency Management (VDEM) Regional Coordination Center and Virginia EOC.

BRIEFINGS AND MEETINGS

INCIDENT BRIEFING/EOC BRIEFING AND INITIAL COMMAND MEETING

The Incident Briefing marks the transition of incident response from reactive management to a proactive phase. During this meeting, the Incident Commander (Unified Command for Expanded Scope Incidents) will brief any on-coming or transitioning staff about current response actions, resources on- order, and/or a current situational assessment. The Command/EOC meetings allow the on-coming and out-going leadership of the key response elements, Command, and General Staff, to brief each other on the incident parameters known at that time. The Incident Commander determines that formal incident planning is warranted, the command sets initial incident objectives and the planning cycle process begins. The Incident Commander remains the primary authority for command and management of the incident.

INCIDENT ACTION PLAN

Incident Action Plans (IAP) ensure that everyone is working in concert towards the same goals set for that operational period by providing all incident supervisory personnel with direction for actions to be taken during the operational period identified in the plan.

The IAP should include the following pieces of information:

- Overall incident objectives and priorities (ICS Form 201);
- Primary strategies for achieving objectives (with alternatives listed);
- General tactics for selected strategies;
- Types and quantities of resources assigned;
- Tactical organization (can be organized geographically or functionally);
- Organization List/Chart (ICS Form 203);
- Assignment List (ICS Form 204);
- Communications Plan (ICS Form 205);

- Logistics Plan (ICS Form 206);
- Safety Message (ICS Form 215A); and
- Supporting documentation: Maps of the impacted areas, a timeline of events, timeline of meetings, traffic plans, and weather reports.

PUBLIC INFORMATION/JOINT INFORMATION CENTER

Having an informed community is key to making Goochland County more resilient. Public awareness and education prior to an incident are crucial to successful public information during an event. Goochland County will take steps to ensure information is available for residents who may not be English speaking or may require additional assistance such as Braille or a sign language interpreter.

During EOC operations, the individual to fulfill the functions of the PIO will be designated to the Communications Department Director. The Public Information Officer (PIO) will ensure that the Goochland County community are provided timely and accurate information concerning the event to alleviate fears and concerns, control rumors and prepare staff, residents, vendors/businesses, and visitors for any necessary protective actions. This messaging should include media forms, social media, internet, and the community notification telephone system. Particular attention should be given to special needs populations, elderly, and non-English speaking residents.

During EOC operations, the designated PIO will provide emergency information to the media through periodic contacts and/or scheduled briefing. All public information releases will be prepared by the PIO, verified by the EOC command staff, and approved by the Incident Commander before being released to the media.

The issuance of emergency-related public information statements when the EOC is not activated will be handled as follows:

- For disasters that impact relatively small areas, the on-scene authority will issue these statements.
- For emergencies involving releases of hazardous substances, public information announcement responsibilities then rest with the appropriate responding authorities.

RUMOR CONTROL

As the disaster conditions warrant, rumor control number(s) and media contact number(s) will be designated specifically for that disaster. Inquiries from the public and media that cannot be satisfied by rumor control personnel will be directed to the PIO in charge of the rumor control/media contact operations.

JOINT INFORMATION CENTER

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

In addition to the Joint information System (JIS) and JIC, additional information pertaining to public education and media may be requested/sent to and from multiple disaster sites. Information may be obtained through the following resources:

- Cable channels and/or satellite uplink operations;
- Special publications, radio feeds, special projects (i.e., teleconferencing); and

- Interagency photo and video documentation (utilized as shared resources with agencies of government, and the media).

The merits of information-gathering and delivery sources will be evaluated based on need, and procedures to acquire and use each or all sources, used as applicable and necessary.

COMMUNICATIONS

Communications and information management systems are an integral part of emergency management. The EOC maintains and provides an efficient means of receiving requests for emergency response services and resources.

As the scope or impact of a potential or actual disaster/emergency change, these communication resources shall be integrated into the total emergency management communications system.

NOTIFICATION AND WARNING

Timely, detailed, and accurate information is critical for an effective response to an emergency. Any news of an actual or potential disaster - even an anonymous call – is ordinarily sufficient to initiate a response. Notification of all disasters affecting Goochland County will be directed to the Director of Emergency Management.

Goochland County must receive immediate notification whenever an emergency poses a significant threat to the area. The office receiving notification of a disaster or emergency shall immediately notify the Goochland County Director of Emergency Management.

If the threat is credible or an incident has occurred, the Goochland County Director of Emergency Management will call together the Emergency Policy Group (EPG) and the Emergency Planning Team (EPT) as deemed necessary to handle the incident and will brief them on the situation. The Director of Emergency Management will activate this plan and/or order such steps to be taken as may be appropriate for the situation. Following the briefing, everyone involved will review their responsibilities outlined in this Emergency Operations Plan (EOP) and their respective annexes. Department Administrators will brief their personnel on their responsibilities and then make preparations for the mobilization.

NON-EMERGENCY EXTERNAL COMMUNICATIONS

The ongoing day-to-day educational program to increase public awareness concerning possible hazards and proper response to the same is accomplished by fulfilling requests from the public for prepared, printed booklets and pamphlets, digital information available online, social media outlets, and referring inquiries to the appropriate agency and/or conducting educational presentations.

EOC COMMUNICATIONS

Communications from the Goochland County EOC to field and response teams will be accomplished by established message procedures, radio, and/or telephone contact with the appropriate agency. Response teams not dispatched by the Center will maintain their communication network for receiving instructions from and providing status reports to the Goochland County Director of Emergency Management.

Goochland County EOC to County and State EOC communications will be accomplished by telephone, cell phone, WebEOC, fax, and email.

The public can call the EOC when open at 804-556-5678 to report/request non-emergency needs related to the emergency at the time. All requests are tracked through resolution.

An event log (WebEOC Significant Events Board) will be kept by those assigned to the EOC, recording the date, time, and status of all messages. Messages from the EOC will be action documents (orders) to operating departments for coordinated Goochland County Emergency Response. All incoming messages

are to be treated with the utmost urgency and are to be followed to their conclusion. The messages are to be posted with date and time.

Alternative radio communications are available through Goochland's Amateur Radio Team (GART) as part of Radio Amateur Civil Emergency Services (RACES). A GART communication station is established in the Sheriff's Office Communications room. Additional permanent radio amateur antennas are located at each of the fire-rescue stations and the Goochland County Public High - Middle School Complex. GART members also have access to hand-held devices.

ADMINISTRATION, FINANCE, AND LOGISTICS

EXPENDITURES

The message log will become a primary legal document and will be used for accounting and disbursement, and for future training. The Log will also be used to substantiate:

1. Record, report preparation and retention.
2. Communications needs and systems.
3. Accounting and reimbursement procedures.
4. Training requirements.
5. Agreements of understanding with private organizations.
6. Mutual aid agreements with neighboring jurisdictions.

DOCUMENTATION AND RECORDS RETENTION

When the EOC is activated, the distribution, reporting, and retention of all data will be through the EOC. It will be the primary point from which and through which all data to, from, and through Goochland County responding departments will be made.

Table 3 below lists the essential records and reports before, during, and after an emergency:

Reports	Records	Responsibility	Frequency of Reporting	File Depository
Expenditures and obligations of response		Emergency Response Teams	Daily during emergency	EOC
Daily situation, resource consumption		EOC, Emergency Response Teams	Daily during emergency	EOC
	Mutual Aid Agreements	County Emergency Management	At expiration or change	EOC
	Listing(s) of all available resources	County Emergency Management	As needed	EOC

Table 4– EOC Documentation and Records

LOGISTICS

Resource management and coordination during an EOC activation will be the responsibility of the Goochland County Finance Department. The EOC shall serve as the central location for Goochland County coordination of all emergency response activities unless otherwise announced.

ANNEX DEVELOPMENT AND MAINTENANCE

Goochland County Department of Fire-Rescue & Emergency Services is responsible for the overall development and maintenance of the Response Annex. The Goochland County Director of Emergency Management, or their designee, will ensure the Annex is reviewed and updated by each involved department. It should be updated with minor changes based on lessons learned following an actual or threatened emergency situation or exercise.

The Response Annex should be reviewed annually in conjunction with the EOP to add and correct deficiencies identified through actual emergency response operations, drills, exercises, and changes in the Goochland County organizational structure, technological changes, etc. Annex updates will be documented on **Attachment 3: Proposed Change to Response Annex Form**.

ATTACHMENT 1: JOB ACTION SHEETS

Position:

EOC Manager

Role: The EOC Manager has overall authority, knows agency policy and is responsible for conducting incident operations. May assign technical specialists as additional command advisors, depending on the nature, scope, complexity, and location(s) of the incident(s), or according to specific needs.

- ☐ Respond immediately to the EOC site and determine operational status.
- ☐ Mobilize appropriate personnel for the initial activation of the EOC.
- ☐ Obtain briefing from any available sources.
- ☐ Ensure the EOC is properly set up and ready for operations.
- ☐ Ensure that an EOC organization and staffing chart is posted and completed, brief EPG and setup briefing.
- ☐ Monitor general staff activities to ensure that all appropriate actions are being taken.
- ☐ Establish initial strategic objectives for the EOC.
- ☐ Prepare EOC objectives for the Initial Action Planning (IAP) Meeting.
- ☐ Convene the Initial Action Planning meeting.
- ☐ Once the Action Plan is completed by the Planning/Intelligence Section, review, approve, and authorize its implementation.
- ☐ Conduct periodic briefings with general staff to ensure that strategic objectives are current and appropriate.
- ☐ Brief as appropriate.
- ☐ Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- ☐ In coordination with the PIO, conduct news conferences and review media releases for final approval.
- ☐ Authorize the demobilization of sections.
- ☐ Complete ICS Form 214 for each operational period.

Position: Executive Policy Group (EPG)	Role: The EPG provides policy-level guidance regarding emergency planning and response/recovery activities.
<ul style="list-style-type: none"> <input type="checkbox"/> Convene at the EOC or virtually through teleconference as necessary to provide overall policy direction. <input type="checkbox"/> Develop the strategic policy and direction for response, recovery, and continuity of operations. <input type="checkbox"/> Consult with EOC leadership on decisions related to County policies, as needed. <input type="checkbox"/> Review public information statements and releases. <input type="checkbox"/> Complete ICS Form 214 for each operational period. <input type="checkbox"/> County Attorney provides counsel, guidance, and advice to county officials on questions arising during an event <input type="checkbox"/> County Attorney participates in draft/review of procedures, with particular attention to service of notice, for imposing quarantines, ordering destruction of food chain items, and the condemnation of damaged buildings <input type="checkbox"/> County Attorney participates in draft/review of procedures that apply to the relief from using normal purchasing procedures as permitted by the State Code to assure protection against waste, fraud, and abuse <input type="checkbox"/> County Attorney participates in draft/review of Memorandum of Understanding agreements <input type="checkbox"/> County Attorney drafts/reviews the declarations and resolutions that are made by the Board of Supervisors or Director of Emergency Management during an event 	

Position:

Public Information Officer

Role: Responsible for interfacing with incident personnel, the public and media and/or with other agencies/organizations with incident-related information needs. Gathers, verifies, coordinates, and disseminates accessible, meaningful, and timely information on the incident for both internal and external audiences. The PIO monitors the media and other sources of public information to collect relevant information and transmits this information to the appropriate components of the incident management organization. In incidents that involve PIOs from different agencies, the Incident Commander or Unified Command designates one as the lead PIO.

