

# MATHEWS COUNTY EMERGENCY OPERATIONS PLAN



September 2025

- Base Plan
- Emergency Support Function Annexes
- Support Annexes
- Threat or Hazard-Specific Annexes

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## INTRODUCTION

Mathews County is vulnerable to a variety of hazards such as flooding, hurricanes, winter storms, hazardous materials incidents, acts of terrorism, and resource shortages. A planned and coordinated response can save lives, protect property, and more quickly restore essential services.

Per the *Commonwealth of Virginia Emergency Services and Disaster Law of 2000* (Code of Virginia, [§ 44-146.13](#) to [§ 44-146.28:1](#)), Commonwealth and local governments are charged with developing and maintaining current Emergency Operations Plans (EOP) in order to be prepared for such events. The Code of Virginia, [§ 44-146.19](#) requires each local jurisdiction to conduct a comprehensive review and revision of its emergency operations plan every four years to ensure that the plan remains current. The revised plan shall be formerly adopted by the local governing body.

This presentation follows U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide 101: *Developing and Maintaining Emergency Operations Plans*, May 2025, Version 3.1.

The Mathews County EOP provides the structure and mechanisms for the coordination of support to impacted communities and affected individuals and businesses. This approach allows for maximum interaction at all levels of government by ensuring the development of public-private partnerships that are critical in times of disaster and facilitates change, as necessary, in response to shifting developments and situations. It is compatible with the National Response Framework (NRF) and provides the structure for coordinating with the state government in the delivery of disaster assistance. The plan improves the capability of Mathews County to respond to and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters. The plan fulfills the Commonwealth of Virginia's requirement to prepare and keep current an Emergency Operations Plan (EOP) to respond to disasters or large-scale emergencies. It also incorporates the National Incident Management System (NIMS) as the County standard for emergency response operations, as adopted by Mathews County Resolution, August 23, 2005.

The success of this Plan depends on the collaboration of the departments and agencies responsible for the development and maintenance of these plans and annexes. Successful emergency planning utilizes a comprehensive approach to prepare for and plan for all-hazards. Mathews County is vulnerable to a variety of natural, technological, and human-caused hazards. The threat of major disasters and events enforces this Plan's all-hazards approach.

To respond effectively to any emergency of a size or complexity beyond the routine response system, it is critical that all Mathews County public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin when an incident is recognized and response ensues. As an incident develops and command organizes beyond the initial reactive phase of first responders the roles and responsibilities highlighted in this Plan become more critical.

Each instance in which the plan is used, whether it be in training/exercises or an incident, the plan shall be reviewed by the Emergency Management (EM) staff to identify any corrective actions to be implemented.

This EOP serves as the baseline, by which Mathews County prepares for, mitigates against, responds to, and recovers from natural disasters/emergencies. It is the primary responsibility of the Emergency Management Coordinator to develop the EOP, update the plan, and maintain a record of changes. This plan seeks to address the Mathews County emergency response and recovery procedures, roles and responsibilities of county departments, and other private organizations during emergencies/disasters.

## **COMPONENTS OF THE EMERGENCY OPERATIONS PLAN**

**The Base Plan**, using an all-hazards approach to incident management, describes the concepts and structures of response and recovery operation; establishes authority for direction and control of emergency operations; identifies agencies with primary and support emergency management functions; and defines emergency prevention, preparedness, response and recovery duties and responsibilities.

**The Emergency Support Functions (ESF)** provide the structure for interagency emergency operations in support of disaster-affected communities. ESF annexes describe the roles and responsibilities for departments and agencies and non-governmental organizations (NGOs). The Plan identifies eighteen (18) emergency support functions; assigns primary, support, and cooperating agencies and organizations for each function; and explains in general terms how Mathews County will organize and implement those functions.

**Support Annexes** address those functions that are applicable to every type of incident and that provide support for all ESFs. They describe the framework through which departments and agencies; volunteer organizations and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management.

**Incident Annexes** address contingency or hazard situations requiring specialized response and recovery procedures. They describe policies, situations, concepts of operations, and responsibilities pertinent to emergency incidents or local disaster responses.



RESOLUTION 2025-25  
APPROVAL AND IMPLEMENTATION OF THE EMERGENCY OPERATION  
PLAN

**WHEREAS**, the Mathews County Board of Supervisors recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

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

**WHEREAS**, Mathews County has established and appointed an Emergency Management Coordinator and a Deputy Emergency Management Coordinator;

**NOW, THEREFORE, BE IT RESOLVED** by the Mathews County Board of Supervisors, this Emergency Operations Plan as revised is officially adopted, and

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

Adopted this 18th, of September, 2025

**Tim Doss, Chair**  
**Mathews County Board of Supervisors**

**ATTEST:**

Clerk of the Board



Recorded Vote  
Tim Doss  
Tom Bowen  
Mike Walls  
David Jones  
Janice Phillips



**TO: OFFICIALS, EMPLOYEES, PUBLIC AND PRIVATE ORGANIZATIONS, AND RESIDENTS OF MATHEWS COUNTY, VIRGINIA.**

**SUBJECT: NOTICE OF ENACTMENT**

The preservation of life and property is an inherent responsibility of local, state, and federal government. The Mathews County Department of Emergency Management has updated this Emergency Operations Plan (EOP) to ensure the most effective allocation of resources for the benefit and protection of the residents of Mathews County during an emergency.

The EOP provides a comprehensive framework for the Mathews County emergency management program. It addresses the roles and responsibilities of government organizations and provides a link to local, state, federal, and private organizations and resources that may be activated to address disasters and emergencies in Mathews County. The EOP is based on guidance from the FEMA National Response Framework and the National Incident Management System, and it defines functions, assigns responsibilities, specifies policies and general procedures, and provides for the coordination of planning efforts of various emergency staff and responsible partners.

The Mathews County Board of Supervisors adopted this plan on **September 18, 2025**. It is encouraged by the Officials and Board members that all agency officials, employees, public and private organizations, and residents participate in the mitigation efforts to safeguard our locality against the impacts of natural or man-made disasters and acts of terrorism.

This EOP is an extension of the Commonwealth of Virginia Emergency Operations Plan and the United States National Response Framework. The EOP includes guidance and expectations for periodic review and the execution of exercises to identify and meet changing conditions. This notice of enactment constitutes support of the standards set forth in the Commonwealth of Virginia Emergency Operations Plan, the FEMA National Response Framework, and the National Incident Management System by Mathews County, Virginia.

ATTEST:

  
Clerk of the Board



  
Tim Doss, Chair  
Mathews County Board of Supervisors

**Recorded Vote**

Tim Doss   
Tom Bowen   
Mike Walls   
David Jones   
Janice Phillips 

## Appendix VII- NIMS RESOLUTION FOR MATHEWS COUNTY

### RESOLUTION THE NATIONAL INCIDENT MANAGEMENT SYSTEM

WHEREAS, the Board of Supervisors of Mathews County, Virginia, does hereby find as follows:

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

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

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

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

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

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

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

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Mathews County Board of Supervisors, that the National Incident Management System (NIMS) is established as the County standard for incident management.

Adopted August 23<sup>rd</sup>, 2005

  
Stephen K. Whiteway  
County Administrator

## RECORD OF CHANGES

Submit recommended changes to this document to the Department of Emergency Management at [ddixon@mathewscountyva.gov](mailto:ddixon@mathewscountyva.gov)

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
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# BASE PLAN

## PURPOSE

The purpose of this Base Plan is to establish the legal and organizational basis for operations in Mathews County in response to any type of disaster or large-scale emergency situation. It establishes the concepts for how the organization will alert, mobilize, form, and coordinate response operations. It provides the framework within which more detailed emergency plans or procedures can be developed and maintained.

This Emergency Operations Plan (EOP) is compatible with the National Incident Management System (NIMS), statutes, and State plans. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same human, physical and financial resources. Supporting plans for peacetime and war-caused disasters set forth the concepts and procedures whereby the County can effectively apply available resources to ensure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

## SCOPE

This Emergency Operations Plan (EOP) applies to any emergency associated with any natural, technological or human-caused incident, which may affect and result in the need for a planned, coordinated response by multiple departments and/or supporting agencies. The EOP establishes an emergency organization and defines responsibilities for all staff and individuals (public and private) having roles in the phases of emergency management to include prevention, protection, mitigation, response, recovery in the local government.

This EOP follows guidance provided by the National Incident Management System (NIMS) and employs a multi-agency operational structure based on the principles of the Incident Command System (ICS) to manage, coordinate, and direct resources committed to an incident. Mathews County is a practitioner of NIMS and is committed to ensuring that the required trainings are provided to all persons with direct responsibility for implementing the plan and critical functions within the plan.

Supporting plans for disasters set forth the concepts and procedures whereby Mathews County can effectively apply available resources to ensure that casualties and property damage will be minimized and those essential services will be restored as soon as possible following an emergency or disaster situation.

Mathews County includes all residents, governmental entities and departments, businesses and non-profit organizations within the bounds of the County and/or those individuals and entities operating or transiting through the County.

Mathews County may contract for services that have a direct bearing on its emergency management organization; specifically, debris management, and sheltering. Close planning and coordination with these agencies and organizations is essential to the preparedness and response capabilities of the County.

During emergencies, the Director of Emergency Management serves as the lead emergency management representative for Mathews County. The Emergency Management Coordinator submits requests for additional support to the state through WebEOC. If the needs cannot be fulfilled at the state level, the request will be sent on to the Federal level in accordance with NIMS.

**SITUATION OVERVIEW**

Mathews County, Virginia is located at the eastern tip of the "Middle Peninsula" between the York and Piankatank Rivers on Chesapeake Bay. The County is a broad peninsula of land bordered on the west by the North River, south and southwest by Mobjack Bay, the east by Chesapeake Bay, and the north by the Piankatank River. The shorelines of Mathews County are variable from very low uplands and marsh coasts along the North and East Rivers to open-bay barrier beaches and marshes along the eastern coastline, to high upland banks along the Piankatank River. Most of the tidal shorelines in Mathews County occur in narrow, small creeks and rivers that have short distances over which wind can blow which limits wave energy. Marsh fringes can occur up these creeks and rivers while more expansive marsh complexes generally occur along the eastern Bay side of the County.

Mathews County has 85.9 square miles of land and is home to an estimated population of 8,533 residents. The county is bordered by Gloucester County and Middlesex County. Mathews County's perimeter is formed by its 350-mile-long shoreline, a large percentage of the County's population and tax base are vulnerable to coastal impacts.

Coastal flooding is typically a result of storm surge, wind-driven waves, and heavy rainfall. These conditions are produced by hurricanes during the summer and fall, and nor'easters and other large coastal storms during the winter and spring. Storm surges may overrun barrier islands and push sea water up coastal rivers and inlets, blocking the downstream flow of inland runoff. Mathews County is considered a coastal county that suffers greatly from tidal surge impacts and therefore has impacts for evacuating residents from low-lying areas with limited egress routes.

**The Middle Peninsula Regional All Hazards Mitigation Plan (2021)** identified the following as hazards that may impact Mathews County: • Hurricanes • Winter Weather (Ice & Snow) • Tornadoes • Flooding (Coastal Flooding/Nor-easters, riverine flooding, and ditch flooding) • Coastal/Shoreline Erosion • Sea Level Rise • Wildfires • High Winds/Windstorms • Droughts • Lightning • Earthquakes • Extreme Temperatures (Cold & Heat) • Air Quality • HAZMAT • Summer Storms • Communicable Diseases.

**The Threat Hazard Identification and Risk Assessment (THIRA)** for Mathews County identified the following as expected hazards and ranked the probability.

Hazard Type	Planning Consideration
Coastal Flooding	Significant
Riverine Flooding	Significant
Hurricane	Significant
Tornado	Significant
Coastal Erosion	Significant

Severe Weather	Significant
Mass Loss of Utilities	Significant
Winter Storm	Medium
Drought	Medium
Pandemic	Low
Wildfire	Low
Acts of Terrorism	Low
Earthquakes	Low
Cyber Security Events	Low

The following population and housing characteristics are ones that affect plan implementation or the emergency response effectiveness:

**Mathews County Demographics Based on 2020 U.S. Census Bureau Data**



	2020 Census Data	% of Population
<b>Age</b>		
Persons under 18	1,291	15.1%
Persons 18-64	4,619	54.2%
Persons 65 and over	2,623	30.7%
<b>Gender</b>		
Female	4,412	51.7%
Male	4,121	48.3%
<b>Race</b>		
American Indian and Alaska Native	54	.01%
Native Hawaiian and Other Pacific Islander	15	.002%
Black	660	7.6%
Asian	52	.01%
Hispanic or Latino	197	.02%
White	7,295	84%
Persons reporting two or more races	429	4.9%

- Mathews County has 3,762 occupied housing units.
- The average number of people per household is 2.87.
- The median household income is \$79,054.00.
- 6.8% of the population live in poverty.
- 21.2% of the population have a medical disability.

## PLANNING ASSUMPTIONS

- Nothing in this Emergency Operations Plan (EOP) alters or impedes the ability of Federal, State, or local departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable laws, Executive Orders, and directives.
- Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of Mathews County with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property as well as the environment.
- Incidents are typically managed at the lowest possible level of government.
- Emergency operations will be managed in accordance with the National Incident Management System (NIMS).
- The County government must continue to function throughout a disaster or emergency situation. Depending upon the scope and magnitude of the incident, concurrent implementation of Continuity Plan operations may be necessary.
- County departments may be required to respond on short notice and at any time of the day or night to provide effective and timely assistance. It is the responsibility of each department to ensure staff are trained, prepared, and available to respond.
- Response personnel and other employees may be impacted by and potentially become a casualty of the emergency situation, affecting their availability to execute their emergency responsibilities.
- In the event the emergency situation exceeds local emergency response capabilities, outside assistance may be requested, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or through the Virginia Emergency Operations Center (VEOC).
- Widespread power and communications outages may require the use of alternate methods of communication to deliver essential services and public information. Communications may be problematic due to demands exceeding capacities.
- Emergency preparedness is everyone's responsibility – residents and government employees should be informed of their personal preparedness responsibilities and educated on how to appropriately prepare for maintaining self-sufficiency in an emergency situation.
- The combined expertise and capabilities of government at all levels, the private sector, and the nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from incidents of major or catastrophic proportions.
- Incidents including major emergencies or catastrophic events will require full coordination of operations and resources, and might:
  - Occur at any time with little or no warning.
  - Require significant information sharing across multiple jurisdictions and the

- public and private sectors.
  - Involve single or multiple jurisdictions and/or geographic areas.
  - Require significant intergovernmental resource coordination and/or assistance.
  - Span the spectrum of incident management to include prevention, preparedness, response, recovery, and mitigation.
  - Involve multiple, highly varied hazards or threats on a local, regional, statewide, or national scale.
  - Result in numerous casualties, fatalities, displaced people, property loss, significant damage to the environment, and disruption of economy and normal life support systems, essential public services, and basic infrastructure.
  - Impact critical infrastructures across sectors.
  - Overwhelm capabilities of the county and private-sector infrastructure owners and operators.
  - Attract a sizeable influx of independent, spontaneous volunteers and supplies.
  - Require extremely short-notice asset coordination and response timelines.
  - Require prolonged, sustained incident management operations and support activities for long term community recovery and mitigation.
- Top priorities for incident management are to:
    - Save lives and protect the health and safety of the public, responders, and recovery workers.
    - Ensure the security of Mathews County.
    - Protect and restore the critical infrastructure and key resources.
    - Protect property and mitigate damages and impacts to individuals, communities, and the environment.
    - Manage public expectations regarding response activities.
- The severity of the impact on state and local resources might necessitate a request for federal assistance; factors that might determine the need for federal involvement in response and recovery may include:
    - State or local needs that exceed available resources.
    - The economic ability of the State and the affected localities to recover from the incident.
    - The type or location of the incident.
    - The severity and magnitude of the incident.
    - The need to protect public health, welfare, or the environment.

## CONCEPT OF OPERATIONS

The ultimate goals of Mathews County’s emergency management program are to:

- Provide effective life safety measures, reduce property loss, and protect the environment.
- Provide for the rapid resumption of impacted businesses and community services.

- Provide inclusive 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.
- Provide accurate documentation and records required for cost recovery efforts.

Mathews County Department of Emergency Management has the primary responsibility for emergency management activities within Mathews County. The Emergency Management Director or Deputy Director has the authority to declare a local emergency with approval of the Board of Supervisors. The local governing board has the legal authority for approving the EOP and declaring a local emergency.

During an emergency, the Director of Emergency Management and the Emergency Management Coordinator, or their deputies will work with all appropriate agencies, boards, and departments within Mathews County to effectively respond to the incident. When an emergency exceeds the local government's capability to respond, assistance will be requested from surrounding jurisdictions, and state and federal government. In any case, incident command and response operations remain with the local jurisdiction.

The EOC will immediately contact the Virginia Department of Criminal Justice Services (DCJS) and the Virginia Victims Fund (VVF) (formerly Virginia Criminal Injuries Compensation Fund or VCICF) to deploy, if there is an emergency in which there are crime victims involved as defined by [§ 19.2-11.01](#) of the Code of Virginia. Both entities will serve as the lead for coordinating services and assistance to the victims. The local government is required by the Code of Virginia [§ 44-146.19](#) to make these notifications and maintain current contact information for each organization in the EOP. Contact information for both organizations is maintained on the DCJS website: <https://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>

The Mathews County EOP is based on the idea that emergency operations will begin at the county level and that outside assistance will be requested only when an emergency or disaster exceeds the county's capabilities. Situations in which several localities are threatened or impacted concurrently will usually involve requests for state assets from the onset.

### **Implementation of the National Incident Management System (NIMS)**

Mathews County has adopted the NIMS as its operating structure by resolution of the Mathews County Board of Supervisors. The basic framework of NIMS incorporates the use of the Incident Command System (ICS) and the Multi-Agency Coordination System (MACS). This EOP is based on NIMS. Mathews County will implement the Incident Command System (ICS) for all incidents and events within the County. ICS will be used as a standardized systematic approach for the development of the Emergency Operations Plan (EOP). ICS is required for all on-scene and Emergency Operations Center (EOC) activations under the all-hazards incident management approach.

Utilization of NIMS and ICS:

- Provides a consistent framework for incident management, regardless of the cause, size, or complexity of the incident.
- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.

- Enables a coordinated response among various jurisdictions and functional agencies, both public and private, to effectively and efficiently prevent, prepare for, respond to, and recover from incidents.
- Establishes common processes for planning and managing resources, common terminology, and uniform standards for training and exercising.
- Provides structure and organization that covers all emergency management phases – preparedness, response, mitigation, and recovery.

### **Declaration of a Local Emergency**

The declaration of a local emergency will be made by the Director of Emergency Management, or in his/her absence, the Deputy Director of Emergency Management with the consent of the Board of Supervisors. The local declaration of emergency activates the Emergency Operations Plan (EOP) and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to aid the victims of a disaster.

In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his/her absence, the deputy director, or in the absence of both the director and deputy director, the designated emergency management alternate Board of Supervisors member or 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. A declaration of a local emergency as defined in [§ 44-146.16](#) shall activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance.

The Senior Executive and Deputy Clerk to the Board of Supervisors shall maintain a copy of the declaration for Mathews County record.

Once a local emergency has been declared, the director or deputy director of emergency management, as authorized by the governing body, may:

- Control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services, and resource systems which fall only within the boundaries of Mathews County, and which do not impact systems affecting adjoining or other political subdivisions.
- Enter into contracts and incur obligations necessary to combat such threatened or actual disaster.
- Protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster and proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work.

- Enter into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and other expenditures of public funds, provided such funds in excess of appropriations in the current approved budget, unobligated, are available.

### **Request for State Assistance/Recommendation for State Declaration of Emergency**

When local resources, mutual aid agreements, or existing contracts have been exhausted, or are anticipated to be, are insufficient to cope with the effects of a disaster, Mathews County can submit a Request for Assistance (RFA) by completing the following tasks:

- The Emergency Management Director or their designee will submit an RFA in WebEOC.
- VDEM Regional Staff may assist local and regional partners with submitting RFAs in WebEOC at the request of the local and regional partners.
- The local jurisdiction will monitor the status of the RFA in WebEOC.
- Once the RFA is accepted and assigned to an agency that can provide support, Mathews County will communicate with VDEM regional staff and eventually the agency providing support to coordinate delivery and receipt of the resource requested.

In addition to supporting RFAs from regional partners via WebEOC, the VDEM Regional Staff may request localities enter additional information into WebEOC for the duration of the incident. This information may include, but is not limited to, situation reports (SITREPs). VDEM Regional Staff establish the frequency and timing of local SITREPs using the appropriate board in WebEOC. Local SITREPs should, at a minimum, provide status updates in the following areas.

- Declaration status
- EOC status
- Shelter status
- Evacuations
- Government and school closings
- Event injuries and fatalities
- Damage to critical infrastructure and residences

This information helps ensure VDEM Regional Staff and the Virginia Emergency Support Team (VEST) at the Virginia Emergency Operations Center (VEOC) understand the impacts of an incident across impacted localities and may help determine if there is a need to recommend that the Governor declare a State of Emergency in the Commonwealth, if one has not already been declared.

Incidents resulting in singular resource shortages (excluding water) may result in the need to petition the Governor to declare a State of Emergency. When multiple resource shortages occur, this is unnecessary. Resource shortages are defined in the Code of Virginia [§ 44-146.16](#); information regarding the Declaration of Local Emergencies can be found in [§ 44-146.21](#).

## **Coordination of the Emergency Operations Center**

During normal operations, it is the responsibility of the Emergency Management Coordinator to manage the EOC from which the Director of Emergency Management or designees, can direct and control emergency operations. The Coordinator of Emergency Management manages the EOC and coordinates the county's response to all emergencies and disasters. Departments assigned responsibilities in the EOC designate staff to respond to the EOC and to participate in training and exercises.

The Director of Emergency Management or the Deputy Director of Emergency Management may implement the EOP at any time deemed appropriate.

The implementation of the EOP and activation of the EOC may occur simultaneously. The level of EOC and EOP activation will be based upon the severity and scope of the incident. The Incident Command System integrated with Emergency Support Functions (ESFs) and various annexes established by this plan may be selectively activated based upon initial or anticipated requirements.

The management and coordination of the EOC will be the responsibility of the Emergency Management Coordinator or his/her designee. The supporting EOC staff is comprised of employees of Mathews County acting as EOC representatives for each ESF that is pertinent to the event and designated private sector entities. Departments assigned primary, support, and/or cooperating emergency response or recovery duties and responsibilities must develop and maintain their designated part(s) of the Mathews County Emergency Operations Plan. Note: Not all ESFs or personnel will be needed for every event – the event will dictate the needed EOC response.

## **Activation of the Emergency Operations Center (EOC)**

The Director or Deputy Director of Emergency Management may activate the EOC if:

- There is an imminent threat to public safety or health on a large scale.
- An extensive multiagency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event; and/or
- The disaster affects multiple political subdivisions within counties or cities that rely on the same resources to resolve major emergency events.

Availability of staff and operational needs may allow or require positions to be combined or to be left unfilled (those responsibilities may be reassigned to another person/position).

Leadership from partner agencies or organizations may request the EOC be activated to support emergencies that are impacting them. In addition, the Governor or his/her designee may request the EOC be activated to support emergency events occurring within the Commonwealth.

All department and agency points-of-contact, to include members of the Mathews County Board of Supervisors, will be notified of the EOC activation. In turn, agency EOC representatives will be notified through the internal notification process.

Upon notice of EOC activation, identified EOC representatives shall report to the EOC at the appointed time and be prepared to carry out their roles and responsibilities. Departments and agencies will provide

appropriate representation to the EOC based upon the level of activation. Agency representatives shall be prepared to staff the EOC until they are relieved by other personnel, or the incident is terminated.

The EOC may be partially or fully activated depending upon the nature and scope of the incident or potential incident. The EOC may also be activated for a planned event.

**Preparatory Actions** for Mathews County Departments (ESFs) will consist of, but are not limited to the following:

- Review plans and procedures including response and individual agency emergency action plans.
- Check critical equipment and supplies.
- Backup critical data and address how to protect vital records (IT Department)
- Consider the department's role in recovery.
- Assess and report on what critical resources are needed to ensure continuity of operations and infrastructure.
- Seek current information pertaining to an approaching or current event (i.e....monitoring the weather for approaching hazardous conditions).
- Prepare for a possible change in readiness level in the future as the hazard approaches or the event develops increasing complications. Under those circumstances, departments will be expected to:
  - Report on daily departmental preparedness actions.
  - Report on critical resources and issues.
  - Report on departmental priorities and activities.
  - Identify staffing for the EOC should an activation occur.

### **EOC Activation Levels**

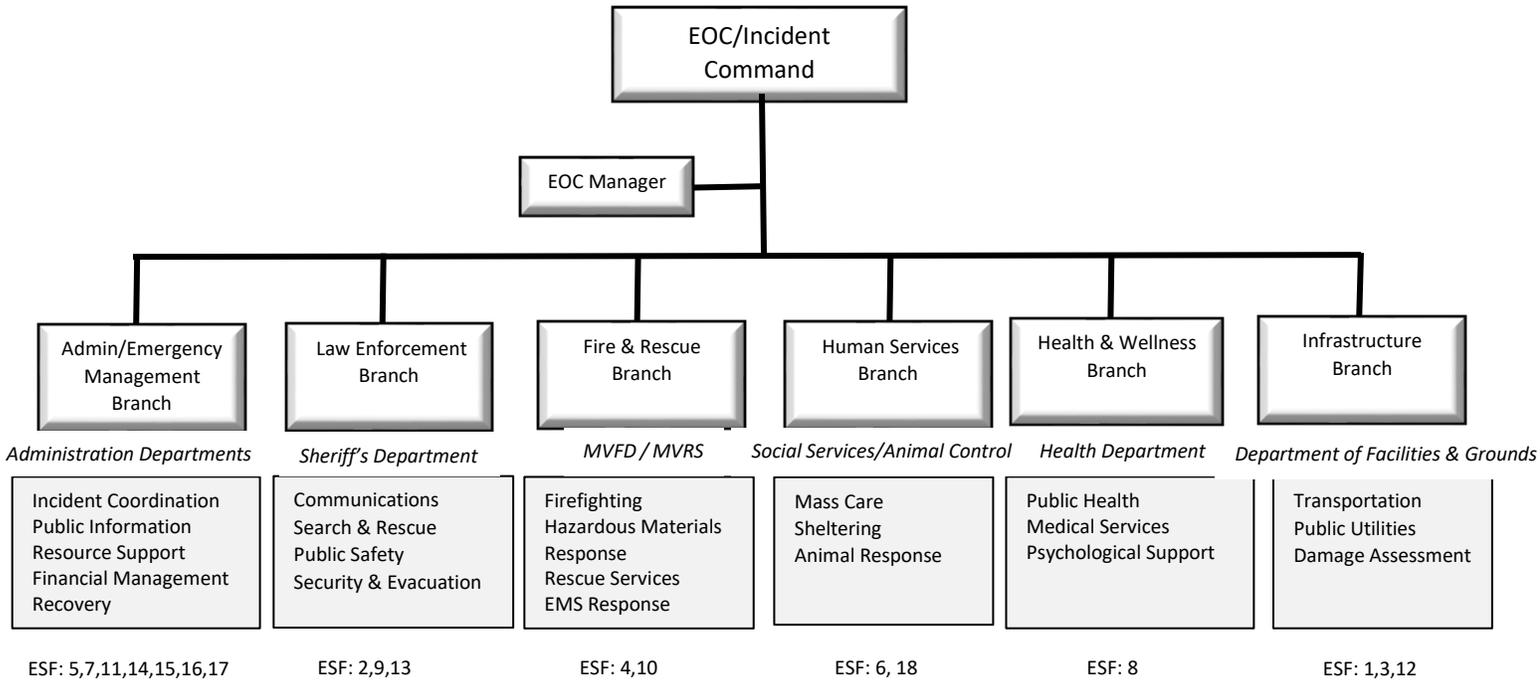
The level to which the EOC is activated will be a decision made by the Emergency Management Director or his/her designee based on the size, scale, and complexity of a given incident or set of circumstances.