- ☐ Determine expectations of Incident Commander regarding gathering and disseminating of information.
- ☐ Review available documentation (i.e., Incident Action Plan, strategy objectives, etc.).
- ☐ Participate in briefings/meetings.
- ☐ Assist with post-incident information strategy and procedure.
- ☐ Document all media contacts.
- ☐ Take photographs and videos of the incident and related activities.
- ☐ Prepare and disseminate information internally and externally regarding the incident.
- ☐ Prepare briefing materials for VIP visits and assist with planning, coordination, and logistics for visits.
- ☐ Be alert to rumors and take appropriate action.
- ☐ Arrange and schedule media interviews.
- ☐ Assist in the preparation of the Demobilization plan.
- ☐ Monitor Social Media channels.
- ☐ Complete ICS Form 214 for each operational period.

Position:

Liaison Officer

Role: Serves as the point of contact for representatives of governmental agencies, jurisdictions, NGOs, and private sector organizations that are not included in the Unified Command. These representatives provide input on their agency, organization, or jurisdiction's policies, resource availability, and other incident-related matters.

- ☐ Gather information necessary to assess incident assignment and determine immediate needs and actions.
- ☐ Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- ☐ Assemble incident information for use in briefings and filling requests.
- ☐ Assemble information for use in answering requests and resolving problems.
- ☐ Within the first operational period, after check-in, obtain incident information from the Incident Commander (if applicable), Emergency Manager, and Planning Section.
- ☐ Conduct briefings at predetermined times and locations with assisting departments and other organizations.
- ☐ Keep cooperating and assisting agencies informed of planning actions.
- ☐ Respond to requests for information and resolve problems.
- ☐ Supply departments and assisting agencies with demobilization information.
- ☐ Complete ICS Form 214 for each operational period.

Position:

Safety Officer

Role: Monitors incident operations and advises the Incident Commander or Unified Command on all matters relating to operational safety, including the health and safety of incident personnel.

- ☐ Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.
- ☐ Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available and being used.
- ☐ Identify potentially unsafe acts.
- ☐ Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.
- ☐ Ensure adequate sanitation and safety in food preparation.
- ☐ Debrief Assistant Safety Officers prior to Planning Meetings.
- ☐ Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).
- ☐ Participate in Planning and Tactics Meetings.
 - Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
 - Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.
- ☐ Attend planning meetings.
- ☐ Participate in the development of Incident Action Plan (IAP):
 - Review and approve Medical Plan (ICS Form 206).
 - Provide Safety Message (ICS Form 202) and/or approved document.
 - Assist in the development of the “Special Instructions” block of ICS Form 204, as requested by the Planning Section.
- ☐ Investigate accidents that have occurred within incident areas:
 - Ensure accident scene is preserved for investigation.
 - Ensure accident is properly documented.
 - Prepare accident report as per agency policy, procedures, and direction.
 - Recommend corrective actions to Incident Commander and agency.
- ☐ Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.
- ☐ Document all activity on Unit Log (ICS Form 214).

Position:

Operations Section Chief

Role: Interacts with next lower level of Section (Branch, Group, Unit) to develop the operations portion of the Incident Action Plan (IAP). Requests resources needed to implement the Operation's tactics as a part of the Incident Action Plan development (ICS 215).

- ☐ Manage tactical operations.
- ☐ Oversee and assist in the development of the operations sections of the IAP process.
- ☐ Supervise the execution of the incident Action Plan for Operations.
 - Maintain close contact with subordinate positions- Incident Commander, Operations personnel, and other agencies involved in the incident.
 - Ensures safety of all tactical operations.
- ☐ Determine strategies and tactics for incident operations.
- ☐ Request additional resources to support tactical operations (not release from the incident).
- ☐ Approve release of resources from operational assignments.
- ☐ Make or approve expedient changes to the IAP during the Operational Period as necessary.
- ☐ Maintain Unit Log (ICS 214).

Position:

**Public Safety Branch:
Fire Services Group**

Role: Staff support and strengthens fire and emergency medical services and stakeholders to prepare for, prevent, mitigate and respond to all hazards. Through data collection, public education, research and training efforts, the U.S. Fire Administration has helped to reduce fire deaths and make our communities and residents safer.

- ☐ Develop plans, procedures, and equipment guidelines to support firefighting response operations.
- ☐ Develop and manage firefighting mutual aid agreements.
- ☐ Coordinate plans with commercial/private fire response organizations.
- ☐ Conduct firefighting operations.
- ☐ Conduct fire overhaul operations.
- ☐ Maintain current status list of firefighting and EMS resources.
- ☐ Mobilize firefighting resources in support of urban, rural and wild-land firefighting operations.
- ☐ Assist in removal of affected individuals from the incident site.
- ☐ Provide for worker health and safety including decontamination of equipment.
- ☐ Conduct building plan reviews to reduce or eliminate hazards.
- ☐ Conduct fire code inspections and coordinate with appropriate personnel or building inspections.
- ☐ Investigate and Assist in investigating fires:
 - Determine cause and origin.
 - Maintain the chain of evidence.
- ☐ Establish and maintain security at fire scenes.

Position:

Public Safety Branch: Law Enforcement Group

Role: Staff consider law enforcement capabilities in the mission to prepare for, protect against, respond to, recover from and mitigate all hazards. Set policy, programs and operations affecting or impacting the law enforcement community. Enhance communication and coordination between national security agencies and law enforcement professionals by enabling synchronization of internal and external initiatives that involve law enforcement and security activities through partnership, intelligence, information-sharing, analysis and decision-making support.

- ☐ Conduct a public safety and security response.
- ☐ Develop methods to assess personnel safety and security following an incident.
- ☐ Establish public safety and security monitoring and surveillance programs.
- ☐ Provide and plan for access to the site for emergency workers and other necessary and appropriate personnel:
 - Secure critical sites.
 - Identify and establish an incident perimeter and zones.
 - Identify security zone requirements.
 - Develop security and access control plans.
 - Implement and maintain an on-scene personal identity management system.
 - Coordinate security for facilities and resources.
 - Control traffic and crowds.
 - Arrange for shelter, housing and feeding for law enforcement responders.
- ☐ Maintain contact list of all Public Safety agencies within the County.
- ☐ Develop plans, procedures, and implementing instructions for the handling and processing of fatalities.
- ☐ Develop plans, procedures, and implementing instructions to recover human remains in a dignified manner.
- ☐ Develop plans, procedures, and implementing instructions for investigating deaths as the result of incidents.

Position:

**Human Services
Branch: Public Health
and Medical Services
Group**

Role: Staff will develop an Incident Medical Plan (to be included in the Incident Action Plan); develop procedures for managing major medical emergencies; provide medical aid; and assist the Finance/Administration Section with processing injury-related claims.

- ☐ Coordinate with the Local Health District to ensure all Public Health needs are met.
- ☐ Identify the operations, hazards, and exposures of greatest risk to site personnel and coordinate with the Incident Command (IC) to develop specific actions to address them and protect site personnel.
- ☐ Assist the incident commander (IC) in developing an incident safety and control plan.
- ☐ Ensure that the exposure monitoring (personnel and environment) specified in the health and safety plan and related standard operating procedures (SOPs) is performed.
- ☐ Observe the scene and review/evaluate hazard and response information as it pertains to the safety of all persons on the scene and responding.
- ☐ Assist the Incident Command (IC) and Incident Command System (ICS) staff in implementing exposure monitoring and enforcing safety considerations.
- ☐ Develop a plan to coordinate the actions of the various agencies providing environmental health services.
- ☐ Identify appropriate expertise needed for all aspects of environmental health response.
- ☐ Provide input on forecasting and planning aspects as part of the Incident Command System (ICS) for needs in the coming days.
- ☐ Issue environmental health alerts as appropriate
- ☐ Assist epidemiologists and health providers in linking environmental exposures to health risks, prevention strategies, and disease outcomes.
- ☐ Develop crisis communication plan clearly identifying and communicating environmental health risk issues to the media, public, partners and stakeholders.
- ☐ Disseminate crisis and emergency risk communication information to media, public, partners and stakeholders.
- ☐ Provide advice to law enforcement authorities regarding re-entry.
- ☐ Develop guidelines for providing safe drinking water from all sources.
- ☐ Develop a geo-coded database of all drinking water facilities and private systems.
- ☐ Develop Emergency Guidelines and Operation Criteria for Limited Operations (Boil water or do not drink order), and plan for dissemination to public and policyholders in cooperation with water utilities.
- ☐ Develop mutual aid agreements with other water providers and relevant health and environment entities for assistance in disaster/emergency events.

- ☐ Develop and conduct emergency response training relevant to drinking water systems to field staff and managers of state/local drinking water programs and drinking water utilities.
- ☐ Determine potability of all drinking water facilities affected (larger, regulated Safe Drinking Water Act –SDWA) systems and non-SDWA systems such as private wells).
- ☐ Conduct initial assessments and potability of non-SDWA drinking water facilities (private wells, etc.)
- ☐ Conduct assessments of portable water purification systems.
- ☐ Conduct assessments of ice making operations, bottled water and bulk water hauling for quality and safety.
- ☐ Conduct follow-up monitoring of drinking water quality and system pressure in SDWA systems
- ☐ Develop communications plan for wastewater issues in emergencies, including instructions for collection systems or treatment plants not operating, operating at limited capacity, or operating in a non-standard manner (e.g., discharge without complete treatment).
- ☐ Develop and conduct relevant emergency response training for field staff and managers of state/local wastewater programs and utilities.
- ☐ Provide technical assistance to individual owners of onsite systems and operators of small communal onsite systems.
- ☐ Assess wastewater and sanitation (including toilets, on-site systems and hand washing facilities) at mass care facilities.
- ☐ Conduct initial assessments of individual or small community onsite systems using Emergency Guidelines and Operation Criteria or applicable code.
- ☐ Provide short-term sewage disposal alternatives until infrastructure is restored.
- ☐ Conduct follow-up monitoring of treatment plant effluent and integrity of collection systems.
- ☐ Determine food facilities that are adversely affected.
- ☐ Conduct product tracing to determine source, destination, and disposition of adulterated/contaminated products.
- ☐ Conduct environmental investigations of disease outbreaks possibly related to food-born exposures, as needed; work in conjunction with epidemiologist, laboratory and health care providers.
- ☐ Create emergency response plan for response to all food operations for retail, food service, mass feeding, and food processing facilities.
- ☐ Develop communications plan for food safety for regulated facilities and the general public.
- ☐ Provide food safety training to responders and volunteers.
- ☐ Conduct follow-up monitoring of food.
- ☐ Conduct follow-up/re-opening assessments.
- ☐ Provide advice through response partners (USDA, State Agriculture Departments, etc.) to farmers on protecting their animals and crops from contamination.
- ☐ Determine location of all mass feeding and food preparation sites and distribution points.

- ☐ Conduct safe disposal of damaged or contaminated food.
- ☐ Conduct building/facility inspections in advance to identify food/sanitation capability and suitability of structures identified as mass care facilities (housing, shelters, feeding, and care facilities).
- ☐ Develop plan for assessing local vector control infrastructure prior to event and how it has been damaged during the event.
- ☐ Develop plan to work with local vector control to assist while they rebuild capabilities.
- ☐ Develop disease specific emergency response plan for vector control including; insect, arthropod and rodent vectors.
- ☐ Implement animal control measures, (i.e., for infected animals threatening the public's health (also includes stray pets/domestic animals, wild animals).
- ☐ Establish a vector control technical expertise team for surveillance and monitoring of animal infections until population densities and infection rates return to pre-event levels.
- ☐ Create emergency response plan for managing the type and quantities of waste generated by the event and cleanup efforts.
- ☐ Determine, recommend, and assess appropriate decontamination methods.
- ☐ Determine qualifications for transportation of waste.
- ☐ Identify suitable repositories by type and their capacities for radioactive waste disposal.
- ☐ Develop plan for long-term environmental monitoring.
- ☐ Coordinate quarantine activation and enforcement with public safety and law enforcement.
- ☐ Ensure appropriate implementation of infection control precautions for isolated patients.
- ☐ Assist in disease control, quarantine, containment, and eradication.
- ☐ Identify community sites suitable for quarantine.
- ☐ Ensure that adequate food, water, and medication are provided to quarantined or isolated persons (through public health officials; oversight by case manager).
- ☐ Ensure critical medical care for any ill individuals.
- ☐ Track (with a database) the details of the persons who are being placed in isolation or quarantine using Personal Health Identification Numbers (PHINs).
- ☐ Issue/terminate isolation or quarantine orders or agreements for voluntary isolation or quarantine.
- ☐ Issue an order that closes public venues based on the recommendation of an epidemiologist.
- ☐ Ensure legal authority exists to isolate and/or quarantine individuals, groups, facilities, animals, and food products.
- ☐ Ensure mental health care and access to religious practices.
- ☐ Ensure access to communication with family and friends to reduce unnecessary stress.
- ☐ Direct and control public information releases about those people who have been isolated or quarantined.

- ☐ Coordinate with the agriculture community regarding animal influence.
- ☐ Establish criteria for patient decontamination that fully considers the safety of emergency medical services (EMS) personnel and hospital-based first responders.
- ☐ Develop plans, procedures, and implementing instructions to ensure individual gross decontamination of persons prior to admittance to shelters and other mass care facilities, medical and alternate care facilities, reception centers, and other places as needed.
- ☐ Disseminate public health and safety information to the public to improve provision of home healthcare.
- ☐ Provide post-hospitalization regulating and mass movement of patients that matches needy patients with transportation assets and available definitive care.
- ☐ Enhance emergency system patient transport and tracking systems.
- ☐ Activate procedures for altered nursing and medical care standards.
- ☐ Coordinate public health and medical services among those people who have been isolated or quarantined.
- ☐ Coordinate with Sheltering and Mass Care to address medical needs at Public Shelters
- ☐ Identify local, state and region mental health and substance abuse professionals or paraprofessionals and integrate them within the response planning.
- ☐ Provide emergency medical and dental care.
- ☐ Activate healthcare workers' and volunteers' call systems.
- ☐ Provide accurate and relevant public health and medical information to clinicians, other responders, and the public in a timely manner.
- ☐ Provide counseling support.
- ☐ Provide family support services.
- ☐ Provide worker crisis counseling and mental health and substance abuse behavioral health support.
- ☐ Inventory and categorize, by material or services provided, facilities, equipment, personnel, and systems available to support emergency operations.
- ☐ Identify private vendors and suppliers to fill resource gaps.
- ☐ Prioritize use of supplies.
- ☐ Coordinate distribution of stockpile assets.
- ☐ Process and manage requests for additional personnel or equipment.
- ☐ Develop plans for establishing staging areas for internal and external response personnel, equipment, and supplies.
- ☐ Provide medical equipment and supplies to support immediate medical response operations and to restock medical equipment and supplies as requested.

- ☐ Ensure the timely provision of equipment and materials to shelters and mass care and medical facilities. (Note: This task needs to treat provision of personnel as a separate task because personnel and supplies are handled separately.)
- ☐ Provide physical security, security personnel and credentialing to adequately safeguard the medical material assets at storage locations or in transit whether maintained by federal, state, local or private/commercial entities.
- ☐ Provide and coordinate the use of emergency power generation services at critical facilities.
- ☐ Disseminate health and safety information to the public.
- ☐ Create plans and systems for patient movement and tracking.
- ☐ Create plans and systems for transport and tracking of medical supplies and equipment.
- ☐ Coordinate public health and medical services.
- ☐ Provide security to protect medicines, supplies and public health personnel.
- ☐ Maintain a system for inventory management to ensure availability of critical medicines and medical supplies.
- ☐ Coordinate dispensing of mass therapeutics and vaccines.
- ☐ Implement plans for distributing and dispensing prophylaxis.
- ☐ Provide antibiotic prophylaxis and/or immunizations to all responders and their families, including nongovernmental personnel supporting relief efforts.
- ☐ Track outcomes and adverse events following mass distribution of prophylaxis.
- ☐ Develop plans to activate morgue operations in the County.
- ☐ Develop a fatality incident action plan (IAP) by evaluating previously developed plans, procedures, implementing instructions, and systems.
- ☐ Develop plans, procedures, and implementing instructions to recover human remains in a dignified manner.
- ☐ Develop plans, procedures for establishing a family assistance center (FAC).
- ☐ Develop plans, procedures, and implementing instructions for collecting ante-mortem information within the family assistance center (FAC).
- ☐ Identify and arrange local morgue site/s.
- ☐ Coordinate mortuary/morgue services.
- ☐ Coordinate with public health and regulatory agencies to develop plans, procedures, and implementing instructions to protect the public from communicable diseases and radiological, chemical, and other hazards when handling remains.
- ☐ Conduct training and exercises for establishing and managing fatality retrieval operations.
- ☐ Document (photograph, measure, obtain witness statements) in a manner constant with the Chief Medical Examiner's incident plan.

Position:

**Human Services
Branch: Donations
Management Unit**

Role: Identifies how to effectively manage the surge of unsolicited goods. Gather information from organizations, agencies, volunteers, media, and others for donations intelligence purposes. Facilitate the matching of unaffiliated volunteers with appropriate organizations or agencies during program implementation. List the planning considerations for cash donations. Incorporate technology needed to successfully manage data and information on unaffiliated volunteers and unsolicited goods.

- ☐ Develop procedures and implement instructions to establish and manage Donations.
- ☐ Develop plans, policies, and implement instructions for managing volunteers for medical tasks.
- ☐ Develop a critical resources list and procedures for acquisition in time of crisis.
- ☐ Develop plans, policies, and implementing instructions for managing donated supplies, services, money and equipment.
- ☐ Develop procedures for recruiting, registering and utilizing auxiliary manpower.
- ☐ Review and activate State and local plans for unsolicited donations.
- ☐ Identify potential sites/facilities to manage donated goods and services being channeled into the disaster area.
- ☐ Facilitate implementation of resource security plans.

- ☐ Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- ☐ Establish a donations coordination center, to receive donated good and receive cash donations (suggest to the public that cash is preferred by way of press releases and briefings).
- ☐ Establish a liaison with media outlets and other stakeholders to provide information about donations.
- ☐ Activate donations coordination teams (DVCT).
- ☐ Assign the tasks of coordinating auxiliary manpower and material resources.
- ☐ Gather donations intelligence from the field.
- ☐ Develop and implement a process for the expeditious transport of resources into secured areas.
- ☐ Coordinate the use of assigned Volunteer Organizations Active in Disasters (VOAD).
- ☐ Coordinate voluntary support/activities with community leadership and liaise with local agencies.
- ☐ Implement a community relations plan for ensuring continued communications with citizens other localities, and private industry leaders.
- ☐ Disseminate guidance for the public regarding appropriate donation methods.
- ☐ Compile and submit totals for disaster-related expenses.

Position:

**Human Services
Branch: Sheltering and
Mass Care**

Role: Staff will utilize plans to setup and operate Evacuation Centers local facilities as needed to house and feed displaced residents and certain household pets during extreme emergencies. Acquire and provide resources necessary to support mass care services.

- ☐ Develop plans, procedures and implementing instructions for the immediate provision of mass care services to shelters for disaster victims to include shelter, feeding, basic first aid, bulk distribution of needed items and other related services.
- ☐ Develop procedures and implementing instructions to establish and manage shelters.
- ☐ Develop evacuation and emergency operations procedures for at-risk populations and locations.
- ☐ Develop evacuation and emergency operations procedures for the care of special needs population.
- ☐ Develop plans, procedures, and implement instructions for evacuation/shelter-in-place decisions.
- ☐ Develop plans, procedures, and implementing instructions to ensure individual/gross decontamination of persons prior to admittance to shelters and other mass care facilities.
- ☐ Develop hazard/incident specific plans and policies to identify, screen, and manage evacuees who may be a hazard to others.
- ☐ Develop plans, procedures and implementing instructions for family assistance center operations and family reunification.
- ☐ Develop plans, procedures and implementing instructions for transitioning shelter operations to interim housing.
- ☐ Develop plans, procedures, and implementing instructions to manage quarantines.
- ☐ In coordination with Law Enforcement, develop plans, procedures, and implementation for providing security of the evacuation facilities, mass care and medical facilities.
- ☐ Develop plans, procedures, and implementing instructions for safe and organized re-entry of evacuees to homes and businesses.
- ☐ Pre-Identify suitable and accessible Evacuation sites/Shelters for general population.
- ☐ Pre-Identify populations and locations at risk. In advance or during, crisis submit a request to Virginia Department of Health for a list of addresses of medically vulnerable citizens.
- ☐ Pre-Identify potential transportation targets.
- ☐ Pre-identify suitable and accessible Evacuation sites/shelters for special needs population to include individuals with disabilities, non-English speaking persons, migrant workers, and those with developmental or medical conditions that require attention and their care givers.
- ☐ Pre-identify suitable locations for Points of Distribution (POD's) for emergency relief items.
- ☐ Provide shelter guidance to agencies responsible for the care of special needs populations to include service animals.
- ☐ Provide for public information warnings and instructions for mass evacuations/shelter-in-place.