Mathews County and NGOs will report threats, incidents, and potential incidents using established communications and reporting channels. Once a threat of incident has occurred the Emergency Management Director will make an initial determination to initiate the coordination of information sharing and incident management activity.

If the incident necessitates the opening of the EOC, the EOC will serve as the hub for information collection, analysis and dissemination relating to an incident or event. During an event or incident information will be collected using a variety of methods.

Category	Minimal Actions
<p><b>Routine Operations</b> - Daily operations at normal staffing level.</p>	<ol style="list-style-type: none"> <li>Public information and educational materials will be provided via municipal newsletters, brochures, municipal websites, and other media.</li> <li>Maintain, update, and exercise the Emergency Operations Plan.</li> <li>Assure the viability and accuracy of emergency contact lists, resource lists, and emergency contracts.</li> </ol>
<p><b>Increased Readiness/Monitoring</b> - Emergency Management Coordinator receives notice of a potential emergency from the Virginia Department of Emergency Management, National Weather Service watches, and/or warnings or other reliable sources.</p>	<ol style="list-style-type: none"> <li>Monitor the situation.</li> <li>Provide updates as necessary via text or email.</li> <li>Alert emergency response personnel and develop a staffing pattern for a minimum of 72 hours, as necessary.</li> <li>Issue Preparatory Actions to ESF's.</li> <li>Disseminate preparatory actions to members of the Board of Supervisors and emergency response personnel.</li> <li>Determine any protective action measures that need to be implemented in preparation for the situation.</li> <li>Discuss activation of the EOC with the Director.</li> <li>When Mathews is in the National Weather Service five day forecast zone begin disseminating preparedness information to citizens in preparation for possible power outage.</li> <li>Participate in State &amp; local level conference calls, as necessary.</li> <li>Brief Policy Group, as necessary.</li> </ol>
<p><b>Response Operations</b> - Coordinated response to preserve life, property, the social, economic, and political structure of the County.</p>	<ol style="list-style-type: none"> <li>Partial or full activation of ESFs within the EOC. Partial activation will depend on the incident or event.</li> <li>Daily functions that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response.</li> <li>Efforts and resources may be redirected to accomplish an emergency task.</li> <li>Implement evacuation orders as needed.</li> <li>Open and staff emergency shelters as needed.</li> <li>Conduct daily EOC briefings.</li> <li>Develop periodic Situation Reports (SitRep).</li> <li>Brief Policy Group, as necessary</li> <li>Produce daily situation report for dissemination.</li> </ol>
<p><b>Recovery Operations</b> – Activate COOP Plan - After the initial response is completed assist affected individuals and communities return to a normal state.</p>	<ol style="list-style-type: none"> <li>Assess infrastructure and determine viability for re-entry of residents.</li> <li>Begin repairs to electric, water and sewer lines and stations.</li> <li>Implement Initial Damage Assessment (IDA) procedures to support 72-hour submission request of the IDA Report to the Virginia Emergency Operations Center (VEOC).</li> <li>Support State/Federal Preliminary Damage Assessment visit, as necessary.</li> </ol>
<p><b>Mitigation</b> - Reduce or eliminate long-term risk to people and property from hazards and their side effects.</p>	<ol style="list-style-type: none"> <li>Review Regional Hazard Mitigation Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.</li> <li>Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in areas most at risk.</li> <li>Implement mitigation measures in the rebuilding of infrastructure damaged in the event.</li> </ol>

# Mathews County Emergency Operations Center Organization Chart



## Matrix of Branch Responsibilities

	ESF-1 Transportation	ESF-2 Communications	ESF-3 Public Works & Engineering	ESF-4 Firefighting	ESF-5 Emergency Management	ESF-6 Mass Care, Housing & Human Services	ESF-7 Logistics Management & Resource Support	ESF-8 Public Health & Medical Services	ESF-9 Search and Rescue	ESF-10 Oil & Hazardous Materials Response	ESF-11 Agriculture & Natural Resources	ESF-12 Energy and Infrastructure	ESF-13 Public Safety & Security	ESF-14 Long-Term Community Recovery	ESF-15 External Affairs	ESF-16 Military Affairs	ESF-17 Volunteer & Donations Management	ESF-18 Animal Control and Care
Admin/Emergency Management Branch	S	S	S	S	P	S	P	S	S	S	P	S	S	P	P	P	P	S
Law Enforcement Branch	S	P		S	S	S	S	S	P	S		S	P	S	S	S	S	S
Fire & Rescue Branch	S			P	S	S	S	S	S	P		S	S	S	S	S	S	
Human Services Branch					S	P	S						S	S			S	P
Health & Wellness Branch					S	S	S	P			S			S				
Infrastructure Branch	P	S	P		S	S	S					P	S	S				

**P=Primary Responsibility**  
**S=Support Responsibility**

## Succession of Authority

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

<b><u>Organization/Function</u></b>	<b><u>Authority in Line of Succession</u></b>
Direction and Control	<ol style="list-style-type: none"> <li>1. Director of Emergency Management</li> <li>2. Deputy Director of Emergency Management</li> </ol>
EOC Manager	<ol style="list-style-type: none"> <li>1. Emergency Management Coordinator</li> <li>2. Deputy Emergency Management Coordinator</li> </ol>
Emergency Public Information	<ol style="list-style-type: none"> <li>1. County Administrator</li> <li>2. Assistant County Administrator</li> </ol>
Law Enforcement	<ol style="list-style-type: none"> <li>1. Sheriff</li> <li>2. Major</li> </ol>
Fire Department	<ol style="list-style-type: none"> <li>1. Fire Chief</li> <li>2. Assistant Fire Chief</li> </ol>
Rescue Squad	<ol style="list-style-type: none"> <li>1. President/Captain</li> <li>2. Vice President/Assistant Captain</li> </ol>
School System	<ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. Assistant Superintendent</li> </ol>
Facilities & Grounds	<ol style="list-style-type: none"> <li>1. Director</li> <li>2. Maintenance Supervisor</li> </ol>
Social Services	<ol style="list-style-type: none"> <li>1. Director</li> <li>2. Administrative Services Manager</li> </ol>
Health Department	<ol style="list-style-type: none"> <li>1. Director</li> <li>2. Emergency Preparedness Coordinator</li> </ol>

## **ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES**

The Code of Virginia, [§ 44-146.19E](#) designates powers and duties for emergency management to political subdivisions. Each entity shall have a director and coordinator of emergency management. Mathews County Board of Supervisors select a board member to serve as Director of Emergency Management and appoint a Coordinator of Emergency Management. The Mathews County Administrator serves as the Deputy Director of Emergency Management.

Local authorities have primary responsibility for managing emergencies. In some cases, state and federal assets may be used to advise or assist. Additionally, mutual aid agreements provide mechanisms to mobilize and employ resources from neighboring jurisdictions as needed.

When Mathews County resources and capabilities are overwhelmed, assistance from neighboring jurisdictions may be requested. When local resources are overwhelmed, assistance from the state may be requested. When state resources are overwhelmed, the governor may request federal assistance.

### **Mathews County Board of Supervisors**

- Adopt the Mathews County Emergency Operations Plan (EOP).
- Collectively review and ratify local declaration of an emergency.
- Collectively work in conjunction with the Director or Deputy Director of Emergency Management to provide guidance to citizens concerning the response and recovery phase.
- Host community meetings to ensure needs are addressed and to provide information to residents.
- Serve as advocates for critical recovery efforts.

### **Mathews County Emergency Management Director or Deputy Director**

- May declare a local emergency in accordance with the Code of Virginia § 44-146.21.
- Determine the appropriate level of activation based on situation.
- Mobilize appropriate personnel for the EOC.
- Establish initial strategic objectives for the EOC.
- Conduct periodic briefings with staff to ensure strategic objectives are current and appropriate.
- Conduct news conferences and review media releases for final approval.

### **Policy Group**

- Make policy level decisions during an emergency.
- Provide policy guidance on priorities and objectives based on situational needs.
- Asses the legal and ethical implications of potential response actions during an emergency.
- Develop the strategic policy and direction for recovery and resumption of normal operations.
- Review public information statements and releases.

### **Emergency Management Coordinator/EOC Manager**

- Ensure the EOC is properly set up and ready for operations.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Ensure planning meetings are conducted.
- Coordinate staff activity.
- Coordinate shift change briefings.
- Coordinate needs assessments and damage assessment operations.
- Coordinate disaster assistance and recovery operations.
- Request State assistance when local capabilities have been exceeded or exhausted.
- Coordinate with State and Federal officials after a disaster to implement recovery strategies and programs.

### **Mathews County - Office of the County Administrator**

- Coordinate the overall response across different county departments.
- Manage resource allocation and incident related expenses.
- Communicate critical information to the public and other agencies.
- Activate contracts with internal and external agencies to provide resources.
- Assist in overseeing and expediting the purchase of emergency equipment.
- Coordinate the preparation and dissemination of public information releases.
- Provide direction for recovery and resumption of normal operations.

### **Mathews County Sheriff's Office**

- Develop and maintain plans and procedures to support response and recovery operations.
- Coordinate law enforcement component of incident response and recovery operations.
- Establish the necessary security and accessibility policies around incidents and evacuated areas.
- Ensure notifications/communications/operations with Virginia Department of Criminal Justice Services (DCJS) and the Virginia Criminal Injuries Compensation Fund when an incident identifies victims as defined in Code of Virginia § 19.2-11.01.

### **Mathews County Animal Control**

- Develop and maintain plans and procedures that support animal control and care responsibilities during a declared local emergency.
- Provide and operate pet shelters.
- Coordinate animal search and rescue operations.
- Coordinate reunification of lost animals with proper owners.
- Coordinate the evacuation of animals, if needed.

### **Mathews County Volunteer Fire and Rescue Departments**

- Provide for the management and coordination of all fire/EMS activities as they relate to response and recovery operations.
- Establish specialized response resources and crews according to capabilities and incident needs.
- Assist with evacuations and damage assessments.

### **Mathews County Department of Social Services**

- Develop and maintain plans to establish and manage mass care human services operation sites.
- Coordinate with the appropriate local, State, Federal agencies, and private partners, to establish a Reunification and Family Assistance Center (FAC).

### **Three Rivers Health District**

- Develop and maintain plans and procedures that support public health, medical service needs and psychological support.
- Provide for prevention of disease to include surveillance and investigation of viruses.
- Acts as an intermediary between health agencies (local, VDH, CDC, etc....)
- Assist with mass fatality management operations and coordination.
- Provide guidance and technical assistance regarding emergency evacuation of people with access and functional needs.

### **Mathews County Constitutional Officers**

- Work in partnership with the county to support finance/administrative needs, and long-term community recovery efforts during a declared local emergency.
- Help develop and maintain plans and procedures to support long-term community recovery.
- Partner with disaster assistance agencies to implement short- and long-term recovery programs for private individuals and businesses as well as public service authorities and certain non-profit organizations.
- Research and assist with financial recovery information and programs for citizens, businesses, and government agencies.
- Develop and maintain department specific continuity of operations plans (COOP).
- Identify, protect and preserve records essential for the continuity of government.
- Establish and maintain a line of succession of key personnel.

### **Nongovernmental and Volunteer Organizations**

Nongovernmental and voluntary organizations will work to collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims. Designated non-government organizations (NGO) provide specific disaster relief services during response and recovery operations in cooperation with county departments. These resources, when available will be integrated

into county operations and will be incorporated to support critical functions best suited by their capabilities.

The Virginia Voluntary Organizations Active in Disaster (VAVOAD) is a statewide consortium of faith-based and non-profit organizations that are active in disaster relief. VAVOAD communicates with the many voluntary organizations that provide significant capabilities to incident management and response and recovery efforts at all levels.

### **Private Sector**

The roles, responsibilities, and participation of the private sector during major incidents vary based on the nature of the organization and the type and impact of the incident. They support the Emergency Operations Plan by sharing information with the various county departments, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident.

### **Citizen Involvement**

Although not formally a part of emergency management operations, individuals and households play a critically important role in the overall emergency management strategy. During an emergency, citizens within our community may be the first to arrive and the last to leave the scene in response to the needs of their neighbors. Strong partnerships with citizen groups and organizations enable preparedness, response, recovery, and mitigation efforts within the county.

Additionally, citizen groups can provide capabilities and expand available resources to augment the county's response and recovery activities. Organizations such as the Community Emergency Response Team (CERT) provide public education, outreach, and training; represent volunteers interested in helping to make their communities safer; and/or offer volunteer services to support first responders, disaster relief activities, and community safety efforts.

Prepared citizens are a priority of Mathews County. Outreach programs promote awareness of personal and community risks, in addition to the principles of individual and family preparedness. Crisis emergency information is disseminated immediately when a threat or incident occurs.

Citizens groups are also critical to the community recovery process after a disaster. The programs designed and implemented by federal, state, and local governments; insurance providers and NGOs can never completely meet the needs of every individual. Communities can provide an effective and efficient forum for pooling and coordinating the delivery of available resources to individuals and families in need.

## Mathews County Emergency Support Function Matrix

ESF	Title	Supporting Agencies and Partners	Responsibilities
ESF #1	Transportation  <u>Primary Responsibility</u> Infrastructure Branch	<ul style="list-style-type: none"> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Sheriff’s Office</li> <li>• Mathews County Volunteer Fire Department</li> <li>• Mathews County Volunteer Rescue Squad</li> <li>• Mathews County Public Schools</li> <li>• Virginia Department of Transportation</li> <li>• Virginia State Police</li> <li>• Bay Transit</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate traffic control measures.</li> <li>• Coordinate alternate transportation services.</li> <li>• Report damage to transportation infrastructure.</li> <li>• Coordinate the restoration and recovery of the transportation .infrastructure.</li> </ul>
ESF #2	Communications  <u>Primary Responsibility</u> Law Enforcement Branch	<ul style="list-style-type: none"> <li>• Mathews County Sheriff’s Office 911 Dispatch Center</li> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Information Technology (IT)</li> <li>• Mathews County Department of Planning, Zoning &amp; Wetlands</li> <li>• Amateur Radio Emergency Services (ARES)</li> </ul>	<ul style="list-style-type: none"> <li>• Manages delivery of emergency warnings and mass notification services.</li> <li>• Facilitates the delivery of mission critical information to maintain situational awareness for emergency management decision makers and support elements.</li> <li>• Manage restoration/repair of telecommunications infrastructure.</li> <li>• Protect, restore, and maintain cyber and IT resources.</li> <li>• Assist with GIS capability during EOC operations.</li> </ul>
ESF #3	Public Works & Engineering  <u>Primary Responsibility</u> Infrastructure Branch	<ul style="list-style-type: none"> <li>• Mathews County Department of Facilities and Grounds</li> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Building Official’s Office</li> <li>• Hampton Roads Sanitation District</li> <li>• Virginia Department of Transportation</li> <li>• Dominion Energy</li> <li>• Virginia Peninsula Public Service Authority</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct <u>pre</u> and <u>post</u> incident assessments of county facilities.</li> <li>• Provide Damage Assessment Reports.</li> <li>• Lead the debris management plans.</li> <li>• Arrange/provide emergency repair of damaged infrastructure and critical facilities.</li> <li>• Implement and manage the cost recovery programs for related infrastructure.</li> <li>• Assist with infrastructure mitigation strategies, response actions, and recovery activities.</li> </ul>
ESF #4	Firefighting  <u>Primary Responsibility</u> Fire & Rescue Branch	<ul style="list-style-type: none"> <li>• Mathews County Volunteer Fire Department</li> <li>• Mathews County Volunteer Rescue Squad</li> <li>• Mathews County Sheriff’s Office</li> <li>• Mathews County Department of Emergency Management</li> </ul>	<ul style="list-style-type: none"> <li>• Prepares, plans, coordinates, and manages fire and rescue activities including response, suppression, and rescues.</li> <li>• Provides fire, rescue and emergency medical services to ensure the safety of life and property within the county.</li> </ul>

		<ul style="list-style-type: none"> <li>• Virginia Department of Forestry</li> </ul>	
ESF #5	<p>Emergency Management</p> <p><u>Primary Responsibility</u> Admin/Emergency Management Branch</p>	<ul style="list-style-type: none"> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Board of Supervisors</li> <li>• Mathews County Administrator’s Office</li> <li>• Mathews County Sheriff’s Office</li> <li>• Mathews County Volunteer Fire Department</li> <li>• Mathews County Volunteer Rescue Squad</li> <li>• Mathews County Department of Social Services</li> <li>• Mathews County Public Schools</li> <li>• Mathews County Health Department</li> <li>• Virginia Department of Emergency Management</li> <li>• Virginia Department of Transportation</li> <li>• Virginia State Police</li> <li>• Virginia National Guard</li> <li>• Mathews County Commissioner of Revenue</li> <li>• Mathews County Treasurer’s Office</li> <li>• Virginia Cooperative Extension</li> <li>• Community Emergency Response Team (CERT)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the response of all departments within the County during an event.</li> <li>• Coordinate the use of County resources to provide emergency response support.</li> <li>• Provides decision-relevant information regarding the nature and extent of an incident.</li> <li>• Disseminates emergency information to the public through the PIO.</li> <li>• Coordinate with neighboring jurisdictions, VDEM Region 5 RCC, and the Virginia EOC.</li> <li>• Maintains standard reporting templates, information management systems, essential elements of information, and critical information requirements.</li> </ul>
ESF #6	<p>Mass Care, Housing, and Human Services</p> <p><u>Primary Responsibility</u> Human Services Branch</p>	<ul style="list-style-type: none"> <li>• Mathews County Department of Social Services</li> <li>• Mathews County Administrator’s Office</li> <li>• Mathews County Health Department</li> <li>• Mathews County Department of Emergency Management</li> <li>• Middle Peninsula/Northern Neck Community Services Board</li> <li>• Mathews County Sheriff’s Office</li> <li>• Mathews County Volunteer Rescue Squad</li> <li>• Mathews County Volunteer Fire Department</li> <li>• Mathews County Public Schools</li> <li>• Three Rivers Health District</li> <li>• American Red Cross</li> <li>• Virginia Voluntary Organizations Active in Disasters (VOAD)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate mass care facilities, congregate and non-congregate sheltering, and temporary housing.</li> <li>• Coordinate care for disabled civilians with access and functional needs.</li> <li>• Coordinate recovery assistance to individuals and households.</li> <li>• Provides general care for separated/unaccompanied minors until they are placed in the care of appropriate authorities.</li> <li>• Setup and manage the Family Assistance Center (FAC)</li> <li>• Organize disaster assistance programs that help survivors address unmet disaster caused needs.</li> </ul>

		<ul style="list-style-type: none"> <li>Community Emergency Response Team (CERT)</li> </ul>	
ESF #7	<p>Logistics Management and Resource Support</p> <p><u>Primary Responsibility</u> Admin/Emergency Management Branch</p>	<ul style="list-style-type: none"> <li>Mathews County Office of the County Administrator</li> <li>Mathews County Department of Emergency Management</li> <li>Mathews County Department of Facilities and Grounds</li> </ul>	<ul style="list-style-type: none"> <li>Resource Support (facility space, office equipment, office supplies, contracting services, etc....)</li> <li>Acquire and manage resources, supplies, and services from core capability providers via contracts, mission assignments, and interagency agreements.</li> <li>Coordinate and track resources including cost.</li> <li>Activate statewide mutual-aid, as necessary.</li> </ul>
ESF #8	<p>Public Health and Medical Services</p> <p><u>Primary Responsibility</u> Health &amp; Wellness Branch</p>	<ul style="list-style-type: none"> <li>VDH Three Rivers Health District</li> <li>Three Rivers Medical Reserve Corps (MRC)</li> <li>Mathews County Volunteer Rescue Squad</li> <li>Mathews County Department of Emergency Management</li> <li>Mathews County Sheriff's Office</li> </ul>	<ul style="list-style-type: none"> <li>Assessment of public health/medical needs.</li> <li>Provide health surveillance.</li> <li>Coordinate medical services and medical surge monitoring.</li> <li>Coordinate mental services assistance</li> <li>Coordinate mortuary services.</li> <li>Provide guidance on potable water/wastewater and solid waste disposal.</li> <li>Organize alternative mass care sites.</li> <li>Organize temporary mass corpse storage.</li> <li>Organize a Reunification Center.</li> <li>Coordinate veterinary medical support.</li> <li>Maintain a record of disaster-related expenses.</li> </ul>
ESF #9	<p>Search and Rescue</p> <p><u>Primary Responsibility</u> Law Enforcement Branch</p>	<ul style="list-style-type: none"> <li>Mathews County Sheriff's Office</li> <li>Mathews County Volunteer Fire Department</li> <li>Mathews County Volunteer Rescue Squad</li> <li>Mathews County Department of Emergency Management</li> <li>Virginia Department of Emergency Management (VDEM)</li> <li>Virginia State Police</li> <li>Identified Mutual-aid agencies</li> </ul>	<ul style="list-style-type: none"> <li>Organize search and rescue operations with the Fire &amp; Rescue Branch.</li> <li>Provide support to field command units.</li> <li>Carry out ground search and rescue.</li> <li>Carry out search and rescue from collapsed structures.</li> <li>Provide other lifesaving measures as needed.</li> </ul>
ESF #10	<p>Oil and Hazardous Materials Response</p> <p><u>Primary Responsibility</u> Fire &amp; Rescue Branch</p>	<ul style="list-style-type: none"> <li>Mathews County Hazardous Materials Officer</li> <li>Mathews County Department of Emergency Management</li> <li>Mathews County Volunteer Fire Department</li> <li>Mathews County Volunteer Rescue Squad</li> </ul>	<ul style="list-style-type: none"> <li>Provide coordinated and direct support for oil or hazardous materials incidents.</li> <li>Coordinate with VDEM Hazardous Materials Officer.</li> <li>Acts to prevent, minimize, or mitigate release of hazardous materials.</li> <li>Coordinates short/long-term cleanup operations.</li> </ul>

		<ul style="list-style-type: none"> <li>• Mathews County Sheriff's Office</li> <li>• Virginia Department of Emergency Management (VDEM)</li> </ul>	
ESF #11	<p>Agriculture and Natural Resources</p> <p><u>Primary Responsibility</u> Admin/Emergency Management Branch</p>	<ul style="list-style-type: none"> <li>• Mathews County Office of the Virginia Cooperative Extension</li> <li>• Mathews County Department of Emergency Management</li> <li>• Virginia Department of Agriculture and Consumer Services</li> <li>• Agricultural Stabilization and Conservation Service</li> <li>• Mathews County Animal Control</li> <li>• Mathews County Sheriff's Office</li> <li>• Mathews County Health Department</li> <li>• Virginia Department of Wildlife Resources</li> <li>• Virginia Department of Forestry</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic property resources.</li> <li>• Implement an integrated response to an outbreak of highly contagious/economically devastating animal disease, horticultural disease, or invasion of infective exotic/non-native species and associated disease risks.</li> <li>• Coordinate with public health and medical services to ensure that animal, veterinary, and wildlife issues are supported.</li> <li>• Inspect and verify food safety in distribution and retail sites.</li> <li>• Conduct food borne disease surveillance and field investigations.</li> </ul>
ESF #12	<p>Energy and Infrastructure</p> <p><u>Primary Responsibility</u> Infrastructure Branch</p>	<ul style="list-style-type: none"> <li>• Mathews County Department of Facilities and Grounds</li> <li>• Mathews County Office of the County Administrator</li> <li>• Mathews County Department of Emergency Management</li> <li>• Dominion Energy</li> <li>• Virginia Department of Transportation (VDOT)</li> </ul>	<ul style="list-style-type: none"> <li>• Conduct damage assessments of energy systems and infrastructure.</li> <li>• Coordinate energy infrastructure assessment, repair, and restoration.</li> <li>• Establish priorities regarding restoration activities.</li> <li>• Assist stakeholders to overcome inherent challenges in restoring energy services.</li> </ul>
ESF #13	<p>Public Safety and Security</p> <p><u>Primary Responsibility</u> Law Enforcement Branch</p>	<ul style="list-style-type: none"> <li>• Mathews County Sheriff's Office</li> <li>• Virginia State Police</li> <li>• Virginia Marine Resource Commission</li> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Volunteer Fire Department</li> <li>• Mathews County Volunteer Rescue Squad</li> <li>• Virginia Department of Transportation (VDOT)</li> <li>• Community Emergency Response Team (CERT)</li> </ul>	<ul style="list-style-type: none"> <li>• Maintain law and order.</li> <li>• Manage public warning announcements.</li> <li>• Assist with evacuation of buildings, facilities, and unsafe areas.</li> <li>• Provide security of emergency sites, evacuated areas, vital facilities, and shelters.</li> <li>• Provide traffic and crowd control, as required.</li> <li>• Organize and assist with reentry operations.</li> </ul>
ESF #14	<p>Long-Term Community Recovery</p> <p><u>Primary Responsibility</u></p>	<ul style="list-style-type: none"> <li>• Mathews County Board of Supervisors</li> <li>• Mathews County Office of the County Administrator</li> </ul>	<ul style="list-style-type: none"> <li>• Assess the social, economic and environmental consequences of impacted areas.</li> </ul>