- ☐ Assess and Conduct building inspections in advance to determine the stability of structures identified as mass housing, shelter, and care facilities making sure they were not damaged during the incident and are safe to use.
- ☐ Assess need for:
 - Emergency feeding and sheltering activities.
 - Mass feeding services.
 - Bulk distribution of relief items.
- ☐ Manage resources to support emergency feeding and sheltering activities.
- ☐ Refer to the Commonwealth of Virginia's Support Annex #5 Disaster Feeding Support for guidance.
- ☐ Coordinate emergency shelter activities with the appropriate sheltering to be activated for the incident. See Attachment 6: Emergency Shelters
- ☐ Coordinate large animal and domestic animal sheltering with Animal Protection Services.
- ☐ Activate emergency shelters.
- ☐ Activate the approved traffic control plan.
- ☐ Conduct bulk distribution of relief items.
- ☐ Coordinate preparedness efforts for recruitment and training of personnel to provide mass care services.
- ☐ Assist in monitoring status of shelter-in-place and special needs population.
- ☐ Provide assistance to assure that sanitary conditions of food, air, and water and waste disposal at shelters are maintained.
- ☐ Provide counseling and mental health services at shelters.
- ☐ Provide decontamination services.

Position:

**Human Services
Branch:
Volunteer/Reception
Management Unit**

Role: Develops the Volunteer Management Plan and coordinates with Donations Management to ensure coverage is provided for volunteer services. Creates activation and deployment schedules for disaster volunteers and maintains and updates volunteer roster. Leverages the expertise of local community partners for volunteer initiatives.

- ☐ Develop procedures, and implement instructions to establish and manage volunteers.
- ☐ Develop plans, policies, and implementing instructions for managing volunteers and performing non-medical tasks.
- ☐ Develop plans, policies, and implementing instructions for managing volunteers for medical tasks.
- ☐ Develop just-in-time training program for volunteers to perform required tasks.
- ☐ Develop a critical resources list and procedures for acquisition in time of crisis.
- ☐ Develop plans, policies, and implementing instructions for managing services, money and equipment.
- ☐ Develop procedures for recruiting, registering and utilizing auxiliary manpower.
- ☐ Review and activate State and local plans for unsolicited donations and unaffiliated volunteers.
- ☐ Identify potential sites/facilities to manage donated goods and services being channeled into the disaster area.
- ☐ Establish a tracking process of volunteers, capabilities, community needs, and assignments.
- ☐ Establish a donations and volunteer coordination center, to receive donated good and receive cash donations.
- ☐ Establish a liaison with media outlets and other stakeholders to provide information about volunteers and donations.
- ☐ Activate Volunteer Coordination Teams (VCT).
- ☐ Assign volunteers to tasks that best utilize their skills.
- ☐ Assign the tasks of coordinating auxiliary manpower and material resources.
- ☐ Develop and implement a process for the expeditious transport of resources into secured areas.
- ☐ Coordinate the use of assigned Volunteer Organizations Active in Disasters (VOAD).
- ☐ Coordinate voluntary support/activities with community leadership and liaise with local agencies.
- ☐ Assist in the coordination and development of a Community Relations Plan for ensuring continued communications with citizens, other neighboring localities, and private industry leaders.
- ☐ Disseminate guidance for the public regarding appropriate volunteer activities.
- ☐ Compile and submit totals for disaster-related expenses.

Position:

**Infrastructure Branch:
Agricultural and
Natural Resources**

Role: Agriculture and Natural Resources organizes and coordinates Federal support for the protection of the Nation's agricultural and natural and cultural resources during national emergencies. Works during actual and potential incidents to provide nutrition assistance; respond to animal and agricultural health issues; provide technical expertise, coordination and support of animal and agricultural emergency management; ensure the safety and defense of the Nation's supply of meat, poultry, and processed egg products; and ensure the protection of natural and cultural resources and historic properties.

- ☐ Inspect and monitor meat, poultry, and egg establishments that can continue to operate in the affected area.
- ☐ Inspect the safety and security of the agricultural infrastructure in the locality.
- ☐ Collect and compile information about threats to the locality's food supply.
- ☐ Develop plans to collect and dispose of infected material to reduce the spread of animal disease.
- ☐ Coordinate with Federal, State, and local agencies to ensure the safety and security of food and agricultural products, in retail and food service establishments and institutions.
- ☐ Conduct response-related activities for agricultural support.
- ☐ Coordinate and provide food and agricultural response support.
- ☐ Direct agricultural processes for surveillance, testing and isolation or quarantine for threats to agricultural assets and the food supply.
- ☐ Conduct product tracing to determine the source, destination, and disposition of adulterated or contaminated products.
- ☐ Implement instructions for disposing of infectious agricultural waste.

Position:

Planning Section Chief

Role: Manages staff to collect, evaluate, processes, and disseminates information for use at the incident. When activated, the Section is managed by the Planning Section Chief who is a member of the General Staff. There are four units within the Planning Section that can be activated as necessary: Resources Unit, Situation Unit, Documentation Unit, Demobilization Unit.

- ☐ Supervise/facilitate incident planning activities.
- ☐ Collect and process incident-relevant informational data.
- ☐ Provide input to the Incident Commander and Operations Section in preparing the IAP.
- ☐ Coordinate the development of an Incident Traffic Plan (from Ground Support) and other supporting plans into the Incident Action Plan (if applicable).
- ☐ Supervise preparation of the IAP.
- ☐ Establish information requirements and reporting schedules for Planning section units (i.e., Resources Unit, Situation Unit).
- ☐ Determine need for specialized resources in support of the incident.
- ☐ Establish specialized information collection activities as necessary (i.e., weather, environmental, toxic, etc.)
- ☐ Compile and display incident status information.
- ☐ Report any significant changes in incident status.
- ☐ Provide periodic predictions on incident potential.
- ☐ Assemble information on alternative strategies.
- ☐ Reassign out-of-service personnel already on-site to ICS organization, as appropriate.
- ☐ If requested, assemble and disassemble strike teams and task forces not assigned to operations.
- ☐ Oversee preparation of the Demobilization Plan.
- ☐ Maintain Unit Log (ICS 214).

Position:

Documentation and Situation Unit

Role: Maintains accurate, up-to-date incident files; collects, processes, and organizes situation information; prepares Situation Reports (SitReps); and develops projections and forecasts related to the incident. Ensures that intelligence is gathered, analyzed, and disseminated appropriately.

- ☐ Set up work area; begin organization of incident files.
- ☐ Establish duplication services; respond to requests.
- ☐ File all official forms and reports.
- ☐ Review records for accuracy and completeness; inform appropriate units of errors or omissions.
- ☐ Provide incident documentation as requested.
- ☐ Store files for post-incident use.
- ☐ Develop, update, and maintain the Emergency Operations Plan.
- ☐ Establish plans and procedures to assure that the EOC is organized and adequately staffed to meet NIMS standards.
- ☐ Develop personnel qualifications and certifications for NIMS specified roles.
- ☐ Establish and implement an order of command succession or continuity consistent with NIMS.
- ☐ Verify that all individuals serving in the Emergency Communication Center and any alternate or supplementary locations have clear and standard operating procedures (SOPs), consistent with the potential needs specifically related to the event.
- ☐ Develop plans, policies, procedures and implementing instructions describing how personnel, equipment, and other governmental and nongovernmental resources will support incident management requirements.
- ☐ Implement emergency management/services policies and procedures.
- ☐ Provide direction, information, and/or support as appropriate to incident command (IC) or unified command (UC) and/or joint field office(s).
- ☐ Provide periodic information releases to the media and the public via all media: television, radio, and so forth.
- ☐ Work with agency heads to develop a recovery assistance management plan and activate transition plans to move from response to recovery.
- ☐ Develop and provide training for all personnel involved in providing services during an emergency.
- ☐ Review legal and regulatory documents for conformance with applicable laws.

Position: Resources Unit	Role: Staff are responsible for providing logistical support and maintaining the status of all assigned resources (primary and support) at an incident: Allocate, mobilize, and manage resources.
<ul style="list-style-type: none"> <input type="checkbox"/> Develop plans, procedures, and implementing instructions for resource management in accordance with the National Incident Management System (NIMS). <input type="checkbox"/> Develop plans describing how personnel, equipment, and other governmental and nongovernmental resources will support incident management requirements. <input type="checkbox"/> Develop plans for establishing resource staging areas for internal and external response. <input type="checkbox"/> Develop a strategic facilities management plan (multi-agency warehouse, emergency distribution centers) to include pre-positioned assets, donations, etc. <input type="checkbox"/> Locate and establish warehouses and material handling equipment. <input type="checkbox"/> Designate and advertise point of contacts for soliciting and receiving equipment and technical (i.e., communications, logistics, housing, and medical) solutions from the private sector, outside jurisdictions, non-governmental organizations, and volunteers. <input type="checkbox"/> Inventory and categorize, by material or services provided, facilities, equipment, personnel, and systems available to support emergency operations. <input type="checkbox"/> Locate resources requested by on-site incident commanders. <input type="checkbox"/> Determine the availability of (and provide) supplies stocked in distribution facilities, national stockpiles, and customer supply centers. <input type="checkbox"/> Prioritize use of supplies and coordinate distribution of stockpile assets. <input type="checkbox"/> Provide transportation management for logistics support. <input type="checkbox"/> Develop plans, policies, and implementing instructions for coordination and deployment of private industry. <input type="checkbox"/> Develop reimbursement programs and processes to maintain readiness of resources. <input type="checkbox"/> Process and manage reimbursement and funding requests. <input type="checkbox"/> Provide property, facility, and materials management for logistics support. <input type="checkbox"/> Provide transportation management for logistics support. <input type="checkbox"/> Establish operations that adhere to standardized financial management controls, guidance and organization. <input type="checkbox"/> Identify liaisons and personnel responsible for financial management response operations. <input type="checkbox"/> Maintain financial records of management response. <input type="checkbox"/> Work closely with a public information officer to disseminate critical information about appropriate ways to donate and volunteer. 	

Position:

Recovery Planning Unit

Role: Staff organizes structures for key functional areas of assistance outlined in the National Disaster Recovery Framework that group capabilities of various government and private sector partner organizations to promote effective recovery from disasters before and after disasters strike.