	Admin/Emergency Management Branch	<ul style="list-style-type: none"> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Department of Facilities and Grounds</li> <li>• Mathews County Department of Social Services</li> <li>• Mathews County Building Official's Office</li> <li>• Mathews County Department of Planning, Zoning &amp; Wetlands</li> <li>• Mathews County Commissioner of Revenue</li> <li>• Mathews County Treasurers' Office</li> <li>• Community Emergency Response Team (CERT)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate State and Federal efforts to address long-term community recovery issues.</li> <li>• Partners with disaster assistance agencies and non-profit organizations.</li> <li>• Coordinate reconstruction and redevelopment of impact areas.</li> <li>• Perform mitigation analysis and program implementation.</li> <li>• Serves as the interface with businesses, industries, and critical infrastructure sectors not aligned to other ESFs.</li> </ul>
ESF #15	External Affairs  <u>Primary Responsibility</u> Admin/Emergency Management Branch	<ul style="list-style-type: none"> <li>• Mathews County Board of Supervisors</li> <li>• Mathews County Office of the County Administrator</li> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Sheriff's Office</li> <li>• Mathews County Public Schools</li> <li>• VDH Three Rivers Health District</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate the release of emergency public information and protective action guidance.</li> <li>• Coordinate actions to provide external affairs support to incident management prior to, during and following an emergency or disaster.</li> <li>• Manage the distribution of incident information to the public, including those with disabilities and other access and functional needs, and individuals with limited English proficiency populations.</li> <li>• Manage media and community relations.</li> <li>• Manage the Joint Information Center.</li> </ul>
ESF #16	Military Affairs  <u>Primary Responsibility</u> Admin/Emergency Management Branch	<ul style="list-style-type: none"> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Office of the County Administrator</li> <li>• Virginia Department of Emergency Management (VDEM)</li> <li>• Virginia National Guard</li> <li>• United States Coast Guard</li> <li>• Mathews County Sheriff's Office</li> <li>• Mathews County Volunteer Fire Department</li> <li>• Mathews County Volunteer Rescue Squad</li> </ul>	<ul style="list-style-type: none"> <li>• Function as a coordinating entity with Military resources.</li> <li>• Utilize military resources and response assets as needed and available.</li> <li>• Coordinate military support on a mission request basis.</li> </ul>
ESF #17	Volunteer and Donations Management  <u>Primary Responsibility</u> Admin/Emergency Management Branch	<ul style="list-style-type: none"> <li>• Mathews County Office of the County Administrator</li> <li>• Mathews County Department of Emergency Management</li> <li>• Mathews County Department of Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Assigns designee(s) to manage donations from outside sources.</li> <li>• Assigns designee(s) to manage volunteer resources from citizens.</li> <li>• Looks principally to local organizations with established volunteer and donation management structures.</li> </ul>

		<ul style="list-style-type: none"> <li>• Mathews County Commissioner of Revenues Office</li> <li>• Mathews County Treasurers Office</li> <li>• Community Emergency Response Team (CERT)</li> <li>• Virginia Department of Emergency Management (VDEM)</li> <li>• Virginia National Guard</li> <li>• Faith Based Organizations</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate with regional volunteer and donation centers.</li> <li>• Manage records for donated time, products, and services.</li> </ul>
ESF #18	<p>Animal Care and Control</p> <p><u>Primary Responsibility</u> Human Services Branch</p>	<ul style="list-style-type: none"> <li>• Mathews County Animal Control</li> <li>• Mathews County Sheriff’s Office</li> <li>• Mathews County Department of Emergency Management</li> <li>• Gloucester-Mathews County Animal Shelter</li> <li>• Local Animal Welfare/Rescue Organizations</li> <li>• Community Emergency Response Team (CERT)</li> </ul>	<ul style="list-style-type: none"> <li>• Coordinate animal care, control, sheltering and reunification with their owners.</li> <li>• Assist with pet friendly shelters or assist with boarding animals for citizens in non-pet friendly shelters.</li> <li>• Coordinate animal rescue and veterinary care.</li> </ul>

**DIRECTION, CONTROL AND COORDINATION**

The Director of Emergency Management and the Coordinator of Emergency Management implement Mathews County’s policy and operational coordination for domestic incident response. The response structure can be partially or fully implemented in response to a potential/actual threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

**On Scene Incident Command and Management**

The on-scene Incident Commander is responsible for all response activities, including the development of priorities and objectives and the ordering and release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

When multiple command authorities are involved, the incident may be led by a unified command comprised of officials who have jurisdictional authority or functional responsibility for the incident under an appropriate law, ordinance, or agreement. The unified command provides direct, on-scene control of tactical operations. At the tactical level, on-scene incident command and management organization are located at an Incident Command Post (ICP), which is typically comprised of local and mutual aid responders.

## **Emergency Operations Center**

The Emergency Operations Center (EOC) serves as the central coordination hub for an incident response and recovery. Information flows into the EOC from the field and out of the EOC to relevant stakeholders and response partners.

During an incident, the EOC supports field operations when resources that are traditionally acquired through mutual aid agreements are no longer sufficient to handle the response.

## **EOC Staffing and Operations**

Upon activation of the EOC, representatives from the Lead Departments will staff the EOC. Activation of the EOC can occur at the designated Emergency Operations Center, a backup or ad hoc facility, as a hybrid activation, or fully virtual. EOC operations may be dependent on the type of incident and available resources such as internet connectivity, cell phone service, interoperability, and other requirements that may impact operations.

## **INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION**

Each incident has critical or essential information that should be shared during operations. Essential Elements of Information (EEI) include:

- 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.
- Gathering information on critical facilities including determining the status of police and fire stations, medical providers, water and sewer treatment facilities, and media outlets.
- Information on the risk of damage to the community from imminent hazards.
- Information on the number of individuals who have been displaced because of the incident.

## **Situational Awareness**

During an incident, information should flow freely from the field to the EOC. As information comes into the EOC it should be collected and recorded. This information will be collected and disseminated as a Situation Report and disseminated to the VDEM Regional Coordinator as needed throughout the incident. This information can also be shared with the Virginia Emergency Operations Center (VEOC) and other state and federal partners via conference calls, WebEOC, and email correspondence.

## **COMMUNICATIONS AND COORDINATION**

### **Communication between Incident Commander and EOC**

Timely communication amongst First Responders and local government officials working within the EOC is critical during an event. Mathews County has a wide variety of emergency communications equipment available to communicate internally and externally including, but not limited to, radio, pagers, telephones, cell phones, fax machines, emails, etc.

First responders will maintain operational communication throughout incident response and recovery operations using the 911 communication center and radio channels. All functions operating outside of the EOC will maintain contact with the EOC through redundant communications such as telephone, radio, text, fax, or WebEOC. All staff operating within the EOC are responsible for bringing their Mathews County issued or approved technology including laptops, iPads, portable radio, HAM radio, charger, batteries, headsets, and cellular phones.

### **Communications to the Public**

During emergencies and disasters, the public needs detailed information regarding protective actions, which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources, social media sites, Mathews Alerts! (*The County Mass Notification Service*) and the Mathews County webpage, as well as a community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures can be employed.

### **Joint Information System/Center (JIS/JIC)**

The JIS serves as a foundation for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation. The JIC is a central location that houses JIS operations and where public information staff perform essential information and public affairs functions. Normally, an incident should have a single JIC, but the JIS is flexible and can accommodate multiple JICs if necessary.

### **Communications with the VEOC**

Mathews County EOC integrates into the larger emergency management network at the state-level by using WebEOC and telephone communications with regional partners. VDEM regional staff facilitates communications between Mathews County and the Virginia Emergency Operations Center (VEOC). Mathews County will submit SITREPs to the VEOC via WebEOC, fax, or radio via ARES/RACES. Additionally, the VEOC will communicate with Federal partners on behalf of the jurisdiction.

## **ADMINISTRATION, FINANCE, AND LOGISTICS**

### **Administration**

In an incident, Mathews County staff may fulfill roles within the Finance and Administration and/or Logistics Section of the EOC. The County Administrator or his/her designee will be responsible for the Finance and Administration Section and Logistics Section while utilizing support staff.

Documentation is a key administrative process that must be used by Mathews County to document the response to and recovery from a disaster. Documenting actions taken during response and recovery is essential for creating historical records of incident, applying for recovery costs, addressing any insurance needs, and developing future mitigation strategies. At a minimum, the Mathews County EOC will maintain the following types of documentation:

- Incident Command System (ICS) Forms
- Damage Assessment (DA) sheets
- Incident Action Reports

### **Financial Management**

Manages all financial, administrative and cost analysis aspects of an emergency. Disaster-related expenditures and obligations of state agencies, local jurisdictions and organizations may be reimbursed under a number of federal programs.

### **Logistics**

Risk analysis and capabilities assessments help Mathews County identify what resources are needed for a response to a defined hazard. Based on past incident after action reports, Mathews County has worked to identify and procure additional resources to improve capability for future events.

The incident commander can activate tactical-level mutual aid agreements at the incident-level. Needs that cannot be met via mutual aid agreements at the tactical-level will be escalated to the EOC.

At the EOC, the Logistics Section will provide guidance for coordinating resources needed to support the incident. Logistics primarily addresses protocols, processes, and systems for requesting, utilizing, tracking and reporting resources that are outside the standard practices of pre-existing discipline- specific mutual aid agreements (e.g., law enforcement, public works, fire). When local resources are not sufficient the Logistics Section will coordinate mutual aid agreements and work with private resources. Purchasing resources for an incident response is done by the Logistics Section as needed throughout the incident response.

## **PLAN DEVELOPMENT AND MAINTENANCE**

### **Plan Development and Maintenance**

The Mathews County Emergency Operations Plan (EOP), including all annexes, is the core plan for emergency operations, and provides the structures and processes for coordinating incident management and support activities for natural disasters and other emergencies.

Code of Virginia, [§ 44-146.19E](#) requires each jurisdiction to prepare and keep current a local emergency operations plan. The Emergency Management Director, assisted by the Emergency Management Coordinator, has overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned following an actual or threatened emergency situation. It is also suggested the plan be updated and reviewed following training, exercises and/or drills, changes in government structure, or if individuals and officials recommend improvements and changes as needed through the Emergency Management Director or Coordinator.

The Emergency Management Coordinator will have the EOP readopted every four (4) years by the Board of Supervisors. Guidance and assistance are provided by the Virginia Department of Emergency Management. Mathews County should conduct an annual comprehensive review to ensure the plan remains current and relevant. The plan review team should include representatives from all internal departments. External group representatives may be included as needed.

The Coordinator of Emergency Management will ensure that this document is subject to annual maintenance, review, and update based on selective evaluations, after-action reports, and new guidance.

### **Training and Exercises**

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Mathews County Emergency Operations Plan (EOP) and sub-plans. Mathews County will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Mathews County EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

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

All training and exercises conducted in Mathews County will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

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

The Emergency Management Coordinator will maintain the training and exercise schedule and assure

that the appropriate resources are available to complete these activities. Following each exercise or actual event a hot wash and/or after action review will take place. Strengths and areas for improvement will be incorporated into the updated EOP.

### **After Action Reports (AARs)**

After any disaster response or exercise of the EOP, an After Action Report (AAR) should be developed in compliance with the procedures outlined in the Homeland Security Exercise and Evaluation Program (HSEEP).

An AAR results from an administrative process used by Mathews County should review and discuss the response in order to identify strengths and weaknesses in the emergency management and response program.

The AAR should:

- Review actions taken.
- Identify equipment shortcomings.
- Improve operational readiness.
- Highlight strengths/initiatives.
- Identify areas for improvement.

### **Corrective Actions**

After Action Reports (AAR) are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed, these issues need to be identified and documented. The Mathews County Department of Emergency Management will coordinate AARs, as appropriate, and provide documentation, dissemination, and archiving of findings. The results of the AAR will be provided to the Coordinator of Emergency Management for documenting, tracking, and corrective action processes.

Through a collaborative and objective process with incident organizations a corrective action plan will be developed and established for further incident/event response, mitigation, strategies/actions, and corrective action plans. Corrective actions will be taken directly from the AAR process and associated documents.

### **AUTHORITIES AND REFERENCES**

The following provides emergency authorities for conducting and/or supporting emergency operations:

#### **Mathews County**

- Mathews County Emergency Operations Plan and supporting annexes
- Mathews County Continuity of Operations Plan

- Mathews County Land Use or Comprehensive Plan
- Middle Peninsula and Northern Neck Mutual Aid Agreement
- Middle Peninsula Hazard Mitigation Plan

### **Commonwealth of Virginia**

- Code of Virginia Title 44, Chapter 3.2 Emergency Services and Disaster Law (§44-146.13 et seq.).
- Commonwealth of Virginia Emergency Operations Plan (COVEOP)
- Code of Virginia [§ 44-146.19](#) Powers and Duties of Political Subdivisions
- Code of Virginia [§ 44-146.20](#) Joint Action by Political Subdivisions
- Code of Virginia [§ 44-146.21](#) Declaration of a Local Emergency
- Code of Virginia [§ 44-146.28:1](#) Compact Enacted into law; terms. Emergency Management Assistance Compact
- Code of Virginia [§ 19.2-11.01](#) Crime victim and witness rights

### **Federal**

- Emergency Planning & Community Right-to-Know Act (EPCRA)
- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101, Version 3.1 (May 2025)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter (November 2010)
- A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action (December 2011)
- Disability, Access and Functional Needs Emergency Management Planning Guidance (June 2015)
- Americans with Disabilities Act (1990)
- ADA Amendments Act (2008), P.L. 110-325, and those associated with them
- Rehabilitation Act (1973), Sections 501, 503, 504 and 508
- Older Americans Act (1965), Title III
- Emergency Management Assistance Compact (EMAC) (1996)
- Executive Order 13407 - Public Alert and Warning System
- 1995 Presidential Memorandum “Emergency Alert System (EAS) Statement of Requirements”
- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended

- Homeland Security Presidential Directive 5, Management of Domestic Incidents (February 2003)
- Homeland Security Presidential Directive 8, National Preparedness (December 2003)
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency (October 2007)
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Presidential Decision Directive (PDD) [39](#) (*U.S. Policy on Counterterrorism*) and [62](#) (*Combating Terrorism*): terrorism investigations delegated to U.S. Dept. of Justice/FBI
- Pets Evacuation and Transportation Standards (PETS) Act, 2006

## LIST OF ACRONYMS

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<b>AFN</b>	Access and Functional Needs
<b>ARC</b>	American Red Cross
<b>ARES</b>	Amateur Radio Emergency Services
<b>CDC</b>	Center for Disease Control
<b>CEM</b>	Civil Emergency Message
<b>CERT</b>	Community Emergency Response Team
<b>CICF</b>	Criminal Injury Compensation Fund
<b>COG</b>	Continuity of Government
<b>COOP</b>	Continuity of Operations Plan
<b>COVEOP</b>	Commonwealth of Virginia Emergency Operations Plan
<b>DA</b>	Damage Assessment
<b>DCPD</b>	Department of Community Planning and Development
<b>DHS</b>	Department of Homeland Security
<b>DSS</b>	Department of Social Services
<b>EAP</b>	Emergency Action Plan
<b>EAS</b>	Emergency Alert System
<b>ECC</b>	Emergency Communications Center
<b>EI</b>	Essential Element of Information
<b>EM</b>	Emergency Management
<b>EMAC</b>	Emergency Management Assistance Compact
<b>EOC</b>	Emergency Operations Center
<b>EOP</b>	Emergency Operations Plan
<b>EPCRA</b>	Emergency Planning and Community Right to Know Act
<b>ESF</b>	Emergency Support Function
<b>FAC</b>	Family Assistance Center
<b>FEMA</b>	Federal Emergency Management Agency
<b>GIS</b>	Graphic Information System
<b>HHS</b>	Health and Human Services
<b>IA</b>	Individual Assistance
<b>IAP</b>	Incident Action Plan
<b>IC</b>	Incident Commander
<b>ICP</b>	Incident Command Post
<b>ICS</b>	Incident Command System
<b>IDA</b>	Initial Damage Assessment
<b>IFG</b>	Individual and Family Grants
<b>IMT</b>	Incident Management Team
<b>IFLOWS</b>	Integrated Flood Observation and Warning System
<b>JFO</b>	Joint Field Office

<b>JIC</b>	Joint Information Center
<b>JOC</b>	Joint Operations Center
<b>LEPC</b>	Local Emergency Planning Commission
<b>MAA</b>	Mutual Aid Agreement
<b>MMRS</b>	Metropolitan Medical Response System
<b>MOA</b>	Memorandum of Agreement
<b>MOU</b>	Memorandum of Understanding
<b>MRC</b>	Medical Reserve Corps
<b>MSA</b>	Metropolitan Statistical Area
<b>NCP</b>	National Contingency Plan
<b>NGO</b>	Nongovernmental Organization
<b>NIMS</b>	National Incident Management System
<b>NOAA</b>	National Oceanic and Atmospheric Administration
<b>NRF</b>	National Response Framework
<b>NWR</b>	NOAA Weather Radio
<b>NWS</b>	National Weather Service
<b>OCME</b>	Office of the Chief Medical Examiner
<b>OEM</b>	Office of Emergency Management
<b>OPS</b>	Office of the Press Secretary
<b>PA</b>	Public Assistance
<b>PDA</b>	Preliminary Damage Assessment
<b>PIO</b>	Public Information Officer
<b>PSAP</b>	Public Safety Answering Point
<b>RACES</b>	Radio Amateur Civil Emergency Services
<b>RHMO</b>	Regional HazMat Officer
<b>RSS</b>	Remote Storage Site
<b>SAR</b>	Search and Rescue
<b>SARA</b>	Superfund Amendments and Reauthorization Act
<b>SITREP</b>	Situation Report
<b>SMA</b>	Statewide Mutual Aid
<b>SME</b>	Subject Matter Expert
<b>SNS</b>	Strategic National Stockpile
<b>SOP</b>	Standard Operating Procedures
<b>TEP</b>	Training and Exercise Plan
<b>TEPW</b>	Training and Exercise Planning Workshop
<b>THIRA</b>	Threat Hazard Incident Risk Assessment
<b>USG</b>	United States Government
<b>VAVOAD</b>	Virginia Voluntary Organizations Active in Disaster
<b>VCAVOAD</b>	Virginia Capital Area Voluntary Organizations Active in Disaster
<b>VDEM</b>	Virginia Department of Emergency Management

<b>VDH</b>	Virginia Department of Health
<b>VEOC</b>	Virginia Emergency Operations Center
<b>VERC</b>	Virginia Emergency Response Council
<b>VSP</b>	Virginia State Police
<b>WHO</b>	World Health Organization

## GLOSSARY

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**Access and Functional Needs (AFN)** - Individuals including, but not limited to, people with disabilities, older adults, and individuals with limited English proficiency, limited access to transportation and/or limited access to financial resources to prepare for, respond to and recover from the emergency. Federal civil rights law and policy require nondiscrimination, including on the bases of race, color, national origin, religion, sex, age, disability, English proficiency and economic status. Many individuals with access and functional needs are protected by these provisions.

**Amateur Radio Emergency Services (ARES)** - A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed.

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

**Area Command** – Organization established to oversee the management of multiple incidents that are each being handled by an ICS organization or to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned.

**Biological Agent** – Living organisms or the materials derived from them (such as bacteria, viruses, fungi, and toxins) that cause disease in or harm to humans, animals or plants or cause deterioration of material.

**Catastrophe (catastrophic incident)** – Any natural or human caused incident, including acts of terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy and/or government functions.

**Community Emergency Response Team (CERT)** - A Community Emergency Response Team, or CERT, is an organized group of volunteers trained in a consistent, nationwide approach to prepare for, respond to, and recover from disasters. CERT volunteers support emergency responders with disaster preparedness and with protecting family, neighbors, and others in a disaster or emergency situation.

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

**Command Staff** - A group of incident personnel that the Incident Commander or Unified Command assigns to support the command function at an ICP. Command staff often include a PIO, a Safety Officer, and a Liaison Officer, who have assistants as necessary. Additional positions may be needed, depending on the incident.

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

**Consequence Management** – A predominantly emergency management function that includes measures to protect public health and safety, restore essential government services and provide emergency relief to individuals, businesses and governments affected by the consequences of terrorism. (See also Crisis Management)

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

**Continuity of Operations (COOP)** – A process of identifying the essential functions including staff, systems and procedures that ensure the continuation of the department’s ability to operate.

**Comprehensive Resource Management** - Maximizes the use of available resources, consolidates like resources, and reduces the communications load on the Incident Command Operation.

**Crisis Management** – A predominantly law enforcement function that includes measures to identify, acquire and plan the use of resources needed to anticipate, prevent, and/or resolve a threat or act of terrorism.

**Critical Infrastructure** – Systems and assets, whether physical or virtual, so vital to the community, the Commonwealth, or the nation that the incapacity or destruction of such systems and assets would have a debilitating impact on security, economic security, public health or safety, or any combination of those matters.

**Damage Assessment (DA)** - Appraising or determining the number of injuries and deaths, damage to public and private property and status of key facilities and services (e.g., hospitals and other healthcare facilities, fire and police stations, communications networks, water and sanitation systems, utilities, transportation networks) resulting from a human-caused or natural disaster.

**Decontamination** – The physical or chemical process of reducing and preventing the spread of contaminants from persons and equipment used at a hazardous materials incident.

**Department** – A division of government with a specific function offering a particular kind of assistance.

**Department Representative** – A person assigned by a primary, supporting, or cooperating department or nongovernmental organization or private entity who has been delegated authority, in consultation with the leadership of that department, to make decisions affecting that Department’s or Organization’s participation in incident management activities.

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

**Disaster** - A serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts.

**Emergency** - Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

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

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

**Emergency Management Assistance Compact (EMAC)** - EMAC is the first national disaster-relief compact since the Civil Defense and Disaster Compact of 1950 to be ratified by the U.S. Congress. EMAC offers assistance during governor-declared states of emergency or disaster through a responsive, straightforward system that allows states to send personnel, equipment, and commodities to assist with response and recovery efforts in other states. Through EMAC states can also transfer services (such as shipping newborn blood from a disaster- impacted lab to a lab in another state) and conduct virtual missions (such as GIS mapping).

**Emergency Operations Center (EOC)** - The physical location where the coordination of information and resources to support incident management activities (on-scene operations) normally takes place. An EOC may be a temporary facility or located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction.

**Emergency Operations Plan (EOP)** – The plans for managing all-hazards incidents. The *Code* requires the Commonwealth and its jurisdictions to prepare and maintain emergency operations plans.

**Emergency Responder** – Includes local, State, and federal emergency services, public safety, law enforcement, emergency medical services (prehospital and hospital), search and rescue, fire services, and related personnel, agencies, and authorities.

**Emergency Services** – The preparation for and carrying out of the functions to prevent, minimize and repair injury and damage resulting from natural or man-made disasters, together with all other activities necessary or incidental to the preparation for and carrying out of the forgoing functions. These functions include, without limitation, fire-fighting services, police services, medical and health services, rescue, engineering, warning services, communications, radiological, chemical, and other special weapons defense, evacuation of persons from stricken areas, emergency welfare services, emergency transportation, emergency resource management, existing or properly assigned functions of plant protection, temporary restoration of public utility services, and other functions related to civilian protection.

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

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

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

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

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

**First Responder** – Skilled personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, such as government and non-governmental police, fire, emergency medical, search and rescue, emergency management, public health, public works, and others.

**General Staff** - A group of incident personnel organized according to function and reporting to the Incident Commander or Unified Command. The ICS General Staff consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, Finance/Administration Section Chief.

**Geographic Information System (GIS)** - A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e. - data identified according to their locations.

**Hazard Mitigation** – Any action taken to reduce or eliminate the long-term risk to human life or property.

**Hazardous Material (hazmat)** – A substance or material, including a hazardous substance that has been determined to be capable of posing an unreasonable risk to health, safety and property when released into the environment.

**Hazardous Materials Emergency Response Plan** - A plan or annex that is developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan can be separate from the locality's EOP.

**Hazard Mitigation** - Any action taken to reduce or eliminate the long-term risk to human life and property from natural hazards, manmade, or planned and requires a response to protect life or property.

**Incident** – An occurrence or event, natural or human caused, that requires an emergency response to protect life or property.

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

**Incident Command Post (ICP)** - That field location at which primary incident command functions are executed; usually co-located with the Incident Base. Also referred to as Command Post.

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

**Incident Commander (IC)** – The individual responsible for all incident activities. The IC has overall authority and responsibility for the management of all incident operations and is responsible for the management of all incident operations at the incident site.

**Incident Management Team (IMT)** – The Incident Commander and appropriate command and general staff personnel assigned to an incident.

**Infrastructure** – The manmade physical systems, assets, projects, and structures publicly and privately owned, that are used by or provide benefit to the public. Examples of infrastructure include utilities, bridges, levees, water systems, roads, etc.

**In-kind Donations** – Donations other than cash, usually materials or volunteer service, for people and communities impacted by disasters.

**Integrated Flood Observing and Warning System (IFLOWS)** – An information system that collects and analyzes real-time data from rain and stream gages placed throughout the Mathews County watersheds. IFLOWS is a federal-state-local partnership that links the National Weather Service and local governments to provide flood alerts and warnings.

**Joint Field Office (JFO)** – A temporary federal facility established near a declared disaster area to provide a central point for federal, state, voluntary and local officials with responsibilities for incident oversight, direction, and assistance.

**Joint Information Center (JIC)** - The JIC is a central location that houses JIS operations and where public information staff perform essential information and public affairs functions. Normally, an incident should have a single JIC, but the JIS is flexible and can accommodate multiple JICs if necessary.

**Joint Information System (JIS)** - The JIS serves as a foundation for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation.

**Joint Operations Center (JOC)** – The JOC is the focal point for all federal investigative law enforcement activities during a terrorist or potential terrorist incident or any other significant criminal incident and is the point of coordination with state and local law enforcement officials. The JOC becomes a component of the JFO when the National Response Framework (NRF) is activated.

**Local Emergency** – The condition declared by the local governing body when in its judgment the threat of actual occurrence of an emergency or disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby.

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

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

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

**National Incident Management System (NIMS)** - A systematic, proactive approach to guide all levels of government, nonprofits and the private sector to work together to prevent, protect against, mitigate, respond to and recover from the effects of incidents. NIMS provides stakeholders across the whole community with the shared vocabulary, systems and processes to successfully deliver the capabilities described in the National Preparedness System. NIMS provides a consistent foundation for dealing with all incidents, ranging from daily occurrences to incidents requiring a coordinated federal response.

**National Response Framework (NRF)** - Is a guide to how the nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

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

**Nongovernmental Organization (NGO)** – A nonprofit entity that is based on interests of its members, individuals, or institutions and that is not created by the government but may work cooperatively with government. Such organizations serve the public purpose, not a private benefit.

**Preparedness** - As defined in the NRF, preparedness is the range of deliberate, critical tasks and activities necessary to build, sustain and improve the operational capability to prevent, protect against, respond to, and recover from incidents. Preparedness is a continuous process involving efforts by and among governments and other organizations and by the general public.

**Public Information Officer (PIO)** - A member of the Command Staff in the VEOC and the JFO responsible for interfacing with the public and media with incident related information.