- ☐ Establish and Implement State, local and private-sector assistance recovery and mitigation plans.
- ☐ Establish community recovery assistance programs.
- ☐ Develop business recovery programs.
- ☐ Provide economic stabilization, community recovery, and mitigation support and/or financial restitution to key service sectors (e.g., medical, financial, public health and safety).
- ☐ Conduct post-event assessment and planning to effect successful long-term recovery.
- ☐ Establish reconstruction and restoration plans.
- ☐ Determine priority for repair/reconstruction projects and help to prioritize engineering and construction resources.
- ☐ Coordinate resources to conduct building inspections and damage assessment.
- ☐ Conduct building inspections and damage assessments of public and private structures.
- ☐ Coordinate building department, public works and engineering support.
- ☐ Conduct debris assessment.
- ☐ Manage, monitor, and/or provide technical advice on debris management.
- ☐ Develop standards and procedures to identify qualified contractors.
- ☐ Coordinate, fund, and implement contracts for construction management and inspection.
- ☐ Participate in post-incident assessments of structures, public works and infrastructure to develop cost estimates.
- ☐ Complete written project worksheets.
- ☐ Establish procedures to provide building owners and occupants information on the extent of damage to their building and for entering and removing personal possessions from damaged buildings.
- ☐ Establish standards for:
 - Repairing the damage to their buildings and standards.
 - Re-occupancy or demolition of structure.
- ☐ Assess the requirement for decontamination or safe demolition, removal, and disposition of contaminated debris.
- ☐ Assess the need for emergency flood protection and/or emergency erosion control.
- ☐ Execute contaminant control measures for in-place debris.
- ☐ Provide emergency flood protection and/or emergency erosion control.
- ☐ Provide technical advice, evaluation and engineering support.

- ☐ Develop plans, procedures and implementing instructions to implement plans for family assistance center operations and family reunification.
- ☐ Collect, process, and disseminate disaster welfare and family reunification information.
- ☐ Identify long-term housing needs.
- ☐ Develop plans, procedures and implementing instructions for locating, establishing, and managing State and Federal assistance programs.
- ☐ Develop plans, procedures and implementing instructions for providing claims information and assistance to affected public.
- ☐ Notify affected public of various sites at which claims information and assistance can be obtained.
- ☐ Manage public works mutual aid agreements.
- ☐ Manage building department mutual aid agreements including plan reviews, damage assessment, and inspection services.
- ☐ Integrate appropriate private-sector entities into incident response activities.
- ☐ Coordinate compliance with environmental and historic preservation statutes.
- ☐ Provide monitoring and stabilization assistance for damaged structures deemed as immediate hazards to public health and safety.
- ☐ Provide engineering expertise to assess the electrical, mechanical, plumbing, and other systems within the infrastructure/facility for reuse.
- ☐ Develop procedures and implementing instructions for inspection of individual water supplies.

Position:

Logistics Section Chief

Role: Provides all incident support needs including facilities, transportation, communications, supplies, equipment maintenance and fueling, food and medical services for incident personnel, and all off-incident resources.

- ☐ Manage all incident logistics.
- ☐ Provide the Logistical input to the IC in preparing the IAP.
- ☐ Review and provide input to the Communications Plan (ICS 205), Medical Plan (ICS 206).
- ☐ Provide facilities, transportation, communications, supplies, equipment maintenance and fueling, food, and medical services for incident personnel and all off-incident resources.
- ☐ Identify known or anticipated incident service and support requirements.
- ☐ Request and supervise request for additional resources as needed.
- ☐ Ensure and oversee development of Traffic, Medical, and Communications Plans as needed.
- ☐ Brief Branch Directors and Unit Leaders as needed.
- ☐ Oversee demobilization of Logistics Section and associated resources.

Position:

**Personnel Services
Unit**

Role: Staff provides services to those responding to the incident. Staff coordinate with all branches to ensure personnel on the ground have all available resources to them and their families.

- ☐ Provide worker crisis counseling and mental health and substance abuse behavioral health support.
- ☐ When notified of an emergency, reports to the EOC or other location specified by the Resource Manager.
- ☐ As directed by the Logistics Section Chief, recruits and hires personnel to meet emergency staffing needs.
- ☐ Identify by position what staff will be required to perform the resource management function, regardless of the nature or scope of the emergency.
- ☐ Estimate, based on the kinds and number of facilities that would be activated, of the maximum number of personnel that would be needed to support the resource management function. A breakdown by the facility would be useful.
- ☐ Indicate the means the jurisdiction will use to meet a staffing shortfall in the resource management function, be it reassignment of jurisdictional personnel, aid from other jurisdictions, area volunteers, or use of the National Guard.
- ☐ Assist the logistics branch and volunteer unit for the needs of personnel.
- ☐ Maintain logs of incidents that happen to personnel while activated.
- ☐ Describe the processes to ensure response and recovery worker safety and health during incident response and recovery.
- ☐ Staff should verify that personnel on the ground are trained and up to date on all certifications.
- ☐ Coordinate with all branch managers to ensure all personnel is informed of resources for them and their families.
- ☐ Coordinate with Finance/Admin to ensure personnel information is up to date.

Position:

**Communication/IS Unit
(Information Systems)**

Role: Develops plans for the use of incident communications equipment and facilities; installing and testing of communications equipment; and the distribution and maintenance of communications equipment.

- ☐ Coordinate the development of an Incident Communications Plan.
- ☐ Establishing voice and data networks for command, tactical, support units.
- ☐ Install and test all communications equipment.
- ☐ Establish and develop equipment accountability system to oversee communications equipment distribution, maintenance locations and recovery of communications equipment.
- ☐ Assign radio frequencies.
- ☐ Provide technical advice on:
 - Adequacy of communications system
 - Equipment capabilities
 - Amount and types of equipment available.
 - Potential problems with equipment.
- ☐ Advise on communications capabilities/limitations.

Position:

Supply Unit

Role: Responsible for ordering, receiving, processing and storing all incident-related resources (equipment and supplies). Maintaining an inventory of supplies; and servicing nonexpendable supplies and equipment. All off-incident resources will be ordered through the Supply Unit, Including: Tactical and support resources (including personnel). All expendable and non-expendable support supplies.

- ☐ Provide input to Logistics Section planning activities.
- ☐ Provide incident related resources to Planning, Logistics, and Finance/Administration Sections.
- ☐ Order, receive, distribute, and store supplies and equipment.
- ☐ Maintain an inventory of supplies and equipment.
- ☐ Respond to requests for personnel, equipment, and supplies.
- ☐ Determine the type and amount of supplies en route.
- ☐ Service reusable equipment, as needed. Participate in Support Branch/Logistics Section planning activities.

Position:

Ground Support Unit

Role: Staff primarily responsible for the maintenance, service, and fueling of all mobile equipment and vehicles, with the exception of aviation resources. The Unit also has responsibility for the ground transportation of personnel, supplies and equipment, and the development of the Incident Traffic Plan.

- ☐ Develop the Incident Traffic Plan. (Should be done by a person experienced in traffic management.)
- ☐ Provide support services (fueling, maintenance, and repair) for all mobile equipment and vehicles.
- ☐ Provide support for out-of-services equipment.
- ☐ Maintain an inventory of support and transportation vehicles.
- ☐ Record time use for all incident-assigned ground equipment (including contract equipment).
- ☐ Order maintenance and repair supplies (i.e., fuel, spare parts).
- ☐ Update the Resources Unit with the status (location and capability) of transportation vehicles.
- ☐ Maintain a transportation pool for larger incidents as necessary.

Position:	Role: Staff is responsible for set up, maintenance and demobilization of all incident support facilities except Staging Areas. Will also provide security services to the incident as needed.
Facilities Unit	
<ul style="list-style-type: none"><input type="checkbox"/> Determine requirements for each incident facility.<input type="checkbox"/> Prepare layouts of facilities; inform appropriate unit leaders.<input type="checkbox"/> Activate incident facilities.<input type="checkbox"/> Obtain and supervise personnel to operate facilities, including Base and Camp Managers.<input type="checkbox"/> Participate in Logistics Section/Support Branch planning activities.<input type="checkbox"/> Provide security services.<input type="checkbox"/> Provide facility maintenance services (i.e., sanitation, lighting, etc.)	

Position:

Finance/Admin Section Chief

Role: Responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section. Only when the involved agencies have a specific need for Finance/Administration services will the Section be activated. May assign deputies and assistants and may establish branches, groups, divisions, or units, depending on the section.

- ☐ Manage all financial aspects of an incident.
- ☐ Provide financial and cost analysis information as requested.
- ☐ Develop an operational plan for the Finance/Administration Section and submit requests for the section's supply and support needs.
- ☐ Maintain daily contact with cooperating and assisting agencies on Finance/Administration matters.
- ☐ Ensure that personnel time records are completed accurately and transmitted to the appropriate agency/organization.
- ☐ Ensure that all obligation documents initiated at the incident are properly prepared and completed.
- ☐ Ensure compensation and claims functions are addressed relative to the incident.
- ☐ Gather pertinent information from briefings with responsible agencies.
- ☐ Brief agency administrative personnel on incident-related financial issues needing attention or follow-up.
- ☐ Provide input to the IAP.
- ☐ Meet with Assisting and Cooperating Agency Representatives as needed.
- ☐ Provide financial input to demobilization planning.

Position:

Procurement Unit

Role: Staff administer all financial matters pertaining to leases, fiscal agreements and vendor contracts. Unit staff coordinate with local jurisdictions to identify sources for equipment and supplies; prepare and sign equipment rental agreements; and process documentation associated with equipment rental and supply contracts. The unit works closely with local fiscal authorities to ensure efficiency.

- ☐ Coordinate with local jurisdiction on plans and supply sources.
- ☐ Coordinate the development of an Incident Emergency Procurement Plan (if applicable).
- ☐ Prepare and authorize contracts and land use agreements, as needed.
- ☐ Establish contracts and agreements with supply vendors (if applicable).
- ☐ Interpret contracts and agreements; resolve disputes.
- ☐ Coordinate with Compensation/Claims Unit for processing claims.
- ☐ Coordinate use of funds as required.
- ☐ Complete final processing of contracts and send documents for payment.

Position:

Budget/Time Keeping (Documentation) Unit

Budget Role: Staff provide all incident cost analysis-track costs, analyze cost data, make estimates, and recommend cost-saving measures. They ensure that equipment and personnel for which payment is expected are properly identified; obtain and record cost data; analyze and prepare estimates of incident costs; maintains accurate records of incident costs. Cost Unit staff provide cost estimates for resource use to Planning Section staff. The Cost Unit staff maintain information on the actual cost of all assigned resources.

Time Role: Staff ensure the daily recording of incident personnel and equipment time is accurate and in accordance with the policies of the relevant agencies. The Time Unit Leader may need assistance from personnel familiar with the relevant policies of any affected agencies. Time Unit staff verify these records, check them for accuracy, and post them according to policies. As applicable, personnel time records will be collected and processed for each operational period.

- ☐ Review current County budget and provide purchasing guidance as needed or required.
- ☐ Determine emergency budget requirements.
- ☐ Coordinate with Procurement to review all purchases prior to approval.
- ☐ Determine incident requirements for time recording function.
- ☐ Contact appropriate agency personnel/representatives.
- ☐ Ensure that daily personnel time recording documents are prepared and in compliance with agency(s) policy.
- ☐ Maintain separate logs for overtime hours.
- ☐ Submit cost estimate data forms to Cost Unit as required.
- ☐ Maintain records security.
- ☐ Ensure that all records are current and complete prior to demobilization.
- ☐ Release time reports from assisting agency personnel to the respective Agency Representatives prior to demobilization.

Position:

Claims Unit

Role: Staff will oversee the completion of all forms required by workers' compensation and local agencies. A file of injuries and illnesses associated with the incident will also be maintained, and all witness statements will be obtained in writing. Close coordination with the Medical Unit is essential. Claims is responsible for investigating all claims involving property associated with or involved in the incident. This can be an extremely important function on some incidents.

- ☐ Review incident needs and any special procedures with Unit Leaders, as needed.
- ☐ Determine the need for Compensation-for-Injury and Claims Specialists and order personnel as needed.
- ☐ Establish a Compensation-for-Injury work area.
- ☐ Review Incident Medical Plan.
- ☐ Review procedures for handling claims with Procurement Unit.
- ☐ Periodically review logs and forms produced by Compensation/Claims Specialists to ensure compliance with agency requirements and policies.
- ☐ Ensure that all Compensation-for-Injury and Claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

ATTACHMENT 2: SAMPLE DISASTER DECLARATION

DECLARATION OF A STATE OF EMERGENCY

Resolution Confirming Declaration of Local Emergency

WHEREAS, on_____, pursuant to the authority of Virginia Code § 44.1-146.21, the Goochland County Director of Emergency Management , declared that an emergency exists in Goochland County due to _____; and

WHEREAS, an emergency declaration provides the Board of Supervisors with greater flexibility to adopt measures to protect the health, safety, and welfare of its residents from the risk_____; and

WHEREAS, pursuant to Virginia Code § 44.1-146.21, the initial emergency declaration must be confirmed by the Board of Supervisors.

NOW, THEREFORE, BE IT RESOLVED that the Goochland County Board of Supervisors finds that the _____is a disaster as defined in Virginia Code § 44-146.16, warranting the declaration of local emergency; and

BE IT FURTHER RESOLVED that the_____ [Date] issuance of the declaration of local emergency by the County Administrator _____is hereby confirmed.

ADOPTED this_____ [Date].

ATTACHMENT 3: WEBEOC GUIDANCE

Purpose/Overview

WebEOC is a Crisis Information Management System (CIMS) that is maintained by Virginia Department of Emergency Management (VDEM) with user licenses distributed to Goochland County and other localities within the Commonwealth of Virginia. WebEOC is utilized as a means to track and analyze disaster information to allow for better decision making before, during and after significant events. WebEOC is provided to locality Emergency Management Coordinators to assist with coordination at the Local level and to provide incident information to the State Emergency Operations Center (SEOC) to increase event coordination, communication, and resource support.

WebEOC Basics

Position Log and Significant Events

All users are responsible for entering information and activities pertaining to an incident in their WebEOC Position Log. The Position Log serves two purposes:

- To serve as a record keeping form for that position to track all of their activities (e.g., ICS-214).
- To share information with other individuals in the EOC

Significant Events Board displays all vital situational awareness information collected from individual's position log entries. When a position log entry meets the aforementioned three criteria, it is considered a significant event.

Position Log entries tagged as a significant event first go through an approval process prior to being posted to the Significant Events board. The Significant Events Controller will have the ultimate decision in whether an entry meets the criteria. Once complete, the entry will be marked "Posted," if not, it will be marked "Reviewed (Not Posted)." Because of the sensitive nature of the information on the Significant Events board, not all users have access to the Board.

Mission/Resource Requests

WebEOC, through the "Mission/Resource" board, is used to assign, track, and manage all missions and resource requests during an incident or event. A mission is defined as any task, objective, or purpose assigned to a position or group (e.g., branch or unit) requiring some degree of action or outcome. Missions are formal "assignments" and therefore require follow-up and tracking.

The Mission/Resource board is not monitored daily - the Board is monitored as needed based upon the needs of the event. A mission should be created when the user has identified a need that they cannot fulfill within their own unit.

Situation Report

During an activation, Units will be asked to enter the actions performed in the previous operational period into the Situation Report. When adding entries, the writer should utilize past tense. All entries into the Situation Report should discuss what task(s) have been accomplished. Each task identified in the Situation Report should include the time and date when the task was initiated and completed, who the task was assigned to (i.e., ICS functional group, person(s), department/agency, etc.) and who completed the task,

what resources were utilized or requested, any tasks that are still in progress, and any additional pertinent information. The Situation opposed to what is planned to be accomplished.

Menus

On the Control panel there will be a number of “menus”. These menus group other boards together that are not present on the Control panel. An example of a menu that most users have access to is the “Status Boards” menu. This menu will contain all of the Status Boards for Goochland County.

Links

Utilizing the “links” feature in WebEOC, users may add hyperlinks to external websites for quick and easy access. Links can be found at the bottom of the Control Panel; however, it is possible that not all positions will have the same credentials or access to the same links.

WebEOC Boards and Definitions

WebEOC is made up of a series of “boards” that have been tailored to each position within the EOC. The Table below provides a list of WebEOC’s standard boards, recommended boards for development, their purpose, and actions required to help users understand WebEOC board usage.

Name of WebEOC Board	Purpose	Actions required
Activity Log	Used to document actions taken by personnel during each shift. It allows users to track event types and details, statuses, contact information, position and name of those reporting, maps of the area and more.	Needs to be updated as activities are completed or statuses change.
After-Action Review	Used at the end of an event, training, or exercise to record feedback from stakeholders who have participated in the given event.	EM personnel will review and follow up on action comments to create after action reports and conduct corrective actions from the incident, event, training, or exercise.
Checklist	Allows the user to create, edit, and view a chronological list of specific items that must be completed during an incident.	Needs to be updated as checklist items are completed.
Damage Assessment	Allows the user to assist with federal reimbursements, when applicable, by tracking detailed information on the individual and cumulative dollar loss as a result of damage to private and public property.	Public Assistance and Individual Assistance totals should be entered by Goochland County Unincorporated County totals should be entered by the Recovery Planning Unit and/or Damage Assessment Unit Leader.

Event Reporting	Allows the user to document actions and major incidents taken by the personnel in the EOC. Event reporting consists of the Activity Log and Significant Events view. The Administrator may have embedded the Significant Events Map in the Board.	Needs to be updated to the most current status as needed or required.
File Library	Utilized to upload, organize, and share documents and files across the County. It also allows the creation of private folders that can only be viewed by the position that created the folder.	Documents need to be updated to the most current version at least annually.
Press Release	Used to display press releases, as developed by Public Information Officer (PIO), and approved by the EOC Manager.	Must be approved by EOC Manager before posting/release.
Resource Request/Task Assignments	Use to request and track mission and resource requests within the County EOC.	Ensure requests contain all necessary information. Respond to and update missions that are assigned to you. Close upon completion of mission/resource request.
Road Closures	To display roads that are currently closed in Goochland County.	Update information as the situation changes.
Schedule	Allows users to enter pertinent events and view visual cues as they progress through their cycle. This is also referred to as the "Battle-Rhythm".	Update information as the situation changes.
Shelters	Displays status of general population, pet friendly, host and special needs shelters, capacity, and their occupancy.	Update information as situation changes. Most users will only view this information.
Significant Events	Check box within the Position Log that allows the user to designate a Significant Event. Used for incidents and/ or decisions that are important for multiple agencies to know about, that may have an impact on tactics and operations.	User must check an entry/event in their position log to post to the Significant Events Board. The Significant Events Controller will review and verify the entry is significant before it will be posted. Ensure updates are posted as these Significant Events change.

Sign In/Sign Out	Displays the names, positions and contact information for all personnel on-shift at the EOC during an event.	Must sign in at the beginning of your shift. Must sign out at the end of your shift.
Situation Report	Used to create Situation Reports. This document is provided to EOC personnel on a periodic basis.	Once the SitRep is completed, they are published in WebEOC for EOC personnel to view and conduct tactical operations.
Recommended WebEOC Boards for Development		
Business Status Board	Details current status of banks, department stores, gas stations, home improvement, lodging, pharmacies and grocery stores.	Update information as situation changes. Most users will only be allowed to view this information.
Community Distribution Sites	To track the distribution of supplies to communities, during an event.	Update information as situation changes. Most users will only view this information.
Community Information	To track community information such as food and water given by an Emergency Operating Area (EOA).	Update information as situation changes. Most users will only view this information.
Correction Action Plan	Displays After Action Review items that have been vetted by the Exercise Director to make improvements for EOC/Field Operation teams.	Update the items listed on the board that have been processed by EOC sections to improve readiness and response against all hazards. Report these updates on a monthly basis to EM Management.
County Status	Provides the status of Goochland County to include buildings, facilities, services, and programs.	Update information as the situation changes. Most users will only view this information.
Daily Operations Report	Provides the daily report of current operations.	Update all information on a daily basis.
Debris Sites	Displays temporary debris management site location(s) and status information.	Update information as the situation changes. Most users will only view this information.
Disaster Recovery Centers	Displays Disaster Recovery Center (DRC) location(s) and status information.	Update information as situation changes. Most users will only view this information.

Distribution Sites	Provides location and status information for Points of Distribution (POD) sites, bulk distribution sites, and County Staging Area (CSA) locations.	Update information as situation changes. Most users will only view this information.
Donation Management	Provides location and status information for donation Points of Distribution (POD) sites, bulk distribution sites, County Staging Area (CSA) locations, and Points of Contact (POC).	Update information as situation changes.
Emergency Communication Center (ECC)/Call Center Summary	Details information received by the Emergency Communication Center (ECC).	Update information as the situation changes.
Emergency Operation Area (EOC) Coordination Sites	Displays Emergency Operating Area (EOA) site location and status information.	Update information as situation changes. Most users will only view this information
EOC Daily Calendar	Utilized to display daily EOC activities.	Update information as situation changes.
EOC Timeline	Utilized to view timeline of required actions by EOC personnel.	Update information as situation changes.
Flash Report	To communicate pertinent incident specific information during EOC activations.	EOC Manager or Operations Section Chief will input information as needed.
Fire Rescue Task Management	Displays tasks for fire rescue personnel to do during “blue sky” business, trainings, and exercises	Update information as situation changes. Most users will only view this information.
Health and Medical Status (Health and Medical Facilities)	Tracks hospitals, pharmacies, clinics, dialysis centers, Nursing homes/Assisted Living Facilities, blood banks, oxygen providers, and morgue status information.	Update information as situation changes. Most users will only view this information.
Hospitals	Displays location, capabilities, and report status of hospitals such as operational status, power status, ER status, etc.	Should be updated at least once per day by the Health and Medical Unit.
Incident Action Plan (IAP)	Used to create Situation Reports. This document is	Create and publish the IAP.

	provided to EOC personnel on a periodic basis.	
Incident Files (County Incident Files)	Files that are relevant to the current incident.	Add, Save, and Print as needed.
Municipal Incident Communications	Displays incident related files for municipalities.	Update information as situation changes. Information is displayed only to the Municipality encountering an incident.
Position Log	Ongoing journal of all activities conducted by each WebEOC position. Originating location for entries posted to Significant Events.	All WebEOC users are responsible for entering information and activities pertaining to an incident in their position log.
Public Information	Displays information to be given to the public.	Information must be verified and approved by Public Information Officer before being posted.
Special Needs	Used to track Special Needs Shelter Clients.	Data is automatically populated from an online registration Form (if applicable). The Board is used to track clients once at the shelter.