**Radio Amateur Civil Emergency Service (RACES)** - Radio amateur civil emergency service). A radio service using amateur stations for civil defense communications during periods of local, regional or national civil emergencies.

**Recovery** – Activities that address short– term and long-term needs and the resources to assist, restore, strengthen, and rebuild affected individuals and communities.

**Response** – Activities that address the short- term, direct effects of an incident. Response includes immediate actions to save lives, protect property and meet basic human needs.

**Situation Report (SITREP)** - A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the jurisdiction with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the VEOC via WebEOC or fax.

**Stafford Act** - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, also known as the Stafford Act, is a law that gives the president the power to declare a national emergency in response to a disaster or natural catastrophe. The act was amended in 1988 from the Disaster Relief Act of 1974 and is named after Vermont Senator Robert Stafford, who helped pass the law.

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

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

**Threat** –Any indication of possible violence, harm, or danger.

**Unaffiliated Volunteer** – An individual who is not formally associated with a recognized voluntary disaster relief organization; also known as a “spontaneous” or “emergent” volunteer.

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

**Unsolicited Goods** – Donated goods offered by or sent to the incident site by the public or a private source that have not been requested by government or nonprofit disaster relief coordinators of that incident. State and local plans include procedures to manage unsolicited goods.

**VDEM – Virginia Department of Emergency Management** – The state agency responsible for coordinating the preparations and actions required to prevent and minimize the impact of hazards and to respond to and recover from emergencies and disasters.

**VAVOAD – Virginia Voluntary Organizations Active in Disasters** – A statewide organization, affiliated with the National VOAD, composed of voluntary organizations, faith-based and sectarian, that have developed specific disaster response and/or recovery programs as part of their overall mission.

**Victim** - A person who has suffered physical, psychological or economic harm as a direct result of the commission of a felony, assault and battery, stalking in violation, sexual battery, attempted sexual battery, maiming or driving while intoxicated in violation (Source [§ 19.2-11.01](#)).

**Volunteer** – Any individual accepted to perform services by any agency that has authority to accept volunteer services when the individual performs services without promise, expectation, or receipt of compensation for services performed.

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

# EMERGENCY SUPPORT FUNCTION ANNEXES

## Annex 1 - Emergency Support Function #1 – Transportation

### Primary Responsibility

Infrastructure Branch

### Support Agencies and Organizations

- Mathews County Department of Emergency Management
- Mathews County Sheriff's Office
- Mathews County Volunteer Fire Department
- Mathews County Volunteer Rescue Squad
- Mathews County Public Schools
- Virginia Department of Transportation
- Virginia State Police
- Bay Transit

### Purpose

Emergency Support Function (ESF) #1 – coordinates Mathews County's transportation resources during the response to and recovery from an actual or potential emergency.

### Scope

ESF 1 (Transportation) provides transportation support to assist in incident management. This support can include, but is not limited to, the following:

- Reporting damage to transportation infrastructure as a result of the incident.
- Coordinate the restoration and recovery of the transportation infrastructure.
- Coordinate transportation services of evacuees throughout the county to include to and from a county shelter.
- Coordinate and implement traffic control/plan measures.

### Concept of Operations

- A. Any parts of the transportation network or any facilities that are not fully operational due to the emergency or disaster situation should be reported. Any existing or potential factors or conditions impairing efficient operations should be identified.
- B. Departments shall advise ESF #1 of all transportation movements independently arranged.
- C. Access routes should remain clear to permit a sustained flow of emergency relief.
- D. All requests for transportation support will be submitted to the Mathews County Emergency Operations Center for coordination, validation, and/or action.
- E. For purposes of coordination, Mathews County Public Schools and other support organizations may need to report to the Mathews County Emergency Operations Center to support ESF #1

operations.

- F. All departments and agencies with transportation-related responsibilities will be coordinated with each other as needed in order to manage transportation resources efficiently and complete task assignments. Overall coordination is affected by ESF #1.

### **Organization and Assignment of Responsibilities**

Mathews County has an overall responsibility for the management and coordination of Transportation functions. Each agency's responsibilities are as follows:

#### ***VDOT***

- Develop, maintain, and update transportation plans and procedures for use during an emergency.
- Identify viable transportation routes to, from and within the emergency or disaster area.

#### ***Mathews County Sheriff's Office***

- Coordinate with ESF 1 leader to provide traffic control and evacuation coordination throughout the county as requested.
  - Coordinate with Virginia State Police (VSP)

#### ***Mathews County Public Schools and Bay Transit***

- Provide an agency representative to the EOC, as needed.
- Assist, and provide transportation, as needed, of evacuated citizens to county-designated areas or facilities.
- Provide current agency situational awareness to ESF #1 leader.

## **Annex 1.1 - Emergency Support Function #1 - Action Checklist**

### **Routine Operations**

- Develop and maintain this annex in coordination with all primary and support agencies.
- Prepare and maintain resource listings.
- Develop and maintain plans, policies, and procedures.
- Educate drivers, staff, and the public on evacuation routes.

### **Increased Readiness**

- Review plans, resource listings, and procedures. Update as needed.
- When requested, provide people with staff Needs Assessment Teams and Damage Assessment Teams.
- Assure that personnel and equipment are operationally ready and available.

### **Response Operations**

#### *Mobilization Phase*

- Assemble teams and prepare for deployment.
- Procure needed supplies and arrange for logistical support. Designate potential staging areas.
- Encourage mitigation efforts such as the movement of essential equipment to high ground and the sandbagging of public works facilities.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Dispatch teams to the disaster area as needed and as requested by the EOC. Maintain communications and operational control.
- Modify traffic patterns along evacuation routes and impacted areas.
- Provide directional signs on roadways.
- Analyze Needs Assessment and Initial Damage Assessment to determine the extent of damage to transportation infrastructure and equipment.
- Clear debris from primary roads and evacuation routes.
- Coordinate with state and federal officials to provide additional manpower and equipment.

### **Recovery Operations**

- Determine structural damage to roadways and transportation infrastructure.
- Determine re-entry routes.
- Provide traffic control support and security on re-entry routes.
- Assist in clearing debris from roadways.
- Facilitate contract arrangements.

## Annex 2 - Emergency Support Function #2 – Communications

### Primary Responsibility

Law Enforcement Branch

### Support Agencies and Organizations

- Mathews County Sheriff's Office
- Mathews County 911 Dispatch Center
- Mathews County Department of Emergency Management
- Information Technology (IT) (*Contract Vendor*)
- Mathews County Department of Planning, Zoning & Wetlands
- Amateur Radio Emergency Services (ARES)

### Purpose

The purpose of Emergency Support Function (ESF) 2 is to assure the provision of adequate communications throughout the county in support of response and recovery operations.

### Scope

Communications is information transfer and involves the technology associated with the representation, transfer, interpretation, and processing of data among persons, places, and machines. It includes transmissions, emission, or reception of signs, signals, writing, images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

ESF 2 plans, coordinates, and assists with the provision of communications support to county disaster response and recovery elements. It will also coordinate emergency warnings and communications equipment and services from neighboring localities, state agencies, military installations, the private sector, and volunteer groups.

### Concept of Operations

- A. During an emergency, Mathews County can alert and warn with life-saving information quickly. Multiple alert mechanisms are used by Mathews County to provide public safety officials with an effective way to alert and warn the public.
  - a. Mathews Alert!
  - b. County website
  - c. Social Media
    - i. Facebook
  - d. Local radio stations
- B. The following County officials will be trained and are authorized to issue an imminent alert to the public:
  - a. Director of Emergency Management or designee
  - b. Coordinator of Emergency Management
  - c. Mathews County Sheriff's Office

### C. Interoperable Communications

- a. Mathews County first responders are challenged with the ability to communicate with surrounding localities due to the different radio systems utilized.
- b. Units will likely have to utilize statewide mutual aid frequencies.

### D. Emergency Communications (911)

- a. The Mathews County Emergency Communications Center operates 24 hours a day, 7 days a week.
- b. It serves as the Mathews County warning point (point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster).
- c. During active incidents, the 911 Center can become inundated with an above-average call load from citizens reporting various emergencies and non-emergencies.
- d. Additional staffing is likely to be required during a disaster or large event.

### E. Non-county resources

- a. County departments in conjunction with public and volunteer organizations, and public/public- private partnerships can be used to support on-scene operations and to provide auxiliary communications on a local or sub-regional basis.
- b. One example of that is Amateur Radio, which can provide backup communications capabilities to the County and State EOC.

## **Organization and Assignment of Responsibilities**

### ***Information Technology***

- Perform, in conjunction with Emergency Management staff to perform an IT equipment check.
- Ensure that the county maintains the ability to notify the community of an emergency or disaster through the currently approved and used method of notification system.
- Support the county with the restoration and reconstruction of telecommunications equipment, computers, and other technical assistance.

### ***Emergency Communications (911)***

- Serve as the initial warning point for all county emergencies.
  - Initiate notification and warning of appropriate personnel.
- Develop and maintain a method of multi-language support.

### ***Office of Planning, Zoning & Wetlands***

- Assist with GIS mapping needs during EOC operations.

## **Annex 2.1 - Emergency Support Function #2 – Action Checklist – IT Department**

### **Action Checklist – Department of Information Technology Routine Operations**

- Develop and maintain this annex in coordination with all primary and support agencies.
- Prepare and maintain resource listings.
- Participate in mitigation and preparation activities.

### **Increased Readiness**

- Review plans, resource listings, and procedures. Update as needed.
- Assure that personnel and equipment are operationally ready and available.

### **Response Operations**

#### *Mobilization Phase*

- Procure needed supplies and arrange for logistical support.
- Encourage mitigation efforts.

#### *Emergency Phase*

- Request additional staff and resources, as needed.
- Provide technical advice and resource coordination.
- Assist the EOC in obtaining appropriate resources to restore services.

### **Recovery Operations**

- As needed, plan for long-term recovery and restoration of services to pre-disaster levels.
- Continue to provide technical support in the recovery of facilities and services.
- Fully document all recovery actions.

## **Annex 2.2 - Emergency Support Function #2 Action Checklist – Sheriff’s Office - Communications**

### **Routine Operations**

- Prepare and maintain resource listings.
- Participate in mitigation and preparation activities.

### **Increased Readiness**

- Review plans, resource listings, and procedures. Update as needed.
- Assure that personnel and equipment are operationally ready and available.

### **Response Operations**

#### *Mobilization Phase*

- Procure needed supplies and arrange for logistical support.
- Encourage mitigation efforts.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Assign additional staff and resources as needed.
- Support damage and needs assessment.
- Provide technical advice and resource coordination.

### **Recovery Operations**

- As needed, plan for long-term recovery and restoration of services to pre-disaster levels.
- Continue to provide technical support in the recovery of facilities and services.
- Fully document all recovery actions.

## **Annex 3 - Emergency Support Function #3 – Public Works**

### **Primary Responsibility**

Infrastructure Branch

### **Support Agencies and Organizations**

- Mathews County Department of Facilities and Grounds
- Mathews County Department of Emergency Management
- Mathews County Building Official's Office
- Hampton Roads Sanitation District
- Virginia Department of Transportation
- Dominion Energy
- Virginia Peninsula Public Service Authority

### **Purpose:**

Emergency Support Function (ESF) #3 – The Facilities and Grounds Department - coordinates and organizes the capabilities and resources of Mathews County to facilitate the delivery of essential services, technical assistance, engineering expertise, construction management, and operation of all facilities to prevent, prepare for, respond to, and/or recover from an incident.

### **Scope:**

ESF #3 is structured to provide support for the changing requirements of all-hazards incident management. Activities include, but are not limited to, conducting pre and post incident assessments of public facilities and infrastructure; executing emergency contract support for life-saving and life-sustaining services; providing technical assistance to include engineering expertise, construction management, and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and implementing and managing the cost recovery programs for public works and infrastructure.

### **Concept of Operations**

- A. An incident may cause severe property damage. Structures may be destroyed or severely weakened. Homes, public buildings, and other facilities may have to be reinforced or demolished to ensure safety. Equipment in the immediate disaster area may be damaged or inaccessible.
- B. County resources may not be adequate to meet emergency requirements. Mathews County may need assistance with damage assessments, structural evaluations, emergency repairs to essential

public facilities, stabilizing or demolishing of structures to reduce hazards, and the provision of water for human health needs and firefighting.

- C. The Emergency Operations Center (EOC) will organize and deploy Damage and/or Needs Assessment Teams to any impacted communities. Time permitting, these teams can be organized and readied for deployment during the Increased Readiness or crisis buildup period.
- D. Professional engineering, architectural, and preservation organizations may be available to assist. Statewide Mutual Aid (SMA), Emergency Management Assistance Compact (EMAC) will be used to request additional assistance.
- E. Access to the impacted area will be dependent upon the re-establishment of ground routes. Debris clearance and emergency road repairs will be given top priority.
- F. All water-related problems will be evaluated for their impact on public health. The most serious threats to public health will be corrected first. In the absence of other guidelines, the following priorities will apply:
  - 1. First - Provision of safe drinking water.
  - 2. Second - Ensuring sanitary human waste disposal.
  - 3. Third – Contain flooding.
  - 4. Fourth - Maintaining general sanitation.
- G. A backup or interruption of a sewage system could cause flooding and contamination that could lead to an emergency event.
- H. When a water contamination emergency is localized, the County must, in coordination with state authorities (VDH and VDEM), take action to restrict use during the emergency period.
- I. Accurate records must be maintained of all disaster related expenses in order to receive any potential disaster reimbursement aid.

## **Organization and Assignment of Responsibilities**

### ***The Departments of Building Official and Planning, Zoning & Wetlands***

- Perform tasks as requested by the EOC and under their own initiative and authorities as applicable:
- Provide technical assistance in the identification, evaluation, stabilization, rehabilitation, and/or demolition of buildings and facilities.
- Assess and develop strategies to protect, stabilize, and restore buildings and facilities of historic significance.
- Assist in the management and coordination of emergency contracting services.

- Ensure that all construction and redevelopment comply with the appropriate building codes, zoning, and land use regulations, as well as local and regional comprehensive plans.
- Assess existing building codes and standards and recommend revisions to mitigate future damage.
- Develop procedures to effectively license and monitor the work of building contractors.
- Develop procedures to effectively process the large number of building permits which may be required.

## **Annex 3.1 - Emergency Support Function #3 - Action Checklist**

### **Mathews County Department of Facilities and Grounds**

#### **Routine Operations**

- Develop and maintain this annex in coordination with all primary and support agencies.
- Prepare and maintain resource listings.
- Designate individuals with public works expertise to serve on Needs Assessment Teams and Damage Assessment Teams.
- Pre-identify critical public works facilities.
- Develop procedures about how to effectively manage and coordinate emergency contracting services.

#### **Increased Readiness**

- Review plans, resource listings, and procedures. Update as needed. Review applicable codes and regulations.
- Establish liaison with the EOC.
- When requested, provide people with public works expertise to staff Needs Assessment Teams and Damage Assessment Teams.
- Assure that personnel and equipment are operationally ready and available.

#### **Response Operations**

##### *Mobilization Phase*

- Assemble teams and prepare for deployment.
- Procure needed supplies and arrange for logistical support. Designate potential staging areas.
- Encourage mitigation efforts such as the movement of essential equipment to high ground.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

##### *Emergency Phase*

- Dispatch teams to the disaster area as needed and as requested by the EOC. Maintain communications and operational control.
- Review recovery procedures and resource listings. Update as needed.
- Analyze Needs Assessment and Initial Damage Assessment to determine the extent of damage to public works facilities and equipment.
- Clear debris from primary roads and other essential facilities.
- Coordinate with state and federal officials to provide additional manpower and equipment as needed to bring essential public works facilities back online.

## **Recovery Operations**

- Provide appropriate oversight to emergency repairs to critical infrastructure and to debris clearance and management.
- Assist in clearing debris and restoring public works facilities and equipment.
- Facilitate contract arrangements.
- Ensure the implementation of codes and regulations as required.
- Make permanent repairs to damaged facilities, implement improvements, and mitigation measures, if appropriate.

## **Annex 4 - Emergency Support Function #4 - Firefighting**

### **Primary Responsibility**

Mathews Volunteer Fire Department

### **Support Agencies and Organizations**

- Mathews County Volunteer Fire Department
- Mathews County Volunteer Rescue Squad
- Mathews County Sheriff's Office
- Mathews County Department of Emergency Management
- Virginia Department of Forestry

### **Purpose**

Emergency Support Function (ESF) #4 – Firefighting - enables the detection and suppression of fires resulting from or occurring coincidentally with an incident.

### **Scope**

ESF #4 manages and coordinates firefighting activities, including detection and suppression and provides resource support to firefighting operations.

ESF #4 addresses three priorities: (1) life safety (for the public and response personnel); (2) incident stabilization; and (3) property conservation consistent with the tenets of the Incident Command System (ICS) outlined by the National Incident Management System (NIMS).

### **Concept of Operations**

- A. Mathews County volunteer fire departments provide firefighting equipment, personnel, resources, and technical expertise to prevent, control, and suppress fires within the County.
- B. Should outside assistance be required, it is normally obtained through the implementation of mutual aid agreements with neighboring jurisdictions. Should a fire situation exceed all locally available capabilities, the County may request additional support through the Virginia Emergency Operations Center (VEOC).
- C. Mathews County's firefighting capabilities should be maintained in accordance with established standards such as those enumerated in the NIMS.
- D. Firefighting units operating in their normal territory will continue their normal internal command relationship. Command relationships and control in operations under mutual aid agreements are in accordance with the terms of such agreements and should reflect expectations delineated in the NIMS and the National Response Framework (NRF). Where there are no mutual aid agreements, all firefighting units and organizations responding from other jurisdictions to support tactical operations should report to the operational Incident Commander for assignment. During

firefighting operations, the Incident Commander will regularly appraise the appropriate local officials, to include the Coordinator of Emergency Management of all resources committed to operational assignments, including use of external and mutual aid resources.

- E. Fire personnel who are not otherwise engaged in emergency response operations may assist in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency.
- F. The Coordinator of Emergency Management, in coordination with the Incident Commander will determine the need to evacuate and issue orders for evacuation or other protective action as needed. The Incident Commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary to safeguard lives and property. Warning and instructions will be communicated through the appropriate means.

## **Organization and Assignment of Responsibilities**

### ***Fire Departments***

- Will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:
  - Develop and maintain plans and procedures to provide fire and rescue services in time of emergency.
  - Carry out the provisions of this function and prepare and maintain supporting plans to support these firefighting responsibilities. Provide available equipment, water supply, etc. to support suppression operations.
  - Provide available personnel for fire suppression operations.
  - Assist with any needed evacuations.
  - Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.

## **Annex 4.1 - Emergency Support Function #4 - Action Checklist**

### **Routine Operations**

- Encourage all members to develop and maintain plans for personal and family disaster preparation.

### **Increased Readiness**

- Start documenting all actions.
- Identify key personnel for assignment to response and assessment duties.
- Review emergency response plans.
- Initiate conditional readiness tests for all response equipment.

### **Response Operations**

#### *Mobilization Phase*

- Conduct last-minute checks of in-station preparations, ensuring all personnel are familiar with the on-site disaster plan.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Coordinate activities with other key infrastructure response departments.
- Prioritization and staffing of ancillary equipment determined.
- Based on the type of event, determine if the normal response matrix needs to be altered.
- Support damage and needs assessment.
- Assist the EOC in obtaining appropriate resources to restore services.

### **Recovery Operations**

- As needed, plan for long-term recovery and restoration of services to pre-disaster levels.
- Continue to provide technical support in the recovery of facilities and services.
- Fully document all recovery actions.

## **Annex 5 - Emergency Support Function #5 - Emergency Management**

### **Primary Responsibility**

Admin/Emergency Management Branch

### **Support Agencies and Organizations**

- Mathews County Department of Emergency Management
- Mathews County Board of Supervisors
- Mathews County Administrator's Office
- Mathews County Sheriff's Office
- Mathews County Volunteer Fire Department
- Mathews County Volunteer Rescue Squad
- Mathews County Department of Social Services
- Mathews County Public Schools
- Mathews County Health Department
- Virginia Department of Emergency Management
- Virginia Department of Transportation
- Virginia State Police
- Virginia National Guard
- Mathews County Commissioner of Revenue
- Mathews County Treasurer's Office
- Virginia Cooperative Extension
- Community Emergency Response Team (CERT)

### **Purpose**

Emergency Support Function (ESF) #5 – directs, controls, and manages emergency operations to include coordinating with neighboring jurisdictions and the Virginia Emergency Operations Center.

### **Scope**

ESF #5 coordinates the response of all the departments within the County and the use of County resources to provide emergency response. Coordination can include, but is not limited to, the following:

- Identifying actions to be taken in the pre-incident prevention phase.
- Communicating with additional internal and outside agencies and organizations when capabilities are exceeded.
- Identifying post-incident response phase activities.
- Facilitating information management and requests for assistance.

### **Concept of Operations**

- A. The County must be prepared to bear the initial impact of a disaster on its own. Help may not be

immediately available from the State or Federal governments after a natural or man-made disaster.

- B. ESF #5 will act as the liaison for the County between state and federal agencies.
- C. In the event a disaster occurs in Mathews County, where incident management or incident command capabilities have been exceeded, ESF #5 will support the overall coordination of resources through the activation of the Emergency Operations Center (EOC).
- D. The Director of Emergency Management or designee, with support from key local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially, or fully, staffed depending on the size of the disaster.
- E. Each department or agency assigned ESF responsibilities will develop emergency operating procedures for providing personnel, resources, and services as required to support the Plan.
- F. All reasonable attempts will be made to use any available warnings to prepare the population, property, and supplies from the effects of an impending emergency.
- G. Day-to-day functions that do not contribute directly to the response to or recovery from the emergency may be suspended for the duration of the event.
- H. Requests for assistance will be made through the VDEM Regional Coordination Center (RCC) or Virginia EOC via WebEOC.

### **Organization and Assignment of Responsibilities**

The Mathews County Department of Emergency Management will provide the following services as appropriate. They will perform tasks as required by the event and their own initiative and authorities as applicable:

- Maintain a notification roster of EOC personnel and their alternates.
- Establish a system and procedure for notifying EOC personnel.
- Coordinate mutual aid agreements with neighboring jurisdictions and applicable relief organizations.
- Work with ESF #15 to maintain plans and procedures for providing timely information and guidance to the public in time of emergency.
- Review emergency plans and procedures of key facilities and private organizations within the community.
- Test, train to, and exercise the Plan and associated procedures.
- Conduct outreach and mitigation programs for the County.
- Define and encourage hazard mitigation activities to help reduce the impact of disasters.
- Maintain emergency communications through the established communications network.
- Provide reports and requests for assistance to the Virginia EOC.
- Develop and maintain the Emergency Operations Plan (EOP) pursuant to §3.2 44-146 of the

Code of Virginia.

- In instances when there are criminal victims as defined by the Code of Virginia §19.2-11.01, Mathews County ESF #13 must contact the Department of Criminal Justice Services and the Virginia Criminal Injury Compensation Fund immediately.

## **Annex 5.1 - Emergency Support Function #5 - Action Checklist**

### **Routine Operations**

- Manage training and disaster preparedness activities.
- Manage federal and state emergency preparedness grant awards.
- Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the non-governmental agencies.
- Develop plans and procedures for providing timely information and guidance to the public in times of emergency.
- Test and exercise plans and procedures with periodic exercises and drills. Review plans and provide training as indicated by test or exercise results.

### **Increased Readiness**

- Brief Director of Emergency Management or Designee
- Discuss EOC setup with county staff members. If necessary, set up the EOC.
- Review emergency plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.
- Alert appropriate department heads and/or designated department representatives of the situation and assure that appropriate mitigation and preparedness measures are being taken. Review the functional annexes in the EOP.
- Provide information relevant to EOC activation to prepare ESF staff.
- Begin to provide periodic reports internal and external via conference calls and emails.
- Prepare to provide emergency information to the public (ESF #15).
- Create incident in WebEOC and Follow Up with Sensus Track.

### **Response Operations**

#### *Mobilization Phase*

- Brief the Director of Emergency Management or Designee and coordinate the emergency declaration.
- Make recommendation to Director of Emergency Management or Designee to activate the EOC. Staff the EOC as required.
- Provide logistical support to on-site emergency response personnel.
- Conduct a meeting of department heads/or designated department representatives. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities.
- If appropriate, via ESF #15, coordinate and disseminate emergency information and protective action guidance to the public.
- Establish and maintain communication with the Virginia EOC and neighboring jurisdictions. As necessary, provide daily situation report to the Virginia EOC.
- Using WebEOC, begin tracking all disaster-related actions and expenditures and continue to do

so for the duration of the event.

### *Emergency Phase*

- Direct and coordinate emergency operations center activities.
- Provide situational awareness to Director of Emergency Management or Designee.
- Provide situation reports and requests for assistance to the Virginia EOC as the situation requires.
- Ensure that an accurate record of expenses and assisting resources is maintained.
- As appropriate, ensure that an initial damage assessment is completed and forwarded to the Virginia EOC within the established timeline.

### **Recovery Operations**

- Continue to provide situational awareness to Director of Emergency Management or Designee.
- Coordinate the restoration of essential facilities and services.
- Identify the needs of citizens and aid as required.
- Continue to maintain a record of disaster related expenditures.
- Coordinate activities with the Virginia EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
- Continue to provide information to the public about on-going recovery efforts via ESF # 15.

## **Annex 6 - Emergency Support Function #6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services**

### **Primary Responsibility**

Human Services Branch

### **Support Agencies and Organizations**

- Mathews County Department of Social Services
- Mathews County Administrator’s Office
- Mathews County Health Department
- Mathews County Department of Emergency Management
- Middle Peninsula/Northern Neck Community Services Board
- Mathews County Sheriff’s Office
- Mathews County Volunteer Rescue Squad
- Mathews County Volunteer Fire Department
- Mathews County Public Schools
- Three Rivers Health District
- American Red Cross
- Virginia Voluntary Organizations Active in Disasters (VOAD)
- Community Emergency Response Team (CERT)

### **Purpose**

Emergency Support Function (ESF) #6 - Mass Care, Emergency Assistance, Temporary Housing, and Human Services - addresses the non-medical mass care, housing, and human services needs of individuals and/or families impacted by natural and/or technological incidents.

### **Scope**

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households, and families impacted by potential or actual incidents. This service delivery includes immediate relief, short-term housing, relocation assistance, and direct financial services for individuals impacted by an incident within Mathews County. The three primary components of ESF #6 - Mass Care, Housing, and Human Services - are described below.

### **Mass Care**

#### ***Coordination***

Bring together the non-medical human services of government and non- government organizations.