ATTACHMENT 4: FAMILY ASSISTANCE REUNIFICATION CENTER GUIDANCE

PURPOSE/OVERVIEW

The purpose of a Family Assistance Center (FAC) is to establish a fixed facility to support families and affected persons that have been involved in an event that includes mass casualties, mass fatalities, or both. This facility will provide families information about the location and disposition of their loved ones as well as provide for basic and immediate needs of the affected persons and their families.

The goals of a FAC are to:

- Provide a private and secure place for families to gather and to receive information about the Response and Recovery.
- Protect families from the media and curiosity seekers.
- Facilitate information sharing with hospitals to support family reunification.
- Address the informational, psychological, spiritual, medical and logistical needs of families.
- Centralize and coordinate missing person inquiries.
- Collect antemortem data¹ on the missing or known deceased.
- Facilitate information exchange between the local jurisdiction and families.

The common functions of a FAC include:

- Collection of missing person reports and subsequent collection of antemortem data, if necessary.
- Coordination with hospitals, shelters and incident operations to identify missing persons.
- Ensure availability of appropriate crisis counseling and spiritual support. Assess the needs of the families and victims and coordinate necessary services.
- Maintain security from media and other individuals not requiring FAC services.
- Provide assistance to individuals dealing with loss of life.
- Manage requests for sensitive information.
- Ensure accurate information is being received and disseminated in a timely and consistent manner.
- Assist in meeting mental, emotional and physical needs of those individuals that have been affected by the incident.
- Facilitate information sharing between hospitals to expedite the reunification of loved ones.

¹ Antemortem Data: (Latin: before death) refers to any information or document collected about a person and their life that could assist in identifying them after their death. This could include fingerprints, dental x-rays, body tissue samples, photographs or descriptions of tattoos, or other identifying marks. These before death records would be compared against records completed after death to help establish a positive identification of human remains.

ACTIVATION OF FAMILY ASSISTANCE CENTERS

One of the primary goals of an FAC is to become operational as soon as possible. To do this, the Incident Commander, in coordination with the local jurisdiction Emergency Operations Center (EOC), need to recognize the need for an FAC and activate the FAC plan early in an incident. The objective would be to have the FAC operational to receive clients during the time period that the incident Reception Center is starting to demobilize.

The first steps in this activation process, is to identify an FAC Lead and a Logistics Section Chief. These two positions should quickly identify a predetermined facility or seek out a suitable ad hoc facility to serve as the FAC. An FAC may be activated under several circumstances. These circumstances can be divided into two categories: transportation incidents and mass casualty/mass fatality incidents (non-transportation related).

Mass casualty and/or mass fatality incidents may also require the activation of an FAC. These incidents may include criminal events such as an active shooter or natural disasters such as a flood or large-scale storm. These incidents are similar to a transportation incident in terms of the needs of the injured and their families but differs in the respect that there will be no support provided by an outside company or agency and the local responders will be largely responsible for FAC operations on their own.

RECEPTION CENTER

A Family Reception Center (or Reception Center) is a separate and distinct facility to an FAC. It is located at a different location and has a different mission. A Reception center is a temporary location or facility that is established immediately following a mass casualty incident (MCI). First responders at the scene of the incident will transport non-injured personnel that were part of the incident to this location to help sort the injured from the non-injured. In some incidents, injured personnel that are rapidly processed and released from the hospital may be taken to the Reception Center.

The Reception Center will serve as a temporary holding facility and can be used to make initial efforts at tracking and logging those that are affected by the incident. At the Reception Center, family members may be reunified with non-injured personnel or obtain initial information about the incident. Non-injured personnel may be released from a Reception Center to continue their journey or return to their homes. A Reception Center is normally open for only a few hours and is meant to serve as a bridge between the incident and the opening of an FAC, if needed.

- The common functions of a Reception Center are:
- Collection of missing person reports and subsequent collection of antemortem data, if necessary.
- Allow for law enforcement to gather information related to the incident scene as necessary.
- Short term facility for information sharing for family members who come to the scene or individuals fleeing the site of the MCI.
- If the scope and scale of the incident does not warrant the full activation of a FAC, some of the essential FAC services listed below may take place at a Reception Center.

ESSENTIAL FAC SERVICES

Safety and Security: An FAC should provide an environment for clients that is safe and secure from media and curiosity seekers.

Family Briefings: Family briefings are a structured and routine mechanism for providing informational updates to families and addressing their questions. This consistency and process can help provide a sense of structure and familiarity for families when many things around them feel chaotic. Failure to meet families' informational needs in a timely manner can erode the trust that is essential to successful response and recovery operations.

Family briefings will be coordinated by the PIO. Family briefings should be held twice a day by appropriate officials to include the Chief Medical Examiner or his or her designee. In general, the briefings will include information on the progress of recovery efforts (human remains recovery), the identification of victims, the investigation, and other areas of concern.

Reunification: An FAC will provide services for family members attempting to locate and reunify with affected persons missing as a result of the incident. Reunification is defined as the process of identifying affected persons who may be missing, injured and/or killed as a result of an emergency incident. Services will be provided to family members, other individuals seeking to locate a missing affected person after the emergency and affected persons who may have been located but remain unidentified and separated from family members.

Fatality Notification: An FAC will serve as the primary area where information will be collected from families of affected persons to assist in the identification of affected persons' remains. Once this information is collected and verified it will be used to notify family members of a fatality of an affected person. The FAC will provide a venue for this notification to allow for both dignity and discretion.

Grief Counseling: An FAC will provide on-site grief counseling services to support families and affected persons as they begin to cope with the loss of a loved one, loss of home or community, and other incident-induced stressors. Counselors will interview clients and assist those at risk of long-term psychological or emotional ramifications due to the crisis, including referrals for ongoing behavioral health support and case management. FAC Staff will also be supported by counseling services as they cope with stresses from providing services to emergency victims and their families.

Feeding: A FAC may be in operation for an extended period. Meals and/or snacks should be provided to both clients and staff of the FAC. These meals should accommodate infants and adults with special dietary needs or allergies, as practical. Information about special dietary needs should be collected as part of the FAC registration process.

If a FAC is only forecasted to be open for a short duration, the feeding plan may be scaled down.

Health and Medical: Provisions should be made to monitor and support FAC clients that may have health or medical needs. These may include some of the following:

- Clients may experience delayed reaction to trauma received during the incident
- Clients may need follow up medical care if they were released from a hospital and sent to the FAC
- Clients may require assistance obtaining medications (prescription and non-prescription). These medications may be replacing those lost during the incident or prescribed as part of the medical care from the incident.

INCIDENT MANAGEMENT AND THE FAMILY ASSISTANCE CENTER

The FAC will operate as part of the larger incident response. The Incident Commander located at the incident site may initially manage the FAC operations as a functional Group under the Operations Section. As operations at the incident site begin to wind down the on-scene incident command structure may demobilize and the FAC may continue to operate as an independent operation reporting back to the Local jurisdiction EOC. **Figure 1** below, provides an illustration of how the FAC relates to the EOC organization.

Figure 3– FAC in relation to the EOC Organization

FLOW OF AFFECTED PERSONS

The FAC should not work completely as an independent operation. It should be considered a significant piece of the larger response. The affected persons and family members will interact with the larger incident management structure as they navigate their way in and out of the FAC (see **Figure 2**).

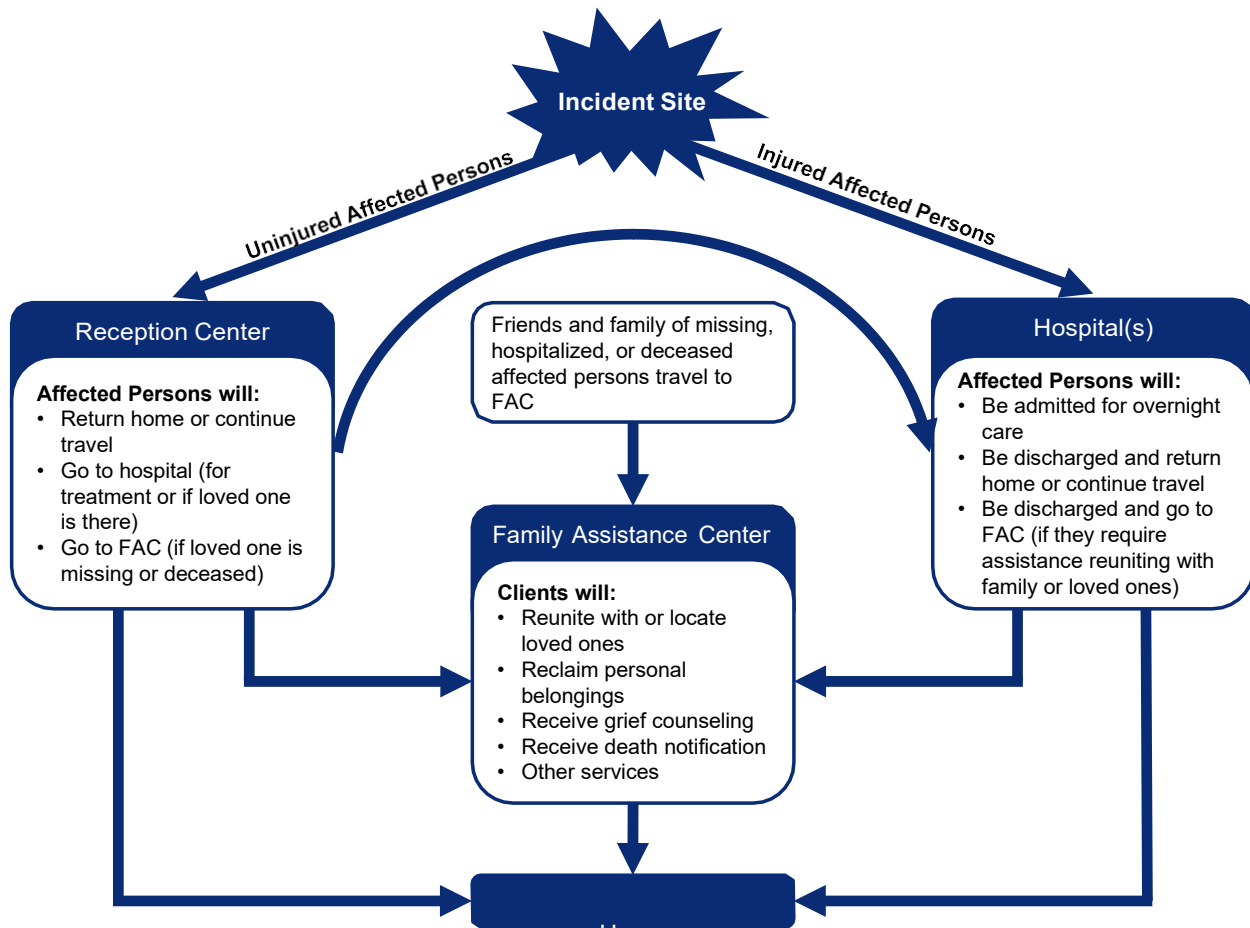


Figure 4– Flow of Affected Persons

At the onset of an incident, affected persons will be quickly triaged into two categories; injured and uninjured. The injured affected persons will be triaged again for priority and then transported off-site to receive medical attention, most likely to one or more hospital facilities. The uninjured affected persons may be taken from the incident site to a Reception Center for temporary holding. Additionally, some injured affected persons may process quickly through their hospital care and be discharged early in the process. In these cases, these treated and released injured affected persons may be transported to the Reception Center if a FAC has not yet been established.