## ***Shelter***

An emergency shelter is an immediate short-term accommodation either (1) designated by local officials for persons threatened by or displaced by an incident or (2) designated by state officials directing a mandatory evacuation across jurisdictional boundaries either before or after an incident. Appropriate provisions must be made within the shelter facilities to accommodate people with access and functional needs that do not require hospital admission, people without their own transportation, and registered sex offenders. *Additionally, sheltering for pets and service animals must be included in planning and coordinated with ESF #18 (Refer to ESF #18 for details regarding pet and animal sheltering).*

## ***Feeding***

Feeding is provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding is based on sound nutritional standards and to the extent possible includes meeting the requirements of victims with special dietary needs. Feeding is after 72 hours at a shelter.

## ***Emergency First Aid***

Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Provision for services is coordinated with ESF #8.

## ***Reunification Services***

This service collects information regarding individuals residing within the affected area and makes the information available to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area.

## ***Bulk Distribution***

Emergency relief items, limited to urgent needs, are distributed through sites established within the affected area. These sites are used to coordinate the distribution of food and water to people living in areas where the normal supplies and distribution system are temporarily disrupted.

## ***Housing***

The ESF #6 housing function involves monitoring the need and availability of housing units to use temporarily for displaced people. The housing function is coordinated with ESF #14.

## ***Human Services***

The ESF #6 human services component coordinates various government and nongovernmental organizations that implement programs and provide services for people impacted by the disaster. These services may include:

- Provision of behavioral health services.
- Services to expedite benefit claims and financial assistance applications.

- Case management.
- Distribution of donated goods.
- Direct support services such as building clean-up, debris removal and family services.
- In declared disasters, a Family Recovery Center may be established to provide a central location for the unified delivery of services across multiple government and nongovernmental voluntary organizations.

### **Concept of Operations**

- A. The DSS is designated the lead agency for ESF #6 and maintains overview of ESF #6 activities, resolves conflicts, and responds to ESF #6 questions. The MCPS, ARC and VAVOAD assist in the coordination of sheltering and feeding operations.
- B. Mathews County may request assistance from non-governmental organizations to assist with ESF #6 functions.
- C. As resources are exceeded, Mathews County may request assistance from the State.
- D. Initial response activities focus on meeting urgent mass care needs of victims.
- E. Recovery efforts are initiated concurrently with response activities. Close coordination is required among those agencies responsible for response operations and recovery activities, and other nongovernmental aiding organizations.
- F. Medical care, long-term assisted living, mental health, and residential facilities are responsible for developing and implementing plans for their patients/residents in an evacuation. Facility management should consult with Mathews County in the development of plans.

### **Organization and Assignment of Responsibilities**

#### ***The Mathews County Department of Social Services***

- Will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:
  - Development, maintenance, and updates to plans and procedures for use during an emergency.
  - Maintaining education and training for personnel assigned to staff shelters.
  - Makes recommendations to open shelters.
  - Open and staff Mathews County shelter(s).
  - Coordinate resource allocation to support shelter operations.
  - Coordinate activity to support the homeless community.
  - Provide follow-up services and financial assistance to impacted citizens.

#### ***The American Red Cross***

- Will provide the following services as appropriate. They will perform tasks as requested by the DSS and under their own initiative and authorities as applicable:

- Maintaining education and training for personnel.
- Assist Mathews County with shelter operations.

***The Three Rivers Health District***

- Will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:
  - Coordinate with the American Red Cross and the Department of Social Services regarding available medical staff for shelters.
  - Maintaining education and training for personnel.

***The Mathews County Public School System***

- Will provide the following services as appropriate:
  - Coordinate with the Department of Social Services regarding available facilities for use as shelters.
  - When necessary, provide additional means of transportation for evacuation of impacted citizens.
  - Maintaining education and training for personnel.

## **Annex 6.1 - Emergency Support Function #6 - Action Checklist**

### **Routine Operations**

- Develop plans and procedures to receive and care for evacuees.
- Designate shelter center(s). Determine maximum capacities for each.
- Designate shelter manager(s) and other key personnel.
- Review and update plans and procedures.

### **Increased Readiness**

- Confirm task assignments and alert key personnel to stand-by status.
- Prepare the necessary forms.
- Anticipate and resolve special problems, such as the closing of schools, etc.
- Begin record keeping of disaster related expenses and continue for the duration of the event.

### **Response Operations**

#### *Mobilization Phase*

- Activate the shelter or activate agreements for other lodging, as required.
- Coordinate mass transportation, as required.
- Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
- Provide status reports to the EOC.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Continue to receive and care for displaced persons until reentry to the impacted area(s) is granted. Provide mass feeding, as required.

#### *Recovery Operations*

- Provide long-term housing and care, as needed.
- Consolidate and report disaster-related expenses.

## **Annex 7 - Emergency Support Function #7 – Logistics**

### **Primary Responsibility**

Admin/Emergency Management Branch

### **Support Agencies and Organizations**

- Mathews County Office of the County Administrator
- Mathews County Department of Emergency Management
- Mathews County Department of Facilities and Grounds

### **Purpose**

Emergency Support Function (ESF) #7 – Logistics - manages resources in support of Mathews County prior to, during, and/or after an incident in coordination with other ESFs in the Emergency Operations Center (EOC). “Logistics” refers to resource management, people, places, and things.

### **Scope**

Logistics consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services, security services, and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource management will continue until the disposition of excess and surplus property, if any, is completed. ESF #7 responds to resource needs by looking first to the resources of neighboring jurisdictions and the state, then to commercial contracts and finally to federal resources.

### **Concept of Operations**

- A. ESF #7 – Logistics – Available resources are the County Administrator’s Office and the Treasurer’s Office.
- B. Mathews County will use its own resources and equipment during incidents and will maintain control over the management of the resources as needed to respond to the situation. If additional assistance is required, the County will request assistance from the Virginia EOC.
- C. Each department with an emergency function is responsible for identifying its resources, including human resources that could be used in an emergency.
- D. Individuals involved in distributing and/or obtaining resources will be aware of emergency

procurement policies and have the authority to do so in an emergency.

### **Organization and Assignment of Responsibilities**

- The County Administrator’s Office, in coordination with the Treasurer’s Office, will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:
  - Provide cost code information and guidance in support of disaster operations.
  - Manage contracts for disaster goods and services and work with county agencies to establish contracts for resources that might be needed for the event.
  - Identify policies and personnel responsible for supporting resource procurement and payment.
  - Provide cost tracking, property claims, documentation, and recovery support to county departments.

## **Annex 7.1 - Emergency Support Function #7 - Action Checklist**

### **Routine Operations**

- Maintain staff training on financial systems and procurement procedures.
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources.

### **Increased Readiness**

- Confirm task assignments and alert key personnel.
- Anticipate initial requirements based on hazard analysis, historical data and forecasted intelligence.
- Provide service code for the event at the earliest possible moment.

### **Response Operations**

#### *Mobilization Phase*

- Transition to the Emergency Operations Center (EOC) for ESF #7 Operations.
- Provide contact information to ESF #5 for 24-hour operations.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Provide emergency procurement support as requested.
- Assign additional staff and resources as needed.
- All agencies should exhaust their own channels of support before turning to ESF #7.

### **Recovery Operations**

- Provide cost tracking, property claims, documentation, and recovery support to county departments.
- Fully document all recovery actions.

## **Annex 7.2 - Emergency Support Function #7 - Emergency Procurement Procedures**

### **Emergency Procurement**

An emergency procurement may be approved by the County Administrator. The following are the guideline to consider when considering emergency procurement:

- A. A breakdown or failure of machinery or other equipment has occurred.
- B. A curtailment, diminution or termination of an essential service is threatened; or
- C. A dangerous condition has developed and that a procurement is:
  - a. needed to prevent loss of life or property.
  - b. essential to protect and preserve the interests of the County and its inhabitants.
  - c. needed to maintain the proper functioning of the County government; or,
  - d. needed to maintain the efficient rendering of public services.

Under the above circumstances, immediate action to obtain goods and/or services is permissible without recourse to competitive sealed bidding or competitive negotiations. However, competition should be sought to the extent practicable under the circumstances.

### **Department/Agency**

- Must conduct advance planning and preparation for emergencies. Some emergency events can be reasonably anticipated and managed, such as snowstorms and hurricanes. Supplies needed to effectively manage such events should be stocked and available, as necessary. However, if goods and services are needed and necessary, departments/agencies should coordinate with the County Administrator's office as practicable under the circumstances. In the alternative, departments/agencies must ensure the procurement meets the requirements (e.g., needed to prevent loss of life or property), and obtain competition to the extent practicable under the circumstances. If the department/agency makes the emergency procurement, the department/agency must submit an email and draft justification for Emergency Procurement to the County Administrator's office within two (2) business days after the County resumes normal business operations.

### **Procurement**

- Upon receipt of the approved requisition and draft emergency justification, the County Administrator's office will work directly with the department/agency to review and properly complete the Emergency Procurement justification. Once the draft justification is in final form, the department/agency will obtain the required signatures as directed by the County Administrator's office.

## **Annex 8 - Emergency Support Function #8 – Public Health and Medical Services**

### **Primary Responsibility**

Health & Wellness Branch

### **Support Agencies and Organizations**

- VDH Three Rivers Health District
- Three Rivers Medical Reserve Corps (MRC)
- Mathews County Volunteer Rescue Squad
- Mathews County Department of Emergency Management
- Mathews County Sheriff's Office

### **Purpose**

Emergency Support Function (ESF) #8 – Public Health and Medical Services – provides the mechanism for coordinated assistance in response to public health and medical care needs. Coordination of mass fatality management operations is included, when appropriate.

### **Scope:**

ESF #8 identifies and meets the public health and medical needs of victims of an incident. This support is categorized in the following core functional areas:

- Assessment of public health/medical needs (including behavioral health)
- Public health surveillance
- Medical care personnel
- Medical equipment and supplies
- Emergency Medical Services
- Environmental health monitoring and response
- Mass fatality management
- Patient evacuation
- Patient care
- Safety and security of drugs
- Food safety
- Behavioral health care

### **Concept of Operations**

- A. The Department of Emergency Management and the Three Rivers Health District provide overall direction and coordination of activities performed under ESF #8.
- B. During a threatened or actual emergency public health and medical care needs will be coordinated from the Mathews Emergency Operations Center. State assistance will be requested

when emergency or disaster needs exceed Mathews County's capabilities.

- C. Plans and procedures for the Three Rivers Health District and supporting agencies define the roles of agencies and support organizations in mitigation and preparedness, response and recovery from a disaster or major emergency. They establish the concepts and policies under which all elements of their agency will operate during emergencies.
- D. Three Rivers Health District has assigned emergency response and recovery responsibilities within this EOP, as well as noted responsibilities required in the Regional all hazards plan(s) which contains more detailed procedures as needed, to include increased readiness action checklists and specific reporting requirements.
- E. The Three Rivers Health District maintains plans and procedures for management of mass fatalities under its jurisdictional authority for the state. Those plans and procedures work in conjunction with the Office of the Chief Medical Examiner (OCME) mass fatality management plan for deaths under Medical Examiner jurisdiction. The Commonwealth's subject matter expert (SME) in mass fatality management, the OCME provides written guidance on mass fatality management operations for deaths resulting from a naturally occurring disease outbreak, as well as natural and manmade disasters. The fatalities are the responsibility of Mathews County.

## **Organization and Assignment of Responsibilities**

### ***The Three Rivers Health District***

- Will coordinate the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:
  - Prevention of disease, to include surveillance and investigation of diseases and other conditions, implementation of intervention measures and environmental and water quality response.
  - Coordinate provision of Strategic National Stockpile (SNS), medical supplies, equipment and dispensing of life-saving pharmaceuticals.
  - Mass patient care including prehospital emergency medical services.
  - Emergency mental health services including crisis counseling.
  - Mass fatality management operations and coordination to include postmortem disease surveillance, death scene management operations, forensic examinations and collections, victim identification services and ante mortem data collection with oversight provided by the OCME.
  - Provide guidance and technical assistance regarding emergency evacuation of people with special medical needs.
  - Assessment of public health and medical needs to include the needs of at-risk population groups such as language assistance services for limited English-proficient individuals and accommodations and services for individuals with disabilities.
  - Assist with the planning for and coordination in the transportation of seriously ill or injured patients and medical needs populations from casualty collection points in the

- impacted areas to designated reception facilities, as needed.
- Together with ESF #6 (Mass Care), ESF# 9 (Search and Rescue), and ESF #18 (Animal Care and Control) ensure an integrated response to provide for the safety and well-being of household pets and service and companion animals.

### ***The Department of Emergency Management***

- Will coordinate the following services as appropriate. They will perform tasks along with the Volunteer Rescue Squads as requested by the EOC and under their own initiative and authorities as applicable:
  - Patient evacuation in cooperation with federal, state, and private organizations.
  - Assist local, State, and federal responders with a coordinated response in support of emergency triage and pre-hospital treatment, patient tracking, and distribution.
  - Technical assistance regarding emergency evacuation of people with special medical needs.

## **Annex 8.1 - Emergency Support Function #8 - Action Checklist**

### **Routine Operations**

- Develop and maintain procedures for providing a coordinated response.
- Maintain a roster of key officials in each medical support area.
- Establish a working relationship and review emergency roles with the local hospitals and EMS agencies.

### **Increased Readiness**

- Start documenting all actions.
- Review and update emergency response plans.
- Begin ICS planning process.
- Identify and disseminate Public Health Information in coordination with ESF 15.

### **Response Operations**

#### *Mobilization Phase*

- Alert personnel.
- Implement mutual aid agreements, if necessary.
- Aid in the development of the Incident Action Plan by providing timely information to ESF #5.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Coordinate medical, health and emergency medical services with the EOC.
- Obtain crisis augmentation of health/medical personnel and supplies as needed.
- Assist the EOC in obtaining appropriate resources to restore services.
- Provide health services such as testing food and controlling communicable diseases, as required.

### **Recovery Operations**

- Maintain records and monitor the status of persons injured during the emergency.
- Assist the State Medical Examiner's Office in the identification and disposition of the deceased.
- Continue to provide technical support in the recovery of facilities and services.
- Fully document all recovery actions.

**Annex 8.2 - Emergency Support Function #8  
Hospitals, Clinics, and Medical Facilities**

**Bon Secours Rappahannock General Hospital**

101 Harris Rd  
Kilmarnock, VA 22482  
804-435-8000

**VCU Tappahannock Hospital**

618 Hospital Rd  
Tappahannock, VA 22560  
804-443-3311

**Riverside Walter Reed Hospital**

7519 Hospital Dr  
Gloucester, VA 23061  
804-693-8800

**Memorial Regional Medical Center**

8260 Atlee Rd  
Mechanicsville, VA 23116  
804-764-6000

**Riverside Regional Hospital**

500 J. Clyde Moris Blvd.  
Newport News, VA 23601  
757-594-2000

**VCU Medical Center**

1250 E. Marshall St.  
Richmond, VA  
804-828-9000

## **Annex 9 - Emergency Support Function #9 - Search and Rescue**

### **Primary Responsibility**

Law Enforcement Branch

### **Support Agencies and Organizations**

- Mathews County Sheriff's Office
- Mathews County Volunteer Fire Department
- Mathews County Volunteer Rescue Squad
- Mathews County Department of Emergency Management
- Virginia Department of Emergency Management (VDEM)
- Virginia State Police
- Identified Mutual-aid agencies

### **Purpose**

Emergency Support Function (ESF) #9 – Search and Rescue (SAR) - rapidly deploys to provide specialized lifesaving assistance during any type of incident. Search and Rescue activities include locating, accessing, stabilizing, and transporting lost, missing, stranded or trapped subjects to a place of safety or another provider within the chain of the emergency response system.

A Search and Rescue incident can occur regardless of a declared emergency and implied consent is assumed unless the missing person declines rescue or treatment.

### **Scope**

The Mathews Sheriff's Office, Department of Emergency Management, the volunteer fire departments in the county, the volunteer rescue squads in the county, and United States Coast Guard have a variety of trained members and specialized equipment to handle Search and Rescue tasks within the county.

### **Concept of Operations**

- A. SAR missions may occur as the result of a wide-area, natural or man-made disaster in which case, the SAR operation(s) may be one aspect within the whole of an emergency. More frequently however, SAR operations occur as a single, geographic point specific incident. Regardless of the cause or size of the incident, SAR operations are conducted to affect the rescue and/or recovery of overdue, lost, missing, stranded, injured, or trapped persons or overdue, missing, disabled, stranded, or sinking vessels.
- B. The Department of Emergency Management, along with the Sheriff's Office, is the primary agency during most SAR operations.
- C. The Emergency Management Coordinator along with Emergency Medical Services in case of mass casualty incident must contact Riverside Regional Hospital for a Roll Call (Triage Procedures)

## **Organization and Assignment of Responsibilities:**

### ***The Department of Emergency Management (with the volunteer fire departments and the volunteer rescue squads)***

- Will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:
  - Development and maintenance of plans and procedures to implement search and rescue operations in time of emergency.
  - Provide emergency medical treatment and pre-hospital care to the injured.
  - Assist with the warning, evacuation, and relocation of citizens during a disaster.
  - Management of search and rescue task force deployment to, employment in, and redeployment from the affected area.
  - Coordinate logistical support for search and rescue during field operations.
  - Development of policies and procedures for effective use and coordination of search and rescue.
  - Provide status reports on search and rescue operations throughout the affected area.
  
- The Virginia EOC can be notified to provide additional or specialized search and rescue capabilities through Volunteer SAR organizations.

## **Annex 9.1 - Emergency Support Function #9 - Action Checklist**

### **Routine Operations**

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency.
- Train personnel to quickly coordinate a Search and Rescue mission.

### **Increased Readiness**

- Alert the on-duty personnel.
- Determine availability of special team members.

### **Response Operations**

#### *Mobilization Phase*

- Review and update plans and procedures.
- Alert personnel to stand-by status.
- Check rescue and communications equipment.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Follow established procedures in providing rescue services, emergency medical treatment and pre-hospital care to the injured.
- Continue to assist with warning and alerting, evacuation, communications as well as any other emergency response operation, as required.

### **Recovery Operations**

- Continue to provide essential services, as required.
- Continue search and rescue operations, if required.
- Provide resources for recovery operations.
- Assist with the inspection of damaged facilities, if applicable.
- Recover equipment and return it to service, replace where necessary.
- Compile and submit records of incurred disaster related expenses.
- Follow and Maintain Mass Casualty Protocol with Roll Call to Riverside Regional Hospital

## **Annex 10 - Emergency Support Function #10 - Oil and Hazardous Materials**

### **Primary Responsibility**

Fire & Rescue Branch

### **Support Agencies and Organizations**

- Mathews County Hazardous Materials Officer
- Mathews County Department of Emergency Management
- Mathews County Volunteer Fire Department
- Mathews County Volunteer Rescue Squad
- Mathews County Sheriff's Office
- Virginia Department of Emergency Management (VDEM)

### **Purpose**

The Mathews volunteer fire departments are the primary agencies to respond to oil and hazmat emergencies, along with the Mathews Hazardous Materials Officer. Their responsibility is to identify the hazard and take steps to stop the issue and mitigate any further contamination to the environment. Hazardous materials are defined under Virginia Law (Title §44-146.34) as: substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored, or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, corrosive materials, and radioactive materials.

### **Scope**

ESF #10 provides coordinated and directed support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during incidents.

ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents. Appropriate response and recovery actions can include efforts to detect, identify, contain, clean-up or dispose of related oil and hazardous materials.

ESF #10 coordinates the division and specification of responsibilities among on-site response organizations, personnel, and resources and state agencies that may be used to support response actions. ESF #10 is applicable to all departments and organizations with responsibilities and assets to support response to actual or potential oil or hazardous materials incidents. ESF #10 may also coordinate with private entities as appropriate.

In addition, ESF #10 may be used to respond to actual or threatened releases of materials not typically considered hazardous under the National Contingency Plan (NCP) but that, as a result of an incident, pose a threat to public health or welfare or to the environment.

## **Concept of Operations**

- A. All oil and hazardous materials releases will be reported to the Virginia Emergency Operations Center (VEOC).

## **Organization and Assignment of Responsibilities**

The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published Northern Neck

### ***Fire Chief or Designee***

- Will assume primary operational control of all hazardous materials incidents.
- The Fire Chief, along with Mathews Dispatch, will alert VDEM-EOC at 1-800-468-8892.
- Mathews County has an established Haz Mat Coordinator, which can be activated quickly for emergency response, (Steve Ray, MVFD Assistant Fire Chief
- Mutual aid agreements will be implemented should the incident demand greater resources than are immediately available.
- The Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team may be requested through the Virginia Emergency Operations Center.

### ***The Chief of Emergency Management***

- In conjunction with the Fire Chief, Hazardous Materials Coordinator, and VDEM Regional Hazardous Materials Officer will determine the need to evacuate a large area.
- Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval if this action is necessary to protect life and property.
- Fire, EMS, and Law Enforcement will coordinate the evacuation of the area.
- Law Enforcement is responsible for providing security for the evacuated area and any local shelter for the well-being and protection of citizens.
- Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. This information will be communicated internally and externally through ESF #2 and ESF #15. Responding agencies will use mobile loudspeakers, bull horns, SMART911 alerting system, and/or go door-to-door to ensure that residents in the threatened areas have received evacuation warning.
- The Public Information Officer will be contacted to field calls from the press and release any press statements. The PIO will receive their information from the Fire Chief, the Regional Hazardous Materials Officer, and/or the Incident Commander coordinated as per ESF #15.

## **Responsibilities**

- Develop and maintain the Hazardous Materials Emergency Response Plan.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property.
- Conduct training for personnel in hazardous materials response and mitigation.
- Follow established procedures in responding to hazardous materials incidents.
- Provide technical information.
- Coordinate control/mitigation efforts with other local, state, and federal agencies; and
- Record expenses.

## **Annex 10.1 - Emergency Support Function #10 - Action Checklist**

### **Routine Operations**

- Develop and maintain plans and procedures to implement HAZMAT operations in time of emergency.
- Train personnel to quickly coordinate a HAZMAT response.

### **Increased Readiness**

- Alert the personnel.
- Determine the need and availability of specially trained members.
- Review and update plans and procedures.

### **Response Operations**

#### *Mobilization Phase*

- Review plans and procedures.
- Alert personnel to stand-by status.
- Check response and communications equipment.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Follow established procedures in providing HAZMAT response.
- Continue to assist with warning and alerting, evacuation, communications as well as any other emergency response operation, as required.

### **Recovery Operations**

- Continue to provide essential services, as required.
- Provide resources for recovery operations.
- Assist with the inspection of damaged facilities and/or infrastructure, if applicable.
- Recover equipment and return it to service, replace where necessary.
- Compile and submit records of incurred disaster related expenses.

## **Annex 11 - Emergency Support Function #11 – Agriculture and Natural Resources**

### **Primary Responsibility**

Admin/Emergency Management Branch

### **Support Agencies and Organizations**

- Mathews County Office of the Virginia Cooperative Extension
- Mathews County Department of Emergency Management
- Virginia Department of Agriculture and Consumer Services
- Agricultural Stabilization and Conservation Service
- Mathews County Animal Control
- Mathews County Sheriff's Office
- Mathews County Health Department
- Virginia Department of Wildlife Resources
- Virginia Department of Forestry
- Three Rivers Health District

### **Purpose**

Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

### **Scope**

- Respond to animal diseases and pests as part of a biological emergency or after any other type of emergency.
- Ensuring the safety and security of the commercial food and public water supplies; and
- Protecting natural, cultural, and historic resources.

### **Concept of Operations**

- A. Provides an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.
- B. Ensures the safety and security of the commercial supply of food (meat, poultry, and egg products) following an incident.
- C. Identifies, secures, and arranges for the transportation of food to disaster areas.

D. Protects cultural resources and historic property resources during an incident.

## **Organization and Assignment of Responsibilities**

### ***Director of Emergency Management or the Coordinator of Emergency Management***

- Will determine what tasks are to be completed and designate the appropriate agency and individuals by titles that are responsible for:
  - Assessing damage to facilities and infrastructure.
  - Assessing the current food supply of community and determining if safe for human consumption.
  - Assessing sensitive areas on community, such as plant and animal laboratories, to ensure secure; and
  - Conducting inventory of sensitive items, in regard to agriculture and horticulture.
  - Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health.
  - Assist handling and packing of any samples and shipments to the appropriate research laboratory.
  - Provide information and recommendations to the Health Department for outbreak incidents.
  - Assist with assigning veterinary personnel to assist in delivering animal health care and performing preventative medicine activities.
  - Participate in subsequent investigations jointly with other law enforcement agencies.
  - Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area.
  - Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident.
  - Assist with establishing logistical links with organizations involved in long-term congregate meal service; and
  - Establish need for replacement food products.

## **Annex 11.1 - Emergency Support Function #11 - Action Checklist**

### **Routine Operations**

- Maintain a notification roster of designated departments in primary and support agencies.
- Maintain list of resources that can assist in providing food and supplies.

### **Increased Readiness**

- A natural or man-made disaster is threatening the local area.
- Notify primary and support agency representatives of impending emergency.
- Inventory food supplies and determine availability of food within the disaster area (72 hours)

### **Response Operations**

#### *Mobilization Phase*

- Identify likely transportation needs and coordinate with ESF-1.
- Assess warehouse space and needs for staging areas.
- Coordinate with ESF-7 to acquire food, equipment, and supplies required to support food service operations.

#### *Emergency Phase*

- Disaster strikes. An emergency response is required to protect lives and property.
- In coordination with ESF-6, monitor the number of shelters providing food to disaster victims, number of people in shelters and others in need of food.
- Coordinate flow of requests and delivery of food into disaster area to ensure daily requirements are met.

### **Recovery Phase**

- Continue to monitor food requirements and provide food and supplies until normal food supply is restored.
- Ensure ESF-11 team members, or their agencies maintain appropriate records of costs incurred during the event.

## **Annex 12 - Emergency Support Function #12 - Energy**

### **Primary Responsibility**

Infrastructure Branch

### **Support Agencies and Organizations**

- Mathews County Department of Facilities and Grounds
- Mathews County Office of the County Administrator
- Mathews County Department of Emergency Management
- Dominion Energy
- Virginia Department of Transportation (VDOT)

### **Purpose**

Emergency Support Function (ESF) #12 – Energy supports restoration of damaged energy systems and components during a potential or actual incident.

### **Scope**

ESF #12 collects, evaluates, and shares information on energy system damage and estimations on the impact of energy system outages within affected areas. Additionally, ESF #12 provides information concerning the energy restoration process such as projected schedules, percent completion of restoration, geographic information on the restoration, and other information as appropriate.

The incident may impact the community only or it may be part of a larger incident that impacts the locality or the region. In the latter cases, Mathews County will follow its plans, policies, and procedures, but ensure that regional and state plans are also followed.

### **Concept of Operations**

- A. Restoration of power for normal operations at critical facilities will be a priority.
- B. The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations.
- C. Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.
- D. The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted areas, or in areas with supply links to impacted

areas, and can also affect transportation, communications, and other lifelines needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals and streetlights will not operate, and surface movement will become gridlocked. Such outages may impact public health and safety services. Thus, a major, prolonged energy systems failure could be very costly and disruptive.

- E. In the wake of such a major disaster, available state-level assets will be used to assist with emergency efforts to provide fuel and power and other essential resources as needed.
- F. While restoration of normal operations at energy facilities is the primary responsibility of the owners of those facilities; ESF #12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner.
- G. Collectively, the primary and support agencies that comprise ESF #12 serve as the focal point within the County for receipt of information on actual or potential damage to energy supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, prevention, recovery, and restoration.
- H. Advise authorities on priorities for energy restoration, assistance, and supply.
- I. Assist with requests for emergency response actions as they pertain to energy supplies.
- J. Assist by locating fuel for transportation, communications, and emergency operations.
- K. Recommend actions to conserve fuel and electric power.

### **Organization and Assignment of Responsibilities**

- Dominion Energy will provide the following services as appropriate.
  - Perform tasks as requested by the EOC and under their own initiative and authorities as applicable.
  - Provide for the health and safety of individuals affected by the event.
  - Comply with local and state actions to conserve fuel, if needed.
  - Coordinate with ESF #15 to provide energy emergency information, education, and conservation guidance to the public.
  - Coordinate with local, state, and federal officials and energy suppliers about available energy supply recovery assistance.
  - Relay information regarding customers without power and restoration timelines to ESF #5.
  - Send requests through ESF #5 to the state EOC for fuel and power assistance, based on current policy.
  - Coordinate regionally if the power outage affects an area beyond Mathews County.

## **Annex 12.1 - Emergency Support Function #12 - Action Checklist**

### **Routine Operations**

- Plan for emergency operations.
- Train personnel to quickly coordinate the repair of damage to Mathews County's systems.
- Participate in mitigation and preparation activities.

### **Increased Readiness**

- Start documenting all actions.
- Identify key personnel for assignment to response and assessment duties.
- Provide technical advice as requested for the protection of the energy systems.
- Review emergency response plans.

### **Response Operations**

#### *Mobilization Phase*

- Place personnel on emergency shifts.
- Check equipment and supplies.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Respond to utility calls.
- Bring damaged prioritized critical infrastructure facilities back online as soon as possible.
- Assist with clean-up operations when possible.

### **Recovery Operations**

- As needed, plan for long-term recovery and restoration of services to pre-disaster levels.
- Continue to provide technical support in the recovery of facilities and services.
- Fully document all recovery actions.

## **Annex 13 - Emergency Support Function #13 - Public Safety and Security**

### **Primary Responsibility**

Law Enforcement Branch

### **Support Agencies and Organizations**

- Mathews County Sheriff's Office
- Virginia State Police
- Virginia Marine Resource Commission
- Mathews County Department of Emergency Management
- Mathews County Volunteer Fire Department
- Mathews County Volunteer Rescue Squad
- Virginia Department of Transportation (VDOT)
- Community Emergency Response Team (CERT)

### **Purpose**

Emergency Support Function (ESF) #13 – Public Safety and Security – Provides public safety and security capabilities as well as necessary resources to support the full range of incident management associated with potential or actual events.

### **Scope**

ESF #13 coordinates and provides law enforcement, public safety and security support capabilities and resources during potential or actual events. ESF #13 supports incident management requirements including personnel and critical infrastructure protection, security planning and technical assistance and public safety in pre and post event situations. This support includes but is not limited to the following actions:

- Maintaining law and order
- Coordinating public warning
- Providing security of community facilities
- Controlling traffic when necessary
- Providing security of unsafe areas or potential crime scenes
- Assisting with evacuation of buildings or the County
- Providing security at County managed shelters

### **Concept of Operations**

- A. Through ESF #13, state or other law enforcement resources – when requested or required – are integrated into the incident command structure using National Incident Management System (NIMS) principles and protocols.
- B. In the event of an emergency or disaster, the Mathews Sheriff’s Office will follow the procedures outlined in their policies.
- C. There is sufficient latitude to allow the on-site supervisor to tailor the emergency operational plan to a specific operation. If needed, other law enforcement agencies will supplement manpower and resources.
- D. Mutual Aid Agreements will be recognized and utilized to the utmost of their capabilities.
- E. Law enforcement responsibilities for Search and Rescue are addressed in ESF #9.
- F. The Mathews Sheriff’s Office is the point of contact for the receipt of all warnings and notifications of actual or impending emergencies or disasters.

## **Organization and Assignment of Responsibilities**

### ***The Mathews Sherriff’s Office***

- Will provide the following services as appropriate.
- They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:
  - Maintain police intelligence capability to alert government agencies and the public to potential threats.
  - Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb treats/detonations.
  - Test primary communications systems and arrange for alternate systems, if necessary.
  - Assist with the implementation of the evacuation procedures for the threatened areas, if necessary.
  - Provide traffic and crowd control as required.
  - Provide security and law enforcement to critical facilities and supplies as well as the Emergency Operations Center, evacuated areas, and shelters when Manpower exists.
  - Implement existing mutual aid agreements with other jurisdictions, if necessary.
  - Document expenses.
  - Evacuation and access control of threatened areas.
  - Assist with identification of the dead.

## **Annex 13.1 - Emergency Support Function #13 - Action Checklist**

### **Routine Operations**

- Develop and maintain plans to provide for effective law enforcement, prompt warning and evacuation, traffic and crowd control, search and rescue and the security of vital facilities and supplies.
- Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency.
- Develop procedures for promptly warning the public of an emergency, using any means necessary and available.
- Develop procedures for warning and evacuating residents with special needs.
- Identify potential evacuation routes in the event of a major emergency.
- Develop strategies to effectively address special emergency situations that may require distance law enforcement procedures.
- Review and update plans and procedures.

### **Increased Readiness**

- Assign emergency duties and provide specialized training as needed.
- Delineate the specific areas which may need to be evacuated and designate evacuation routes.
- Alert personnel to standby status.

### **Response Operations**

#### *Mobilization Phase*

- Alert all personnel and special facilities, as required.
- Test primary communications systems and arrange for alternate systems, if necessary.
- Implement evacuation procedures for the threatened areas, if necessary.
- Provide traffic and crowd control, as required.
- Implement necessary security.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Dispatch teams to the disaster area as needed and as requested by the EOC. Maintain communications and operational control.
- Secure the site.
- Assist with search and rescue operations, as needed.
- Implement mutual aid agreements, if necessary.

- Provide traffic and crowd control.
- Assist with providing protective action guidance.

### **Recovery Operations**

- Complete necessary post-event investigations.
- Support cleanup and recovery operations, as required.
- Assist with identification of the dead, if necessary.
- Complete disaster related expense records for services provided.

## Annex 13.2 - Emergency Support Function #13

### ENTRY PERMIT TO ENTER RESTRICTED AREAS

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

2. Name, address, and telephone number of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.  
  
\_\_\_\_\_

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

Method of Travel (vehicle, aircraft) \_\_\_\_\_

Description of Vehicle/Aircraft Registration \_\_\_\_\_

Route of Travel if by Vehicle \_\_\_\_\_

Destination by legal location or landmark/E911 address \_\_\_\_\_

Alternate escape route if different from above \_\_\_\_\_

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

#### ***Entry granted into hazard area.***

Authorizing Signature \_\_\_\_\_ Date \_\_\_\_\_

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

\*\*The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

### **Annex 13.3 - Emergency Support Function #13**

#### **WAIVER OF LIABILITY**

#### **(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)**

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

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

#### Signatures of applicant and members of the field party

I have read and understand the above waiver of liability:

Print \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

I have read and understand the above waiver of liability:

Print \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_

## **Annex 14 - Emergency Support Function #14 – Long-Term Community Recovery**

### **Primary Responsibility**

Admin/Emergency Management Branch

### **Support Agencies and Organizations**

- Mathews County Board of Supervisors
- Mathews County Office of the County Administrator
- Mathews County Department of Emergency Management
- Mathews County Department of Facilities and Grounds
- Mathews County Department of Social Services
- Mathews County Building Official's Office
- Mathews County Department of Planning, Zoning & Wetlands
- Mathews County Commissioner of Revenue
- Mathews County Treasurers' Office
- Community Emergency Response Team (CERT)

### **Purpose**

Emergency Support Function (ESF) #14 - Long Term Recovery - provides a framework to facilitate both short term and long-term recovery from a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources then expands to the coordination of programs that assist with the comprehensive economic, social, and physical recovery and reconstruction of the County. Both short-term and long-term efforts focus on recovery, but also on reducing or eliminating risks and losses from future incidents.

### **Scope**

ESF #14 support will vary depending on the magnitude and type of incident and the potential for long-term and severe consequences.

### **Concept of Operations**

- A. The Mathews County Administrator will direct recovery efforts for the County.
- B. ESF #14 will begin the recovery process for any disaster with the implementation of short-term disaster relief programs by non-governmental organizations.
- C. The strategy for long term recovery should encompass, but not be limited to, land use, public safety, housing, public services, transportation services, education, business and industry,

employment, health care, natural and cultural resources, non-government service providers and financial continuity and accountability.

- D. Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- E. Partnership with federal agencies will be based on the type, extent, and duration of the event and long-term recovery period, and on the availability of federal resources.
- F. Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

## **Organization and Assignment of Responsibilities**

### ***The Mathews County Administrator***

#### ***(in collaboration with the Mathews County Offices of Building and Zoning)***

- Will perform tasks as requested by the EOC and under their own initiative and authorities as applicable.
- Will provide the following construction related services as appropriate:
  - Assess the social, economic, and environmental consequences in the impacted area and coordinate state and Federal efforts to address long-term community recovery issues.
  - Partner with disaster assistance agencies to implement short term recovery programs for private individuals and businesses as well as public services authorities and certain non-profit organizations.
  - Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
  - Identify appropriate programs and agencies to support implementation of the long-term recovery plan, ensure coordination, and identify gaps in available resources.
  - Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues.
  - Determine and identify responsibilities for recovery activities, including emergency permitting.
  - Provide a method to maintain continuity in program delivery among all support agencies, and other involved parties, to ensure follow through of recovery and hazard mitigation efforts.

## **Annex 14.1 - Emergency Support Function #14 – Action Checklist**

### **Routine Operations**

- Participate in related training and exercises to assist in the development and maintenance of disaster response capabilities.

### **Increased Readiness**

- Alert key personnel.
- Anticipate initial requirements based on hazard analysis, historical data and forecasted intelligence.
- Begin notification to damage assessment personnel.

### **Response Operations**

#### *Mobilization Phase*

- Transition to the Emergency Operations Center (EOC) for ESF #14 Operations.
- Expedite administrative procedures to allow rapid deployment of personnel and resources when needed.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Assign additional staff and resources as needed.

### **Recovery Operations**

- As needed, plan for long-term recovery and restoration of services to pre-disaster levels.
- Fully document all recovery actions.

## **Annex 15 - Emergency Support Function #15 – External Affairs**

### **Primary Responsibility**

Admin/Emergency Management Branch

### **Support Agencies and Organization**

- Mathews County Board of Supervisors
- Mathews County Office of the County Administrator
- Mathews County Department of Emergency Management
- Mathews County Sheriff's Office
- Mathews County Public Schools
- VDH Three Rivers Health District

### **Purpose**

Emergency Support Function (ESF) #15 – External Affairs - provides accurate, coordinated, and timely information to affected audiences, including elected officials, media, the private sector, and the local populace.

### **Scope**

ESF #15 coordinates actions to provide external affairs support to incident management prior to, during and following an emergency or disaster.

### **Concept of Operations**

- A. As the primary agency, the County Administrator's Office is the lead for External Affairs.
- B. During normal operations, the County Administrator's Office coordinates with the news media and others as needed to promote emergency preparedness.
- C. In time of emergency, the County Administrator's Office will coordinate the release of information on emergencies and disasters.
- D. When a disaster is impending or occurs, the External Affairs staff will be positioned in the Emergency Operations Center (EOC). The staff may also be asked to provide PIO support in the field at the disaster site.
- E. All agencies and organizations are responsible for providing the County Administrator's Office with appropriate timely information about the incident and actions needed to save lives and protect property.

- F. If the County Administrator's Office is unable to or lacks the capability to perform these responsibilities, the state may coordinate with Mathews County to provide vital health and safety information to the affected population.
  
- G. Amateur radio operators will provide secondary communications means for countywide direction and coordination of emergency/disaster operations.

## **Organization and Assignment of Responsibilities**

### ***The Mathews County Administrator's Office***

- They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable.
  
- Will provide the following services as appropriate:
  - Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazard present.
  - Develop Rumor Control Procedures.
  - Preparation of advance copies of emergency information packages for release through the news media during actual emergencies.
  - Briefing of news media personnel and county officials on External Affairs policies, plans, and procedures.
  - Maintenance of current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases.
  - Maintenance of support agreements and liaison arrangements with other agencies and the news media, if needed.
  - Maintenance of arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster.
  - Assistance with the preparation/transmission of Emergency Alert System (EAS) messages, if needed.
  - Dissemination of news releases.
  - Dissemination of information to elected officials.
  - Monitor the media, to include social media, ensuring accuracy of information and correcting inaccurate information as quickly as possible.
  - Providing information to the public about available disaster relief assistance and mitigation programs.

## **Annex 15.1 - Emergency Support Function #15 - Action Checklist**

### **Routine Operations**

- Encourage local media to periodically publish general information about the specific hazards which are most likely to occur.
- Prepare and provide general information as appropriate to special needs groups.
- Develop and review pre-scripted emergency alert messages.
- Consistently post emergency preparedness information on the County website.
- Distribute emergency information via the County Website account and SMART911.

### **Increased Readiness**

- If applicable, monitor national and state level news coverage of the situation.
- Prepare locally unique, supplementary published informational news releases and keep them updated to reflect the current emergency.
- Evaluate the situation. Release additional information when it is determined the public has a “need to know.”

### **Response Operations**

#### *Mobilization Phase*

- Disseminate emergency public information to the local news media.
- Confirm activation of the designated phone number and personnel to handle citizen inquiries.
- Confirm the readiness of generators at local Emergency Alert System (EAS) radio stations.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.
- Continue to keep the public informed and recommend protective actions.
- Handle rumor control, if necessary.

### **Recovery Operations**

- Keep the public informed about local recovery operations.
- Assist the Health District in disseminating public health notices, if necessary.
- Assist state and federal officials in disseminating information concerning relief assistance.

## **Annex 15.2 - Emergency Support Function #15 – Available Communication Methods**

During emergencies, it is especially important that the public be kept informed of available resources, and dangerous conditions. To communicate with citizens, Mathews County will use a variety of communication methods, to include, but not limited to the following:

### **“Mathews County Alerts” – an external Communication/Notification System**

- GIS-based emergency communications software.
- Accessed via the Internet allows the county to quickly alert local homes and businesses of impending emergency situations, this will only work if you are registered.
- Can serve as a public outreach tool providing information to specific neighborhoods within the county.
- Examples of when the system may be used:
  - Due to a recent fire, firefighters will be in the area distributing smoke detectors.
  - When there has been a string of robberies in the area. Please be sure to lock your doors, stay aware and contact the Sheriff’s Office if you witness any suspicious activity.
  - Evacuation or shelter in place information.

### **Self-Registration Portal for “Mathews County Alerts”**

- The SRP will allow citizens to register to receive emergency information via text messages to their mobile phone.
- Examples of the type of information citizens may receive:
  - Weather Watches and Warnings
  - Information about emergency shelters
- Free service, but citizen’s wireless carrier may charge a fee to receive messages.
- Citizens and business owners can register online:  
<https://member.everbridge.net/index/84526566998032>

### **Local Media Outlets**

- Newspaper
- Radio

### **Social Media**

- Facebook
- Instagram

## **Annex 15.3 - Emergency Support Function #15**

### **Use of Emergency Notification System During Emergency Situations**

Mathews County has an Emergency Notification System at its disposal for use during an emergency incident. The system can send an outgoing message to land lines, either to all numbers within the County or to a limited geographic area. The system can also communicate with alternate devices such as cell phones or other wireless devices.

The following steps should be followed when utilizing this tool:

1. Determine whether the request constitutes an appropriate emergency use of the system.
2. Craft an appropriate message.
3. Activate the notification.

## **Annex 16 – Emergency Support Function #16 – Military Affairs**

### **Primary Responsibility**

Admin/Emergency Management Branch

### **Support Organizations and Agencies**

- Mathews County Department of Emergency Management
- Mathews County Office of the County Administrator
- Virginia Department of Emergency Management (VDEM)
- Virginia National Guard
- United States Coast Guard
- Mathews County Sheriff's Office
- Mathews County Volunteer Fire Department
- Mathews County Volunteer Rescue Squad

### **Purpose**

Emergency Support Function (ESF) #16 – Military Affairs – outlines the parameters on the use of National Guard assets in support of a declared emergency.

### **Scope**

ESF #16 coordinates actions to request and utilize resources and manpower provided by the United States Military.

### **Concept of Operations**

- A. Mathews County does not have military installations within the locality and does not maintain standalone agreements with military assets.
- B. Military assets are only available during a declared state of emergency.
- C. Military resources will not directly respond to requests for assistance from local officials.
- D. Mathews County will request the needed resources dependent upon situation and threats to life. This will be requested utilizing VDEM WebEOC or directly to the VDEM Region 5 Regional Coordination Center (or representative) if access to WebEOC is not available.
- E. It is the decision of the Virginia Department of Emergency Management EOC if requested assets are seen fit for the situation.

- F. Assets will be limited to only accepting missions or tasks if within the original scope of deployment.
- G. Support cannot be transferred to another agency without approval from VDEM EOC.
- H. Once assets are approved, the responding command will coordinate directly with the local assigned liaison to accomplish tasks.

## **Organization and Assignment of Responsibilities**

### ***The Mathews County Administrator's Office***

- Will provide needed services as appropriate.
- Will perform tasks as requested by the EOC and under their own initiative and authorities as applicable.
- Mathews County ESF#16 will not be staffed but will exist as a coordinating entity.
  - Coordination will occur between the EOC Commander/assigned liaison as related to assigned tasks.

## **Responsibilities**

Provide military support to civil authorities on a mission request basis, within the capability of the Virginia National Guard and within the limitations of existing Virginia State laws, military regulations, and the applicable Governor of Virginia's Executive Order.

## **Annex 17 – Emergency Support Function #17 – Volunteer & Donations Management**

### **Primary Responsibility**

Admin/Emergency Management Branch

### **Support Organizations and Agencies**

- Mathews County Office of the County Administrator
- Mathews County Department of Emergency Management
- Mathews County Department of Social Services
- Mathews County Commissioner of Revenues Office
- Mathews County Treasurers Office
- Community Emergency Response Team (CERT)
- Virginia Department of Emergency Management (VDEM)
- Virginia National Guard
- Faith Based Organizations

### **Purpose**

Emergency Support Function (ESF) #17 – Volunteer Organization – outlines the parameters on the use volunteer agencies, organizations, contractors, and civilians.

### **Scope**

ESF #17 coordinates actions to manage and maintain accountability of volunteers during an emergency event.

### **Concept of Operations**

- A. Mathews County maintains communications with multiple volunteer organizations that may be called upon for resources and manpower during an emergency.
- B. Mathews County Department of Emergency Management will assign a designee to coordinate donations from outside sources.
- C. Mathews County will provide a liaison from the EOC to assist with communications to the assigned Volunteer Organization designee.

## **Organization and Assignment of Responsibilities**

### ***The Mathews County Administrator's Office***

- Will provide needed services as appropriate.
- Will perform tasks as requested by the EOC and under their own initiative and authorities as applicable.
- Mathews CountyESF#17 will be staffed as needed with a liaison.
- The designee will be responsible for managing resources from citizens (supplies, food, animal products, offers of labor, etc....)
- Records will be maintained of all donated resources.
- Provide an organizational process that will assist with accountability of resources and volunteer personnel responding to an emergency event.
- Maintain control of volunteer assets to provide as safe of an environment as possible while operating under said circumstances.

## **Annex 18 - Emergency Support Function #18- Animal Care and Control**

### **Primary Responsibility**

Human Services Branch

### **Support Agencies and Organizations**

- Mathews County Animal Control
- Mathews County Sheriff's Office
- Mathews County Department of Emergency Management
- Gloucester-Mathews County Animal Shelter
- Local Animal Welfare/Rescue Organizations
- Community Emergency Response Team (CERT)

### **Purpose**

Emergency Support Function (ESF) #18 - Animal Care and Control - coordinates and organizes the capabilities and resources of Mathews County to facilitate response to and recovery from an event impacting the health, safety, and welfare of animals.

### **Scope**

ESF #18 provides rapid response to emergencies affecting the health, safety, and welfare of animals. Animal care and control activities in emergency preparedness, response, and recovery include, but are not limited to, companion animals, facility usage, displaced pet assistance, animal owner reunification, and carcass disposal.

### **Concept of Operations**

- A. As the ESF #18 lead, Mathews County Animal Care and Control works with several other ESFs in the EOC structure to assist with the response to and recovery from an emergency involving animals.
- B. Mathews County Animal Care and Control is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary, and effective animal care and control effort. These procedures will support and expedite emergency response operations, as well as maximize state and federal assistance. In addition, these plans and procedures define the roles of agencies and support organizations in preparedness for, response to and recovery from an animal emergency. They will provide the basis for more detailed standard operating procedures that may be used in a response.
- C. Mathews County Animal Care and Control will coordinate with all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal

governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with Mathews County regarding their agreed support.

- D. Basic administrative and accountability procedures for any animal emergency will be followed as required by Mathews County, State, and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity.

## **Organization and Assignment of Responsibilities**

### ***Mathews County Animal Care and Control***

- Will perform tasks as requested by the EOC and under their own initiative and authorities as applicable.
- Will provide the following services as appropriate.
  - Maintain current listings of emergency contacts and resources necessary for response to an animal emergency.
  - Produce and maintain plans, policies and procedures for overarching animal care and control activities, animal recovery, and household pet sheltering.
  - Oversee all activities (mitigation, planning, response, and recovery) regarding emergency animal care and control.

## **Annex 18.1 - Emergency Support Function #18 – Action Checklist**

### **Routine Operations**

- Encourage any group, facility or organization that houses animals to develop emergency procedures and evacuation plans for the animals in their care and custody.
- Develop procedures for public information and education on animal disaster preparedness to include encouraging citizens to develop household emergency plans that include their pets in all aspects of response, i.e. evacuation and sheltering.
- Develop, maintain, and disseminate animal care and control plans, policies, and procedures to ensure the safe, sanitary, and efficient response to and recovery from an emergency involving animals, as well as support and maximize claims of financial assistance from local, State, and federal governments, and facilitate audits following the disaster.
- Provide training to agencies and staff on task-appropriate plans, policies, and procedures.
- Provide adequate support for animal preparedness and planning.
- Develop the necessary logistical support to carry out emergency tasks for the department. Instruct all departments to maintain an inventory of supplies on hand.
- Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

### **Increased Readiness**

- Alert on-duty personnel.
- Monitor the situation and be prepared to mobilize, if required.
- Request stand-by of all partners and volunteers (CERT).

### **Response Operations**

#### *Mobilization Phase*

- Implement animal care and control plans, policies, and procedures.
- Provide on-the-spot training as necessary on task-appropriate plans, policies, and procedures.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Provide adequate support in a timely manner for animal response. Report any shortfalls and request needed assistance or supplies.
- Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations.
- Maintain effective communications with Emergency Operations Center, other shelters, and field personnel.

- Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.
- Initiate searches, rescue, and transport animals to shelters.
- Receive and care for animals.
- Provide documentation of injuries and deaths of animals.
- Provide food, water, and waste disposal at the shelter(s).

### **Recovery Operations**

- Reunite animals with owners.
- Deactivate emergency shelter(s).
- Provide referrals regarding long-term shelter of animals for owners who have lost their homes.
- Report disaster-related expenses.
- Review animal care and control plans, policies, and procedures in respect to the recent emergency response and update as necessary and disseminate.
- Identify, control, and, if necessary, destroy animals that pose hazards to the wellbeing and safety of citizens.

## **Annex 18.2 - Emergency Support Function #18**

### **Household Pet Sheltering and Animal Recovery Plan Introduction**

#### **Coordinating Agency**

- Mathews County Animal Control

#### **Support Agencies and Organizations**

- Three Rivers Health District
- Mathews County Department of Social Services
- Local Animal Welfare/Rescue Organizations
- Local Veterinarians
- Local Animal Boarding Facilities
- CERT
- Virginia Department of Agriculture and Consumer Services

#### **Purpose**

The Household Pet Sheltering and Animal Recovery Plan provides basic guidance for all participants in animal related emergency evacuation and shelter management activities as well as animal search, rescue, recovery, and reunification. Although, the care and control of animals is the responsibility of owners, Mathews Animal Care and Control is the lead agency on animal issues and is responsible for situation assessment and determination of resource needs.

Pet-Friendly shelters are being established to assist evacuated residents with the sheltering of companion animals during a declared evacuation. In some situations, owners will not be able to evacuate their animals, and due to the impacts of the event, they may not be able to re-enter the area to recover or care for their animals. It is the goal of this plan to control and support both the humane care and treatment of companion animals during an emergency by providing safe shelters for people and their pets and the animal search, rescue, recovery, and reunification process during or after an emergency. In addition, the plan intends to ensure the continued care of those animals that are unable to be relocated outside of the disaster area.

#### **Scope**

This Emergency Support Function is applicable to departments that participate and respond, with assistance or relief, to an emergency requiring the sheltering of people and their household pets and search, rescue, recovery, or reunification of animals with their owners, as coordinated by Mathews County Animal Care and Control.

## Assumptions

- A. Any emergency resulting in evacuation of residents to a shelter will result in household pet issues.
- B. The protection of household pets is ultimately the responsibility of their owner. However, during times of emergency or disaster, owners may need assistance in the care and control of their animals.
- C. Many household pet owners will not evacuate to safety if their pets must stay behind. Pet owners will frequently live on the streets rather than abandon their animals so that they may enter evacuation shelters. This type of behavior puts animals, their owners and emergency responders at risk.
- D. People that do evacuate will try to reenter an area to retrieve animals before an all clear is given.
- E. Pet-friendly shelters will only shelter those animals defined as household pets.
- F. No dogs with a known bite history or previously classified by Animal Control as “Dangerous” or “Potentially Dangerous” will be accepted into a pet-friendly shelter.
- G. No dog that shows signs of aggression during initial check-in will be accepted.
- H. A quarantine zone will be set up for animals that do not have proof of current vaccinations, a current rabies tag and County license.
- I. No feral cats or wild-trapped cats will be accepted.
- J. Animals should be brought to the Pet-Friendly shelter in a suitable cage or on a leash provided by the owner.
- K. Birds must be brought in the owner’s cage. Bird breeders with large numbers of birds will need to seek sanctuary elsewhere.
- L. Pocket pets (hamsters, gerbils, hedgehogs, sugar gliders, etc.) must be brought to shelter in owner’s cage. The cage must be of good material to prevent escape.
- M. No reptiles will be accepted.
- N. Volunteer organizations will assist with those animals that become homeless, lost, or stray because of a disaster.