Affected persons at the Reception Center may take a few different paths. If they are not injured and are not missing any loved ones or have any personal belonging to reclaim, they may simply be transported home or continue their journey. In some instances, family members may reunite directly with affected persons at the Reception Center if communication between both parties is available (i.e., affected party calls a family member on cell phone and coordinates pickup). In some cases, affected persons sent to the Reception Center may be later discovered to need medical attention. In these cases, the affected person is transported to a hospital or other medical treatment facility. An affected person may also leave the Reception Center and go to a hospital if they know that a family member is located at that hospital. Finally, an affected person may be at the Reception Center but unable to find or contact their family, may have loved ones that were injured and sent to the hospital, or may need other services. These persons would then move from the temporary Reception Center to the FAC.

All affected persons that are seen at a hospital will be entered in the Virginia Hospital Alerting & Status System (VHASS). This system supported by on-scene triage tags will provide a critical database of affected persons to be used by the FAC for reunification purposes. Affected persons at the hospital may also take a few different paths. They may be admitted for overnight care. In these cases, the FAC may need to reach out to the hospitals to obtain information about these affected persons. Some affected persons may be treated and discharged quickly from the hospital. If they do not require any further assistance, they may return home or continue their journey. If they are missing a loved one, cannot get in contact with their family, or need some other FAC services, they may move from the hospital to the FAC.

FAMILY ASSISTANCE CENTER REQUIREMENTS

The FAC should be established at a location that is convenient and comfortable for all FAC clients. The FAC should be close enough to the incident site to allow response and recovery personnel to travel between the site, the FAC, and other affiliated locations (i.e., morgue, Medical Examiner/coroner's office, and medical treatment facilities), but far enough from the site that FAC clients do not have exposure or ready access to the incident site. Ensure that there is enough space at the FAC to support security and access to communications, catering, and private meeting rooms. Ensure that there are multiple exterior ingress/egress points and, that the facility is in compliance with the Americans with Disabilities Act.

ACCESS AND FUNCTION NEEDS

The functional and access needs population is defined as the members of the population who require support to perform some functions of daily living. Individuals with functional and access needs may include those with physical, sensory, mental health, and cognitive or intellectual disabilities, which may affect their ability to function independently without assistance. This population may also include older adults, women in late stages of pregnancy, and individuals in need of bariatric equipment.

The FAC, within reasonable accommodations, provides support and accommodation to people with functional needs. Individuals with access and functional needs will self-determine the support that they need and provided the opportunity, participate in briefings and associated activities at the FAC with reasonable accommodations for the necessary support services.

ADDITIONAL FAC REQUIREMENTS

Based on the needs of each specific incident, some or all the following may need to be included in the facility plan for the FAC:

- **Parking:** The FAC should have adequate parking for all FAC Staff as well as clientele. Keep in mind that based on the nature of the incident, the FAC may require access by large buses or first responder support vehicles.
- **Adult Care/Child Care Areas:** The FAC may need to include a separate room that can serve as an area for children whose family members are utilizing the FAC. The Childcare room should be equipped with toys, games, books, a television, radio, or other equipment used for intellectual stimulation, as well as play activities. Additionally, the room should contain cribs, baby/infant food, diapers, and other baby/infant necessities. Care for adults requiring supervision should be offered in a separate room. This area should be appropriately distanced from the childcare room and should be equipped with televisions, radios (or other equipment used to play music), board games, books,

magazines, and other types of reading materials, day beds, wheelchairs, and arts and craft supplies. There should be a handicapped-accessible bathroom nearby.

- **Interpreters:** Based on the needs of the FAC clients, one or more language interpreters may be required to assist with client registration and information sharing. Sources of interpreters may include the use of a Language Bank through the Local EOC, or assistance from groups such as the American Red Cross, religious organizations, or the Local business community.
- **Spiritual Care Room:** Based on the nature of the incident, a dedicated Spiritual Care Room or Chapel may be required. This facility may require support from outside agencies such as are religious centers or public service chaplains.
- **Health/Medical Area:** Based on the type of incident and nature of the FAC clientele, a dedicated room may be needed to provide for basic first aid and the medical needs of FAC clients. This should not be a substitute for definitive medical care or transport to a hospital.
- **Break/Dining Area for FAC Staff:** A separate area may be required for FAC Staff to take breaks and eat their meals. It is not recommended that this area be collocated with FAC clients as FAC Staff may need a separation and respite from clients.
- **Media Center:** The PIO may coordinate the provisions of a media center that is near but not inside the FAC. This may be used to provide updates to the media on FAC operations. Care will be taken to ensure that the privacy of clients is protected from the media as much as possible. The media center should be held at a separate location from the FAC to ensure that families leaving the FAC will not have to share elevators or parking lots with media or the general population.
- **Storage:** For extended operations, additional basic work supplies and equipment may be provided to include chairs for family members and friends, desks/tables for workstations, printers, photocopyers, fax machines, etc.

Figure 3 below, provides an illustration of a sample FAC layout. This sample layout accommodates the essential FAC services. The layout could be altered to accommodate additional services such as Child/Adult Care or Lodging and Transportation services.

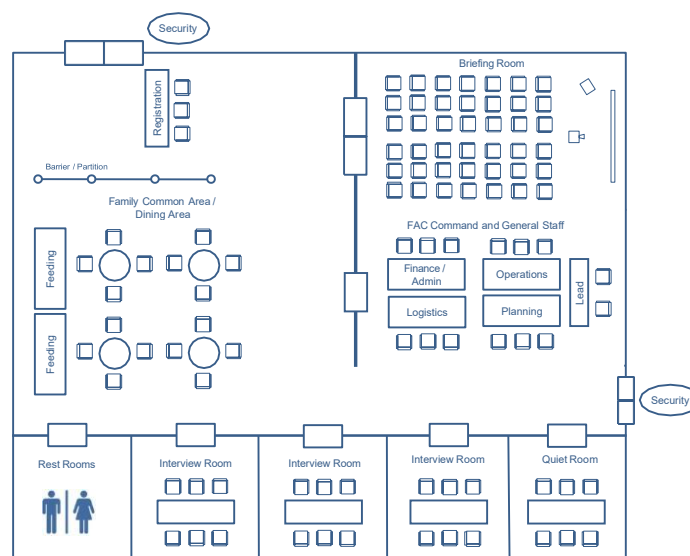


Figure 5- Sample FAC Layout

ATTACHMENT 5: CHANGE FORM

Instructions: This form is used to make a change to the Response Annex. Please email the completed form with the top portion completed to: rhillman@goochlandva.us

RESPONSE ANNEX CHANGE FORM		Date: March 16, 2021
Name: Gary L. Fisher		Department: BI
Phone: 804-556-5864		Email: gfisher@goochlandva.us
CHANGE REQUESTED		
Annex Page(s) 16, 26, 38, 42, 46, 53, 59, 60, 68, 69, 72, and 82	Reason for Change: typos, grammatical and corrections. All highlighted in bright yellow	
	Proposed Change Language: See individual sheets	
COUNTY EMERGENCY SERVICES USE		
Reviewed by:		Change Approved? Yes <input type="checkbox"/> No <input type="checkbox"/>
Approved Change Language:		
<input type="checkbox"/> Recorded in Record of Changes Date: <input type="checkbox"/> Updated Annex Sent to Plan Holders		

ATTACHMENT 6: EMERGENCY SHELTERS

The following locations may be suitable as emergency shelter locations:

NAME OF FACILITY	ADDRESS & CONTACT INFO.	RESTRICTIONS
Goochland High School	3250A River Rd W Goochland, VA 23063 (804) 556-5322 Contact: GCPS Superintendent to invoke	Emergency operating procedures will need to be adjusted for when school is in session.
Randolph Elementary School	1552 Sheppard Town Road Crozier, VA 23039 (804) 556-5385 Contact: GCPS Superintendent to invoke	Emergency operating procedures will need to be adjusted for when school is in session. Pending generator implementation
Byrd Elementary School	2704 Hadensville Fife Rd. Goochland, VA 23063 Contact: GCPS Superintendent to invoke	Emergency operating procedures will need to be adjusted for when school is in session.
Department of Corrections – Academy for Staff Development – Central Campus	1900 River Road West Crozier, VA 23039 (804) 784-6802 Contact: Training Director to invoke	Current MOU Limits To “Power and “Shower” Capabilities”.
Residence Inn Short Pump at the Notch	1800 Wilkes Ridge Circle Richmond, VA 23233 (804) 463-5600	Current MOU allows for citizens, volunteers and county employees.

NAME OF FACILITY	ADDRESS & CONTACT INFO.	RESTRICTIONS
Goochland YMCA	1800 Dickinson Road Goochland, VA 23063 (804) 556-9887 Contact: Executive Director to invoke	Allows “Power and Shower” during hours of approved operation
Central High Cultural & Educational Complex	2748 Dogtown Road Goochland, VA 23063(804) 556-5854 Contact the Director of Parks & Recreation	Only gymnasium unless approved otherwise. The wing with the gymnasium is covered by generator.
Goochland Sports Complex	1800 Sandy Hook Road Goochland, VA 23063 (804) 556-5854 Contact the Director of Parks & Recreation	Complex is covered by a generator.

[illegible]

[illegible]

[illegible]

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Private Sector																			
nTelos																S		S	
Sprint																S			S
Verizon								S								S		S	
Computer Internet Servers																S		S	
Comcast								S								S			S
Colonial Pipelines / TC Energy								S											S
Dominion Virginia Power								S											S
Bottled Gas Suppliers								S											S
Debris Removal												S							S
HM Removal Contractors								S											
Local Funeral Directors																			S
Private Security Industries								S											S
LPG/NG Suppliers										S									
Columbia Pipeline										S									
Veterinarians										S									
Food suppliers										S			S	S					
Radio & TV																			
Construction Companies										S									