## Concept of Operations

- A. Mathews County Animal Care and Control will be the lead in all pet-friendly sheltering functions as well as animal search, rescue, recovery, and reunification. In response to an emergency requiring sheltering and/or animal recovery, ESF #18 will work together with other ESFs including ESF #6, Mass Care, Housing and Human Services. Other agencies/ESFs may need to be utilized to fulfill other needs as determined.
- B. Mathews County Animal Care and Control is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary, and effective animal care and control effort for day-to-day operations and emergency response. The plans and procedures establish the concepts and policies under which organizations will operate during emergency activities. They will provide the basis for more detailed standard operating procedures that may be used in a response.

- C. Mathews County Animal Care and Control will coordinate with all departments, government entities, and representatives from the private sector who support pet-friendly sheltering operations and animal search, rescue, recovery, and reunification activities. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

### **Organization and Assignment of Responsibilities**

- Prepare and coordinate pre-incident training and exercise of pet-friendly shelter incident management teams to include NIMS, ICS, EOC Operations, and reimbursement procedures for eligible costs under state and federal public assistance programs.
- Act as liaison for County departments and public/private partners that may not be traditionally involved in animal care to assist with collaboration and coordination of shelter issues in a county emergency shelter location (i.e. Department of Social Services, American Red Cross, etc.).

### **Mathews County Animal Control**

- Create and maintain all household pet sheltering and animal recovery policies, plans and procedures.
- Maintain current listing of emergency contacts and resources necessary for response and recovery.
- Coordinate and ensure rapid response to pet-friendly sheltering needs and animal recovery.
- Coordinate incident management activities for the overall operation of the pet-friendly shelters and animal recovery with the EOC and volunteer organizations that are staffing and providing support to shelter operations.
- Maintain situational awareness of pet-friendly shelter operations as well as animal recovery and provide situation/status reports/updates to the EOC.
- Process requests for assistance or additional resources to support response and recovery efforts through the EOC.
- Facilitate the reunification of pets to owners during the transition from response to recovery.
- Provide shelter occupancy data to facilitate the movement of traffic along the evacuation routes.
- Use media to assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding routing to be used.
- Monitor, coordinate, and manage pet-friendly shelter and animal recovery activation and sequencing.
- Provide subject matter expertise, as needed.

### **Mathews County Department of Social Services**

- Coordinate the relationship between the human and household animal sheltering functions.
- Ensure general population sheltering staff is aware of the presence of pet-friendly resources pre-event and at the shelter site itself.
- Work with both Mathews Animal Care and Control to create public information releases regarding sheltering.

### **Three Rivers Health District**

- Ensure that human health will not be impacted in conjunction with the operation of pet-friendly shelters.

### **Mathews County Sheriff's Office**

- Assure the safety and security of household pet sheltering and animal recovery personnel.
- Enforce movement restrictions and establish perimeters for pet-friendly sheltering and animal recovery and reunification areas.

### **Plan Development and Maintenance**

It is the responsibility of Mathews County Animal Care and Control to review this plan annually for any needed updates, revisions, or additions. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found during the response and recovery effort.

## **Annex 18.3 - Emergency Support Function #18**

### **Household Pet Sheltering and Animal Recovery Plan Action Checklist**

#### **Mitigation/Prevention**

- Encourage citizens to develop emergency and evacuation plans as well as go-kits for the animals in their care.

#### **Preparedness**

- Establish an organizational structure, chain of command and outline of duties and responsibilities, required for any household pets sheltering and animal search, rescue, recovery and reunification response.
- Develop, maintain, and disseminate household pet sheltering and animal recovery plans, policies, and procedures to ensure the safe, sanitary, and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster.
- Identify local veterinarians, humane societies, local household pet sheltering volunteers and animal control personnel in standard operating procedures and ensure that contact information is maintained.
- Provide training to agencies, staff and volunteers on task-appropriate plans, policies, and procedures.
- Provide adequate support for animal preparedness and planning.
- Develop the necessary logistical support to carry out emergency tasks. Instruct all departments to maintain an inventory of supplies on hand.
- Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

#### **Response**

- Implement household pet sheltering and animal recovery plans, policies, and procedures to ensure the safe, sanitary, and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments and facilitate audits following the disaster.
- Secure supplies, equipment, personnel and technical assistance from support agencies, organizations, and other resources to carry out the plan.
- Provide on-the-spot training on task-appropriate plans, policies, and procedures, as necessary.
- Provide adequate and timely support for household pet sheltering and animal search, rescue, recovery, and reunification activities. Report any shortfalls and request needed assistance or supplies. Request additional assistance as needed.
- Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations.

- Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

## **Recovery**

- Complete an event review with all responding parties.
- Review plans, policies, and procedures in respect to the recent emergency response. Update as necessary and disseminate.
- Review and update the necessary logistical support to carry out emergency tasks. Instruct all departments to replenish their on-hand inventory of supplies.
- Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergency response. Update as necessary and disseminate.

## **Annex 18.4 - Emergency Support Function #18**

### **Pet-Friendly Shelter Set-Up and Break-Down Procedures**

#### **Set-Up Procedures**

Authority for opening the Emergency Animal Shelter rests with the Emergency Operations Center. That decision will be communicated directly to the Animal Care and Control Liaison in the EOC.

#### **Facility Preparation**

- Designate K-9, feline, isolation; and other animal housing areas.
- Walk the site to identify any existing damage to the site.
- Apply protective plastic covering, if necessary.
- Set up crates.

#### **Registration and Intake Area**

- Provide a table for owner registration and immediately take a photo of the animal with its owner and attach it to the registration record.
- Pet owners must be officially registered at a shelter to have their pet in the Emergency Animal Shelter.
- Designate a space for staff to fill out the animal intake forms and do a health assessment on animals.
- Assign the animal to an appropriately sized crate or kennel and ensure water, towels or bedding is provided. Immediately collar or microchip the animal and label the crate with the owner's name and the pet's name as well as any special needs.
- If the owner brings their own crate, make sure it is clearly labeled with their name, note that on the intake form, and place the crate in the appropriate area.
- Keep all leashes, collars, food bowls, toys or bedding that the owner provides with the animal, either inside the crate or directly on top of it.

#### **Operations**

##### ***Signage***

- Clearly mark the Emergency Animal Shelter.
- Clearly mark an area for "Animal Intake."
- Post policies and procedures for pet care and feeding.
- Designate and clearly post a "dog walk" area.

## ***Animal Areas***

### *Triage Area*

- Should be near the Registration table where the Animal Intake form and assessment are completed; animals are identified, photographed, examined, and assigned to the appropriate area.
- No animal will be outside its crate/kennel without a leash and identification tag. Only staff or animal owners will be allowed to remove any animal from its crate/kennel, however, if the owner removes the animal, a staff person shall be present during the time the animal is out of the crate/kennel.
- Species should be separated (dogs/cats/pocket animals) as well as those animals with special needs or that are sick or under stress.

## ***Animal Care, Set-Up, and Registration***

### *Dogs*

- If space permits, crates or kennels should be twelve (12) inches or more apart.
- If able, crates will be oriented to keep animals facing away from each other.
- Provide food and water bowls, identification tag, leash, and bedding for each crate.
- For dogs that are sensitive to noise, activity, or other dogs, provide a sheet to keep the sides of the crate covered.
- The dog area will be close to an exit door to facilitate reaching dog walk areas; provide all owners with plastic bags for clean-up each time they walk their dog and place waste receptacles in an exterior area.
- If necessary, because of weather or dangerous conditions, a dog walking area may be created indoors in a separate room.
- Provide additional separate areas for dogs that are sick and for those without proof of vaccination.
- Admittance may be refused to any animal that appears uncontrollable or dangerously aggressive.
- Isolate dogs that are in heat.

### *Cats*

- Cats will be kept in a separate area from dogs, in the quietest part of the facility, preferably away from doors and other activity.
- Cats that are sick or without proof of vaccination will be isolated.
- Owners provide food and water bowls, identification tag, and bedding for each crate.
- Owners provide litter boxes in an area where owners can take their cats out of the crate for exercise and/or feeding or provide a litter box inside the crate. Litter boxes will be cleaned regularly.
- Isolate cats that are in heat.

### *Birds*

- Designate an area for birds away from drafts and temperate extremes.

- All birds must be in cages, fully ventilated.
- Owners to provide food, water, identification tag, and newspaper for all cages.
- Cages may accommodate up to three (3) birds if the birds are socialized, free of disease, and ample mobility is allowed for each.
- Provide a sheet to cover the birdcage to deter noise and cover it at night.

### *Ferrets*

- Ferrets must be current in rabies vaccinations.
- Cages may house up to three (3) ferrets if they are socialized, free of disease, and ample mobility is allowed for each.
- Provide food, water, identification tag, and bedding for each cage.
- Cages must be of sturdy construction, chew-proof, and deep enough to allow for appropriate bedding.
- Change bedding regularly and dispose of it in a sealed plastic bag.

### *Small Mammals*

- All small animals are to be kept caged at all times.
- Owners to provide food, water, identification tag, and bedding for each cage.
- Cages must provide ample mobility and be well ventilated.
- Cages or containers must be chew-proof.
- Provide odor-inhibiting bedding material such as wood chips or shredded paper.
- Change bedding regularly and dispose of it in a sealed plastic bag.

### **Breakdown Procedures**

- Authority for closing the Emergency Animal Shelter rests with the Emergency Operations Center.
- That decision will be communicated directly to the Emergency Animal Shelter Supervisor.
- Once the decision has been made to close the Emergency Animal Shelter, breakdown can be initiated.
- Once owners have checked out all the animals housed in the Emergency Animal Shelter all crates, kennels and cages will be broken down and removed from the facility.
- Cleaning and disinfecting of crates and kennels after breakdown can occur off-site.
- All crates, materials and supplies will be removed from the facility and, if used, plastic sheeting will be taken up.

### **Clean Up**

- All floors will be cleaned and disinfected.
- Any furniture, tables or shelves used for holding crates and animals will be wiped down with disinfectant wipes.
- Handrails, water fountains and doorknobs will be wiped down with disinfectant wipes.

- Trash receptacles will be emptied, and bagged trash placed in designated dumpsters.
- Cages, crates, and kennels will be cleaned and disinfected with detergent and bleach after being used.
- All towels, sheets and bedding will be laundered before storing in watertight containers
- The site will be inspected by personnel to document any new damage to the area.

### **Report Writing**

The Emergency Animal Shelter Supervisor will submit a written report to the Coordinator of Emergency Management. This report will be based on the Incident log kept at the Emergency Animal Shelter and the log kept by the Mathews Animal Care and Control Liaison in the EOC. It will include the number and types of animals housed, an assessment of operations and staffing, descriptions of problems or “incidents within the incident” and how they were handled, and identify any gaps in skills, staffing or logistics. The report will include a section on lessons learned during the incident.

### **Documentation**

Documentation of the incident will include all registration and animal intake forms, photographs of pets and owners and incident logs kept by the Emergency Animal Shelter Supervisor.

### **Close-Out Meeting**

The Emergency Animal Shelter Supervisor will attend the EOC close out meeting to help assess management of the incident and identify any problems.

## Annex 18.5 - Emergency Support Function #18 Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information			
Full Name:		Driver's License Number:	
Street Address:			
County, State, Zip			
Phone Numbers:	Home:	Alternate:	
Emergency Contact:	Name:	Phone:	
Pet Information			
Description of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other		Pet's Name:	Crate Assigned:
<input type="radio"/> Intact <b>MALE</b> <input type="checkbox"/> Neutered		<input type="radio"/> Intact <input type="checkbox"/> Spayed <b>FEMALE</b> <input type="checkbox"/> In Heat	
Breed:	Color:	Age:	
Distinctive Markings:			
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number:	Expected Reclaim Date:	
Veterinarian Name:		Phone Number:	
Pet Medications - List any medications below that you pet is currently taking and note if available			
Name of Medication	Dose	Y/N	Purpose
TO BE COMPLETED BY SHELTER			
Arrival Date:		Departure Date:	
Did the owner provide proof of the following:			Yes
• Written proof of vaccinations during the past 12 months			No
• Proper ID collar and up to date rabies tag. If yes, record Tag # _____			
• Proper ID on all belongings			
• Leash			
• Ample food supply			
• Water/food bowls			
• Necessary medication(s) (ensure medications are listed above)			
• Owner provided cage has owner's name, address, pet name & other pertinent information labeled clearly & securely			
Registration Agreement			
<p>I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or may pet(s) will become property of the local animal control facility and treated as stray(s).</p> <p>I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.</p> <p>I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. <b><u>I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s).</u></b> Signing in and out upon entering and leaving area. Check-out is required when departing from the shelter.</p> <p>I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).</p>			
SIGNATURE			
Owner's Signature		Shelter Intake personnel	

### Annex 18.6 - Emergency Support Function #18 - Pet-Friendly Shelter Sites

Name	Address	Type	Pet Capacity

## Annex 18.7 - Emergency Support Function #18 - Lost Animal Report

Today's Date	Information Received By		
<b>Owner Information</b>			
Name	Address		
Temporary Address	Phone Number		
<b>Date/Location Where Animal Was Last Seen</b>			
Date Last Seen	Location		
Do You Have A Picture Of The Animal?	Is The Animal Friendly?		
Does The Animal Have A History Of Running Away?			
<b>Animal Description</b>			
Type Of Animal	If a Litter, Number in Litter		
Breed	Size (Small/Medium/Large)	Animal's Name	
Male/Female/Fixed	Tail (Short/Long/Curly/Straight)	Distinguishing Marks	
Fur Length/Coat Type	Colors	Ears (Floppy/Erect)	
Is Animal Wearing A Collar? Does The Animal Have AnID Tag?	Info On Tag?	Microchip number:	
Rabies License Number?	Indoor/Outdoor Animal	Cat – Declawed?	
<b>Veterinarian Used</b>			
Name	Phone		
Address	Are Shots Current?		
Animal On Any Medication?			
	Frequenc		
y When Was Medication Last Given?			
<b>Contacts</b>			
Who Else Have You Notified That The Animal Is Missing?			
<b>Office Use Only</b>			
Lost Animal Matched with Animal ID #	Date Owner Contacted		
Date Animal Reclaimed	Released to Owner Print & Sign Name		
Owner's Driver's License #	State	Phone Number	
<b>Status Of Animal</b>			
Owner Located	Matched at Shelter	Deceased	Unknown After 30 Days

# Support Annexes

## Annex A – Damage Assessment

### Coordinating Agency:

- Mathews County Building Official

### Support Agencies and Organizations:

- Mathews County Office of Building Official
- Mathews County Department of Planning, Zoning & Wetlands
- Mathews County Sheriff's Office
- Mathews County Commissioner of the Revenue
- Virginia Department of Emergency Management (VDEM)
- Community Emergency Response Team (CERT)

### Purpose

The Damage Assessment Support Annex describes the coordinating process used by Mathews County to assess the overall damage to public and private property in a timely and accurate manner, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information is required in order to be eligible for post-disaster assistance.

### Scope

This annex covers a broad scope of responsibilities, assignments, and standard forms to be used in the overall damage assessment process; it is applicable to agencies and organizations that assist with the post-event damage assessment as coordinated by the Mathews County Building Official. This document will address general situations with no consideration given for incident specific scenarios.

### Definitions

Initial Damage Assessment (IDA): Independent Mathews County review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is due within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

Preliminary Damage Assessment (PDA): A joint venture between FEMA, State, and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public

property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

## **Situation**

During the recovery phase of a disaster, Mathews County will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed in a timely basis to provide an initial estimate of damage. A damage estimate of public and private property is required for Mathews County to determine necessary actions, the allocation of resources, and what, if any, outside assistance will be required. Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a “major disaster”, “major emergency”, or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state, local, and private disaster relief efforts. The President, under a “major emergency” declaration may authorize the utilization of any federal equipment, personnel, and other resources. The President under a “major disaster” declaration may authorize two basic types of disaster relief assistance:

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

## **Assumptions:**

- Fast and accurate damage assessments are vital to effective disaster response.
- Damage will be assessed by pre-arranged teams.
- If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
- A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which

will require expeditious responses that meet sound financial management and accountability requirements.

- Damage to utility system and to the communications systems will hamper the recovery process.

## Concept of Operations

- A. Reports for assistance and resources made to VDEM will be sent via WebEOC in coordination with the Region 5 Coordination Center. Situation Reports and Needs Assessment Reports will be made in WebEOC. **Crisis Track** will be utilized for reporting initial and progressive damage assessments.
- B. Initial Damage Assessment Reports will be compiled and submitted following any disaster or emergency which causes damage to public or private property, of a magnitude which requires substantial expenditures of Mathews County, or which might be eligible for, or require, a request for State or federal assistance. Initial Damage Reports will be submitted via **Crisis Track** within 24 hours. Updates should be completed and submitted via **Crisis Track** within 72 hours.
- C. Designated teams will assess damage within the limits of their capability.
- D. Damage to State-owned roads and bridges will be assessed by VDOT.
- E. If the nature of the emergency is such that Mathews County resources are incapable of assessing the damage, then State assistance will be requested by the Coordinator of Emergency Management.

## Organization and Assignment of Responsibilities

### *The Mathews County Office of Building Official*

1. Will be responsible for damage assessments, the collection of the data, and the preparation of necessary reports.
2. The damage assessment teams will be supported by multiple agencies from Mathews County.
3. If the nature of the incident is such that county resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures.
4. Additionally, the Mathews County Building Official will provide the following:
  - a. Overall direction and control of damage assessment for Mathews County.
  - b. Assemble the appropriate team and develop damage assessment plans, policies, and procedures.
  - c. Coordinate damage assessment training programs for the teams.
  - d. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems, and companies.
  - e. Report of damages via **Crisis Track** within 24-72 hours of the incident.

***The Mathews County Department of Planning, Zoning & Wetlands***

1. Will provide the following services as appropriate:
  - a. Designate representatives to serve as members of damage assessment teams.
  - b. Participate in damage assessment training.
  - c. Collect and compile damage data and provide to the EOC.
  - d. Participate as requested in Initial Damage Assessment field duties and escorting for State and Local damage assessment teams.

***The Mathews County Commissioner of the Revenue***

1. Will be asked to provide the following services as appropriate:
  - a. Provide property information as needed.
  - b. Assist with the collection and compilation of damage assessment data.
  - c. Provide administrative support as needed for Initial Damage Assessment field reviews.

## **Annex A.1 - Damage Assessment – Action Checklist**

### **Routine Operations**

- Develop and communicate plans and procedures.
- Review *Crisis Track* and supplemental damage assessment forms.

### **Increased Readiness**

- Conduct Damage Assessment Team meetings and ensure appropriate task assignments are made.

### **Response Operations**

#### *Mobilization Phase*

- Prepare to make an Initial Damage Assessment (IDA).
- Alert Teams to stand-by status.

#### *Emergency Phase*

- Submit an Initial Damage Assessment Report within 24 hours of the onset of the event.
- Submit additional Initial Damage Assessment Reports at least once every 24 hours during the incident.
- Complete and submit an official Initial Damage Assessment Report within 72 hours.
- Continue to provide damage assessment and assist with record keeping, as required.

### **Recovery Operations**

- Continue to assist with damage assessment(s) and requests for post-disaster assistance as required.

## **Annex A.2 – Damage Assessment - Damage Assessment Teams**

Damage Assessment Teams will be assembled, and instructions provided relative to the emergency. Team Leaders will be designated to compile information for situation and damage assessment reports. Team assignments are based on the categories listed on the Damage Assessment Form.

### **PRIVATE PROPERTY**

Category A – Residential/Personal Property - Houses, manufactured homes, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles/boats.

Category B – Business and Industry - Industrial plants and businesses (facilities, equipment, materials, commercial vehicles).

### **PUBLIC PROPERTY**

Category A – Debris Clearance - Debris on roads and streets, on public property, on private property and structure demolition.

Category B – Protective Measures:

- 1) Life and safety (all public safety report costs)
- 2) Barricading, sandbagging, stream drainage channels, health (rodents/insect control)

Category C – Road Systems - Damage to roads, streets, bridges, culverts, sidewalks, and traffic control systems.

Category D – VDOT - Damage to drainage systems.

Category E – Public Buildings and Equipment - Damage to buildings, inventory, vehicles, and equipment.

Category F – Public Utility Systems - Damage to water plants, sanitary/sewage systems, and storm drainage systems.

Category G – Recreational Facilities - Damage to parks, shelters, lighting, and equipment.

### Annex A.3 – Damage Assessment

<b>DAMAGE ASSESSMENT – TELEPHONE REPORT</b>				
<b>1. CALLER NAME</b>			<b>2. PROPERTY ADDRESS (include apt. no; zip code)</b>	
<b>3. TELEPHONE NUMBER</b>			<b>4. TYPE OF PROPERTY</b>	
Home	Work	Cell	<b>5. OWNERSHIP</b> Own Rent Lease  (business only)	
			Single Family Multi-Family (usually Apts.)	
Best time to call	Best number to use		Business Check here if residence is a vacation home—not a primary residence	
6. CONSTRUCTION TYPE				
Masonry	Wood Frame	Mobile Home	Manufactured	Other
7. TYPE OF INSURANCE				
Property	Sewer Back-up None	Flood (Structure)	Flood (Contents) Wind/Hurricane	
8. DAMAGES (Check all that apply)				
HVAC: Yes No    Water Heater: Yes No    Electricity: On Off    Natural Gas: On Off  Roof Intact: Yes No    Foundation: Yes No    Windows: Yes No    Sewer: OK Not OK  Major Appliances Yes No    Basement Flooding                      Yes - Depth___Feet    Furnace - Yes No				
9. SOURCE OF DAMAGES				
Sewer back-up <input type="checkbox"/> Primarily Flood    Wind/Wind driven rain    Tornado Other <input type="checkbox"/>				
<b>10. Based on the damages reported, the property is    Habitable    Uninhabitable</b>				
11. CALLER'S ESTIMATE OF DAMAGES				
REPAIRS		CONTENTS		TOTAL
\$		\$		\$
<b>12. COMMENTS</b>				
<b>12. CALL TAKER</b>			<b>13. DATE &amp; TIME REPORT TAKEN</b>	

## Annex A.4 – Damage Assessment Cumulative Initial Damage Assessment Report

INITIAL AND SECONDARY Damage Assessment Reports will be entered via Crisis Track.

This form is to be utilized if internet services are not available until Crisis Track access can be restored.

<b>Jurisdiction:</b>	
<b>Date/Time Report Prepared:</b>	
<b>Prepared By:</b>	
<b>Call back number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	

**Part I: Private Property CUMULATIVE DAMAGES**

Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
Single Dwelling Houses (inc. condo units)									
Multi-Family Residences (count each unit)									
Manufactured Residences (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									

**Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES**

Type of Property	Estimated Dollar Loss	% Insured
Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment)		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
<b>TOTAL</b>		\$0.00

**Additional Comments:**

## Annex A.5 – Damage Assessment

### Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal VPPSA VDOT	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> <li>● Debris removal from a street or highway to allow the safe passage of emergency vehicles</li> <li>● Debris removal from public property to eliminate health and safety hazards</li> </ul>
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> <li>● Emergency Operations Center activation</li> <li>● Warning devices (barricades, signs, and announcements)</li> <li>● Search and rescue</li> <li>● Security forces (police and guards)</li> <li>● Construction of temporary levees</li> <li>● Provision of shelters or emergency care</li> <li>● Sandbagging • Bracing/shoring damaged structures</li> <li>● Provision of food, water, ice, and other essential needs</li> <li>● Emergency repairs • Emergency demolition</li> <li>● Removal of health and safety hazards</li> </ul>
C: Roads and Bridges - VDOT	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting, and signs	<ul style="list-style-type: none"> <li>● Eligible work includes repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features such as guardrails.</li> </ul>
D: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> <li>● Buildings, including contents such as furnishings and interior systems such as electrical work.</li> <li>● Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications.</li> <li>● Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building.</li> <li>● All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.</li> </ul>
E: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> <li>● Restoration of damaged utilities.</li> <li>● Temporary as well as permanent repair costs can be reimbursed.</li> </ul>
F: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> <li>● Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses.</li> <li>● Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff.</li> <li>● Repairs to maintained public beaches may be eligible in limited circumstances.</li> </ul>

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

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

## Annex A.6 - Damage Assessment Support Public Assistance Damage Assessment Field Form

\*\*This form will be utilized when field access to Crisis Track is unavailable.

Key for Damage Categories (Use appropriate letters in the 'category' blocks below)									
A. Debris Clearance			D. Water Control Facilities			G. Parks, Recreation Facilities & Other			
B. Emergency Protective Measures			E. Public Buildings & Equipment						
C. Roads & Bridges			F. Public Utility System						
SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:							
		GPS (in decimal deg.):							
DAMAGE DESCRIPTION:									
EMERGENCY FOLLOW-UP NEEDED?			Y	N	TOTAL ESTIMATED DAMAGES: \$				
FLOOD INSURANCE			Y	N	PROPERTY INSURANCE		Y	N	NO DATA AVAILABLE (check box)

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:							
		GPS (in decimal deg.):							
DAMAGE DESCRIPTION:									
EMERGENCY FOLLOW-UP NEEDED?			Y	N	TOTAL ESTIMATED DAMAGES: \$				
FLOOD INSURANCE			Y	N	PROPERTY INSURANCE		Y	N	NO DATA AVAILABLE (check box)

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:							
		GPS ( in decimal deg.):							
DAMAGE DESCRIPTION:									
EMERGENCY FOLLOW-UP NEEDED?			Y	N	TOTAL ESTIMATED DAMAGES: \$				
FLOOD INSURANCE			Y	N	PROPERTY INSURANCE		Y	N	NO DATA AVAILABLE (check box)

## Annex A.7 – Damage Assessment Individual Assistance Damage Assessment Guidelines

Damage Definitions	General Description	Things to Look For	Water Levels
<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>	<b>DESTROYED</b>
Structure is a total loss.  <u><b>Not economically feasible to rebuild.</b></u>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor.  More than 2 feet in <b>mobile home</b> .
<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>	<b>MAJOR</b>
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable.  <u><b>Will take more than 30 days to repair.</b></u>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement.  6 inches to 2 feet in <b>mobile home</b> with <b>plywood</b> floors. 1 inch in <b>mobile home</b> with <b>particle board</b> floors.
<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable.  <u><b>Will take less than 30 days to repair.</b></u>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows, and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. <b>Mobile home</b> , "Belly Board" to 6 inches.
<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>
Structure has received minimal damage and is <u><b>habitable without repairs.</b></u>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor. Minor basement flooding. <b>Mobile home</b> , no water in "Belly Board".

### IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course

Lap or aluminum siding - 4 inches or 8 inches per course

Stair risers - 7 inches

Concrete or cinder block - 8 inches per course

Doorknobs - 36 inches above floor

Standard doors - 6 feet 8 inches

## Annex A.8 – Damage Assessment Field Form

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM										
Incident Type		Sector	Place Name	IDA Date						
Geographic Area Description				Page #		Of Total Pages				
IDA Team										
		SINGLE FAMILY	MULTI - FAMILY	MOBILE HOME	Total Surveyed	% Owner	% FL Ins.	% HO Ins.	% Low Income	Number Inaccessible
AFFECTED	OWNER									
	RENTER									
	Secondary									
MINOR	OWNER									
	RENTER									
	Secondary									
MAJOR	OWNER									
	RENTER									
	Secondary									
DESTROYED	OWNER									
	RENTER									
	Secondary									
<b>TOTAL PRIMARY</b>										
TOTAL SECONDARY										
TOTAL (Incl. Secondary)										
<b>ROADS / BRIDGES</b>		Number of Roads / Bridges Damaged		Number of Households Impacted						
<b>UTILITIES</b>		Number of Households Without Utilities		Estimated Date for Utilities Restoration						
<b>Comments</b>										

## **Annex B – Evacuation**

### **Coordinating Agency:**

- Mathews County Administration Office

### **Cooperating Agencies:**

- Mathews County Sheriff's Office
- Mathews County Department of Social Services
- Mathews County Public Schools
- Three Rivers Health District

### **Purpose**

The Evacuation Support Annex establishes the organizational basis for operations in Mathews County to effectively respond to and recover from disasters and/or emergency situations which involve an evacuation. Additionally, the plan outlines details of an evacuation process for events occurring without warning, and the transportation components necessary to address the operations of assembly areas that may be used during a declaration of emergency.

### **Scope**

This annex is applicable to agencies and organizations that will participate and respond with assistance to an evacuation as coordinated by the Mathews County Administration Office. This document will address wide-ranging scenarios with no consideration for special incident(s) at this time.

There are four basic scenarios in which a planned evacuation or evacuation without warning may be required:

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

flash flooding, and transportation accidents.

## **Definitions**

Assembly Area: Site where mass transit resources collect as directed by the EOC to assist in the transporting of populations out of the risk area.

Evacuation Route - Road or highway designated as a primary route for motorists evacuating from the threat.

Evacuee: A person moving out of the risk area of a potential or occurring hazard. Evacuees are categorized either as transit dependent or as “self-evacuating”. Transit dependent evacuees may require public transportation for immediate life safety, and it is assumed that this population will require public sheltering. The self-evacuating population can be further categorized into two groups: evacuees with end-point destinations (i.e., hotel, family, or friends’ home) and evacuees without end point destinations. It is possible that the self-evacuating population without end-point destinations will require public sheltering.

Pick-up Point: Site that is used to pick up transit dependent evacuees to move them to the assembly area(s) to be transported out of the risk area.

Refuge of Last Resort: A facility that may be identified that can provide temporary relief from the risk. A refuge of last resort is not intended to be designated as a “shelter” and may not be able to provide basic services such as food, accommodations for sleeping or first aid, but security is provided. It should be considered only as a probable safe haven for evacuees who are unable to clear the area until the risk passes. In many cases these sites can be pre-identified.

Shelter – A facility where evacuees with no end destination point can be processed evaluated and provided disaster services from government agencies and/or pre-established voluntary organizations. This facility is generally designed for stays less than 3 days. Supplies available are meals and water for 3 days, basic first aid, pet sheltering (if applicable,) sleeping quarters, hygienic support, and basic disaster services (counseling, financial assistance, and referral, etc.).

## **Assumptions**

- 1) A decision to implement a voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities.
- 2) Warning time, in the case of a hurricane or river flood, will normally be available to evacuate the threatened population. A local evacuation might be needed because of a hazardous materials incident, major fire, terrorist incident or other incident. Additional regional evacuations may be necessary in the event of a larger incident such as an impending hurricane.
- 3) Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in hotels.
- 4) Evacuation of people at risk for emergency situations that occur with little or no warning, will be implemented as determined necessary to protect life and property. Evacuation instructions

should be based on known or assumed health or safety risks associated with the hazard. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support from the EOC, as necessary.

- 5) The timing of an evacuation directive will be determined by the circumstances of the event.
- 6) During events without warning, there might be limited to no time prior to the event to implement more formalized evacuation processes.
- 7) Emergency evacuations might require evacuation of all or part of Mathews County. Evacuation from a designated risk area might affect adjacent and outlying areas within and outside of Mathews County. Traffic control resources must be in place prior to issuance of an evacuation order.
- 8) Evacuation will require a greater lead-time to implement than that of in-place sheltering. A delayed evacuation order could endanger lives.
- 9) There are on-going efforts to proactively reach out and educate citizens about family preparedness, evacuation procedures, and where to go for additional information on these subjects.
- 10) Evacuation procedures, to include notification and routing, will be made available to the public by all available means.
- 11) The primary means of evacuation from any event will be private vehicles.
- 12) Residents who are ill or disabled may require vehicles with special transportation capabilities.
- 13) Stranded motorists could present significant problems during an evacuation situation.
- 14) Evacuation or protective action guidance must be communicated in a clear, concise, and timely manner to ensure the effective implementation of the strategy recommended. A variety of communication pathways may have to be used to effectively communicate the hazard, level or risk and the recommended evacuation or protection action to the public.
- 15) Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals.
- 16) Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given.
- 17) Every hospital, long-term care facility, and home health agency is to have plans in place to shelter in place, evacuate patients in their care, transport them to safe and secure alternate facilities and support their medical needs.

## **Policies**

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

## **Concept of Operations**

- A. The evacuation of Mathews County will be directed by the Director of Emergency Management or his/her designee.
- B. In small-scale incidents or incidents requiring immediate evacuation, the on-scene incident commander will have the authority to determine and implement evacuation orders.
- C. Additional ESFs may need to be used to enhance the results of the evacuation. The primary ESFs, as listed, will use their ESF specific annex and any supporting departments and/or organizations to implement their portion of the evacuation.

## **Annex B.1 – Evacuation – Assignment of Responsibilities**

### ***The Mathews County Department of Emergency Management***

- A. Will provide the following services as necessary:
  - a. Develop, review, and test Mathews County evacuation plans, policies, and procedures.
  - b. Recommend policies, procedures, and projects necessary for the implementation of evacuation plans.
  - c. Facilitate training to departments and other organizations regarding evacuation plans.
  - d. Publish approved policy guidance including performance measures.
  - e. Coordinate evacuation efforts with external agencies including, federal, State, and other localities.
  - f. Work with the County Administrators Office and Sheriff’s Office to coordinate and disseminate public information through all media types regarding evacuation efforts pre-event, during the event, and post-event.

### ***The Mathews County Sheriff’s Office***

- A. Will provide the following services as necessary:
  - a. Assist with traffic control in accordance with highway laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances.
  - b. Assist in moving motorists to refuges of last resort as an event with warning approaches.
  - c. Assist with the development, review and testing of Mathews County evacuation plans, policies, and procedures.
  - d. The Mathews County Sheriff’s Office coordinate with the Virginia State Police in the following responsibilities:
    - i. Coordinate traffic control in the event of an emergency requiring evacuation in accordance with highway laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances.
    - ii. Coordinate resources and information with state and adjacent jurisdiction law enforcement.
    - iii. Assist in directing motorists to refuges of last resort as an event with warning approaches.

- iv. Provide security for ingress and egress of the evacuated area(s) and for shelters and refuges of last resort.
- v. Assist with the development, review and testing of the Mathews County evacuation plans, policies, and procedures.

***The Mathews County Department of Social Services***

- A. Will provide the following services as necessary:
  - a. Assist in selection of and initiation of sites to serve as shelters and refuges of last resort.
  - b. Fulfill sheltering plan as required in response to an evacuation.
  - c. Assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding personal evacuation and shelter planning.
  - d. Assist with the development, review and testing of Mathews County's evacuation plans, policies, and procedures.

## **Annex B.2 - Evacuation Annex – Action Checklist**

### **Routine Operations**

- Encourage special facilities to develop emergency procedures and evacuation plans for those charged to their care and custody and provide them to the Office of Emergency Management for comment and review.
- Encourage citizens to develop household emergency plans that include their pets and any other dependents in all aspects of response including evacuation and sheltering.
- Develop, review and test Mathews County evacuation plans, policies, and procedures.
- Provide training to departments and staff on task-appropriate plans, policies, and procedures.
- Select, prepare plans for and initiate sites to serve as shelters and/or refuges of last resort.

### **Increased Readiness**

- Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand.
- Coordinate information dissemination internally and externally.

### **Response Operation**

#### *Mobilization Phase*

- Provide on-the-spot training as necessary on task-appropriate plans, policies, and procedures.
- Report any anticipated shortfalls and request needed assistance or supplies.
- Continue to coordinate information dissemination internally and externally.
- Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

#### *Emergency Phase*

- Implement evacuation plans, policies, and procedures.
- Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs.
- Continue to provide record keeping, as required.

### **Recovery Operations**

- Review evacuation plans, policies, and procedures in respect to the recent emergency response. Update as necessary and disseminate.
- Assist with requests for post-disaster assistance as required.

## Annex C – Functional Needs

### Coordinating Agency:

- Mathews County Department of Social Services
- The Virginia Department of Health and Human Services

### Cooperating Agencies

- Virginia Department of Health
- Mathews County Department of Emergency Management

### Purpose

The Functional Needs Support Annex describes the processes Mathews County will incorporate to assist persons with functional needs during an emergency or disaster.

The term “functional needs” population describes populations that under usual circumstances are able to function on their own or with support systems. Consistent with the definition of “special needs populations” as it appears in the National Response Framework (NRF), the Mathews County definition reflects the capabilities of individuals, not the condition or label. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Persons with functional needs may include individuals who are hospitalized, homebound, homeless, transient, tourists or visitors; people who have mental disorders, visual impairments, and hearing impairments; those persons living in long-term and residential care facilities; and people with limited English proficiency or literacy.

The definition focuses on the following function-based aspects:

- Maintaining Independence – Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.), durable medical equipment (wheelchairs, walkers, scooters, etc.), service animals, and/or attendants or caregivers. Supplying needed support to these individuals will enable them to maintain their pre-disaster level of independence.
- Communication – Individuals who have limitations that interfere with the receipt of, and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.

- Transportation – Individuals who cannot drive or who do not have a vehicle may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., lift-equipped or vehicles suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.
- Supervision – Before, during, and after an emergency, individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's, or psychiatric conditions such as schizophrenia or intense anxiety). If separated from their caregivers, young children may be unable to identify themselves; and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
- Medical Care – Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with: managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power dependent equipment to sustain life. These individuals require support of trained medical professionals.

## Scope

This document provides a general framework within which the various care giving entities shall function in a disaster situation, while promoting flexible and creative strategies and solutions that are consistent with the resources currently available in Mathews County.

## Situation

The County of Mathews is vulnerable to many disasters that could endanger large numbers of citizens. Among these are people with functional needs. During an emergency, people with functional needs may require additional assistance with medical services, shelter, transportation, communication equipment, and support or adaptive equipment. Adequate preparation and empowerment of individuals with functional needs and their families can improve response capacities and effectiveness during emergencies and disaster events.

The responsibility of assisting persons with functional needs generally begins with their families or caregivers; however, county departments involved in emergency response need to design specific awareness, prevention, preparedness, response, and recovery operations to accommodate those requiring additional assistance. Activities and preparedness designed to accommodate individuals with functional needs can also benefit the general population and improve response to the entire community.

## Assumptions

- A. The County of Mathews has the ultimate responsibility to protect the health and well-being of populations with functional needs. If a disaster or emergency does occur, injuries can be lessened, and lives can be saved with proper pre-event planning that addresses those persons with functional needs.
- B. Citizens with functional needs will first be assisted at the family or care giver level.
- C. Individuals with functional needs will require assistance after exhausting their usual resources and support network. Since this level of support varies among individuals, proper pre-event planning will improve the effectiveness of the county's emergency response.
- D. Designated emergency shelters within the county provide sufficient resources to assist people with functional needs.
- E. Departments have identified and designated individuals with special skills available to assist the population with functional needs.
- F. Departments have coordinated with private sector vendors to provide essential adaptive equipment and supplies to assist individuals with functional needs.
- G. Departments provide emergency services that recognize and accommodate persons with functional needs and expedite access to needed services until routine assistance is re-established.
- H. Departments develop and maintain emergency planning and response capabilities that accommodate the diverse and functional needs represented in the county. Allowances include but are not limited to interpreter and translation services, adaptive equipment and services, access, and referral to medical and specialized support services in shelter and feeding environments, transportation, crisis counseling, and culturally sensitive accommodations.
- I. The capability exists to disseminate information and instructions to the populations with functional needs via Mathews Alerts!, radio, television, and other available media, as necessary. Information to be communicated includes immediate actions people should take and other pertinent information.
- J. Health care and social service providers are accustomed to addressing individuals with functional needs. They will continue to support the needs of individuals in the event of an emergency, as outlined in the Mathews County Emergency Operations Plan.
- K. Failure to consider and incorporate planning and preparedness for persons with functional needs into facility emergency operation plans will contribute to adverse outcomes for those persons and shortcomings in response and recovery operations.

## Concept of Operations

- A. Each care-giving entity within the county is responsible for using all its resources to form a comprehensive emergency response program that addresses citizens with functional needs who either have been or might be affected by an emergency or major disaster.
- B. Family and care givers provide the first and most important level of response in a disaster. Until routine assistance is re-established, providing emergency services that recognize and accommodate those persons with functional needs will be required.
- C. Private industry and service organizations are key partners for county departments in responding to emergencies affecting persons with functional needs. Volunteer organizations with specific training and experience supporting persons with Functional needs, such as the American Red Cross, and church groups are uniquely suited to assist when emergencies happen. Including these organizations in the county's planning process is critical to the success of the subsequent response efforts.
- D. People with functional needs, and agencies and organizations that provide support to these individuals are valuable resources in the county. Individuals with functional needs have firsthand experience regarding the assistance they require. Including people with functional needs at all levels of emergency response planning is critical to the development of a comprehensive response plan.

## Organization and Assignments of Responsibilities

All departments are responsible for conducting their routine and emergency services in ways that promote assistance to persons with functional needs.

### ***Mathews County Department of Emergency Management (in partnership with the Mathews County Department of Social Services)***

Will provide the following, as necessary:

- Identification of emergency response barriers affecting the functional needs of the population.
- Facilitate the delivery of specialized training regarding persons with functional needs.
- Preparation and dissemination of appropriate emergency public information to include specialized materials tailored to specific populations with functional needs.
- Coordinate the distribution of essential resources, supplies, or services during an emergency.

## **Annex C.1 - Functional Needs – Action Checklist**

### **Routine Operations**

- Develop plans and procedures that address the requirements of citizens with functional needs.
- Review and update plans and procedures.

### **Increased Readiness**

- Confirm task assignments and alert key personnel to stand-by status.
- Anticipate and resolve special problems.
- Begin record keeping of disaster related expenses and continue for the duration of the event.

### **Response Operations**

#### *Mobilization Phase*

- Activate the shelter or activate agreements for other lodging, as required.
- Provide mass transportation, as required.
- Receive and care for evacuees/displaced persons with functional needs.
- Register and maintain accurate records on their status. Provide mass feeding, as required.
- Provide status reports to the EOC.
- Begin tracking all disaster-related actions and expenditures and continue to do so for the duration of the event.

#### *Emergency Phase*

- Continue to receive and care for displaced persons with functional needs until reentry to the impacted area(s) is granted.

### **Recovery Operations**

- Provide long-term housing and care, as needed.
- Consolidate and report disaster-related expenses.

## Threat or Hazard-Specific Annexes

### Annex H– HAZMAT Incident

#### **Purpose**

The Hazardous Materials (Hazmat) support annex provides the organizational framework and defines the roles and responsibilities Mathews County departments will use when responding to a hazardous materials incident. It emphasizes the relationship between the regulatory, law enforcement, emergency management and private sector components of the program, to support prevention and preparedness initiatives more effectively, as well as enhance the capabilities and capacities of response and recovery organizations involved in protecting the health, safety, and property of the citizens of Mathews County. Additionally, it is designed to adapt to and meet the challenges of these types of incidents by adopting NIMS.

#### **Situation**

Accidents or emergencies involving the broad spectrum of hazmat can and do occur anywhere within the County. The vulnerability to hazardous materials incidents is continually increasing due to the growth in the use, storage, processing, and transportation of hazardous materials to support the needs of the industrial, technological, medical, and energy sectors of the economy. As such, local, regional, state, and federal response organizations must develop the tactical capability and acquire the necessary tools to assist in promptly identifying the hazard(s) with which they are confronted and develop an effective incident action plan with the necessary resources to support it.

#### **Assumptions**

- It may not be initially evident that the emergency or disaster event is accidental or naturally occurring in nature or precipitated by criminal acts or terrorist actions.
- The complexities of hazmat incidents and the associated consequences may exceed the capabilities of the County and require specialized assistance and support from a variety of regional, state, federal and military organizations.
- Site restoration and rehabilitation will be conducted to the extent that it is technically feasible, economically practical, and prudent from a health, environmental and public safety perspective.
- Site remediation will be overseen and monitored by the appropriate agencies that have jurisdiction under the law and possess the necessary technical knowledge and expertise to restore the impacted area to a level that is considered clean, safe, and capable of supporting the same or similar type pre-event use.
- Other departments not specifically tasked in this plan may be assigned tasks as required under the authority of the Mathews County EOP.

## Concept of Operations

- A. If the shipper, manufacturer, or other responsible party is unable to report the incident in a timely manner, the spiller is unknown, unwilling, or unable to find an appropriate response to alleviate the situation, the County, within its capability, must act to prevent or minimize injuries and property damage and report the incident in accordance with state and federal regulations. Once informed of actual or potential events, the Mathews County Hazmat Officer is responsible for notifying the VEOC of the incident whether or not assistance is required.
- B. When notified of a hazmat incident, the VEOC will contact the Region 5 Hazardous Materials Officer (RHMO). The RHMO will assess the situation and respond to the scene, if warranted, or if requested by the County, to provide advice and coordinate requests for further assistance through the VEOC. The VEOC will also notify the Region 5 on-call staff if necessary.
- C. The fire department will establish Incident Command, assess the situation, and take steps necessary to provide public warning, initiate protective actions and isolate the general area affected.
- D. If the situation exceeds local capabilities, the RHMO will activate the regional HAZMAT team that services Mathews County. The determination to activate the team can be made based on discussions with the Incident Commander by telephone or after arriving on-scene and assessing the situation.
- E. A field command post will be established at the scene of incidents that require on-scene coordination. On-scene coordination of the response will be accomplished within the framework of NIMS using the ICS. The unified command will develop a response strategy after conducting an assessment of the situation that will include but not be limited to the following: the nature, amount, and locations of real or potential releases of hazmat; pathways to human and environmental exposure; probable direction and time of travel of the materials; potential impact on human health, welfare, safety, the environment, and property; identification of the types, location, and availability of response resources and technical support required; and establishment of priorities.
- F. ESF 10 will be established, if necessary, to coordinate resources in support of field operations. ESF #8 will provide technical assistance and support to ESF 10 as required.
- G. The Emergency Alert System (EAS) will be activated as necessary to alert the public of an imminent or actual hazardous materials event that may pose a threat to life and/or property and require the immediate implementation of protective actions (evacuation/in-place sheltering). The National Weather Service also has the capability through NOAA Weather Radio (NWR) to send a Civil Emergency Message (CEM) to the public. The VEOC can also activate EAS and IPAWS.
- H. All costs associated with response and recovery operations will be tracked and documented to support reimbursement from the responsible party or from the appropriate state and federal funds that may be applicable to the event.

## **Organization and Assignment of Responsibilities**

The organizational response framework to events involving hazmat necessitate the coordination and interface of a variety of local, state, and federal agencies that have certain authorities, responsibilities and jurisdiction by statute, executive order, or presidential directive. These authorities may vary by the type of incident, the categorization of the incident, geographic area involved and may transition by operational stage during an event. The planning and response frameworks established at the local, state, and federal levels are briefly summarized below.

- The Virginia Emergency Response Council (VERC) are organizational structures that were established under the Superfund Amendments and Reauthorization Act (SARA Title III), also referred to as the Emergency Planning and Community Right to Know Act (EPCRA). This legislation requires industry to share information with the community to enhance hazmat preparedness.
- The VERC was established to carry out the provisions of EPCRA at the state level. The duties of the council include designating emergency planning districts, providing guidance and technical assistance to LEPCs and the regulated community, and establishing procedures for receiving and processing requests from the public for information.
- The general assignment of responsibilities is detailed in the Mathews County EOP and more specifically within the ESF Annexes. Responsibilities specific to a hazmat incident are provided below:

### ***Mathews Volunteer Fire Department***

- Develop and maintain plans and procedures to address the full spectrum of technological hazards.
- Develop and maintain a hazmat emergency response program to protect human health and the environment from the effects of hazmat incidents.
- Establish standard and comprehensive procedures to ensure the safety of emergency responders while responding to hazmat incidents.
- Coordinate the preparation and dissemination of public information releases with the appropriate local, state, and federal agencies.

### ***Mathews County Sheriff's Office***

- Assist in dissemination of warning.
- Assist in evacuating areas at risk in coordination with state and federal law enforcement authorities, as well as other emergency support functions.
- Implement traffic control actions in and around site, as required.
- Establish the necessary security and accessibility policies around site and evacuated areas in coordination with state and federal law enforcement.
- Coordinate the development and preservation of evidence to support criminal litigation during the response and recovery phases of an incident with other emergency support functions.

### ***Three Rivers Health District***

- Develop plans and procedures to coordinate emergency medical and health operations for the control of chemical and biological contamination. Coordinate response and recovery actions for public health hazards resulting from such contamination.
- Coordinate the activation and deployment of follow-on medical resources needed to stabilize extended incidents.
- Assist in incident evaluation and assessment.
- Conduct environmental/health monitoring as required.
- Recommend the necessary protective actions for responders, essential facilities comprising the medical care system, and the general population.
- Provide technical advice, as requested, to medical facilities in developing and maintaining a capability to receive, treat, and care for contaminated patients.
- Identify medical facilities capable of receiving, decontaminating, and treating contaminated patients, along with the number of patients each facility can accept.
- Develop criteria for reentry into structures and evacuated areas and advise the County when the health and medical criteria have been met.

## **Annex H.1 - Hazmat Incident – Action Checklist**

### **Routine Operations**

- Develop, review and test Mathews County’s hazardous materials plans, policies, and procedures.
- Provide training to departments and staff on task-appropriate plans, policies, and procedures.

### **Increased Readiness**

- Determine availability of special team members (Newport News HAZMAT)
- Coordinate information dissemination internally and externally.
- HAZMAT Regional Team (if required) (757) 247-2500
- HAZMAT Region 5 Officer (757)375-4206

### **Response Operations**

#### *Mobilization Phase*

- Report any anticipated shortfalls and request needed assistance or supplies.
- Alert personnel to stand-by status.
- Continue to coordinate information dissemination internally and externally.
- Ensure appropriate recordkeeping such that federal or State disaster assistance can be sought for reimbursement of disaster related expenditures.

#### *Emergency Phase*

- Follow established procedures in providing HAZMAT response.
- Continue to coordinate information dissemination internally and externally.
- Implement evacuation or shelter in place plans, policies, and procedures, as necessary.
- Continue to provide record keeping, as required.

### **Recovery Operations**

- Review plans, policies, and procedures in respect to the recent emergency response. Update as necessary and disseminate.
- Assist with requests for post-disaster assistance as required.
- Recover equipment and return it to service, replace where necessary.
- Compile and submit records of incurred disaster related expenses.

## **Annex H.2 - Hazmat Incident Authorities**

### **Local**

- Hazardous Materials Response Plan

### **State**

- Commonwealth of Virginia Emergency Services and Disaster Law.
- Commonwealth of Virginia Emergency Operations Plan.
- Commonwealth of Virginia Radiological Emergency Response Plan, 2006.
- Commonwealth of Virginia, Department of Environmental Quality Hazardous Waste Management Regulations, as amended.
- Code of Virginia, Title 62 (Water Control Law), as amended.
- 6.Commonwealth of Virginia Hazardous Materials Transportation Regulations (VR672-30- 1), as amended.
- Virginia Waste Management Act, Section 10.1-1400 of the Code of Virginia (1950), as amended.
- Code of Virginia, Fire Protection, Section 27-15.1, as amended.

### **Federal**

- National Response Framework, January 2008.
- Public Law §96-510, December 1980, §Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as "Superfund."
- Public Law §99-499, October 17, 1986, Superfund Amendments and Reauthorization Act, Title III, Emergency Planning and Community Right-to- Know, commonly known as SARA Title III.
- Public Law §92-500, Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA), as amended.
- Public Law §93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- Public Law §101-380, The Oil Pollution Act of 1990, commonly known as OPA-90.
- National Hazardous Substance Contingency Plan, 40 CFR, Part 300, November 1985, U. S. Environmental Protection Agency.
- Federal Region III Oil and Hazardous Substance Pollution Contingency Plan, November 1988.
- Virginia Coastal Area Contingency Plan, U.S. Coast Guard, October 2006.
- Virginia Inland Area Contingency Plan, Environmental Protection Agency, December 1996.
- 29 CFR 1910, Occupational Safety and Health Standards for General Industry

## **Annex I – Hurricane Incident**

### **Purpose**

The Hurricane Incident Annex is a hazard-specific incident plan within the Mathews County Emergency Operations Plan. This plan establishes, within general guidance of the Mathews County EOP, hurricane-specific concepts and policies under which all elements of the county government will operate. It was developed to provide for the safety and welfare of citizens by minimizing the loss of life and property and expediting the restoration of essential services following a tropical storm or hurricane.

### **Situation**

The County of Mathews is susceptible to impacts from a tropical storm or hurricane. Tropical systems can produce high winds, localized heavy rains and/or flooding. These secondary tropical system effects are less predictable than the storm surge and hurricane force winds that can impact the coastal communities of Virginia.

Reporting, warning, notification, and communications are included in the Mathews County EOP. In addition, there are several hurricane-specific requirements, which must be considered.

- There will be an immediate and continuous demand for information needed in the decision-making process.
- There may be delays in acquiring and assimilating the information.
- Communications problems, damage, weather, flooding, and other environmental factors may restrict situation assessment operations

### **Assumptions**

- Pre-disaster warning time will vary; however, the National Weather Service will detect and track a hurricane in time for effective action to be taken in accordance with the provisions of this plan.
- A declaration of emergency will be considered in advance of actual hurricane conditions.
- When a hurricane strikes, help may not be immediately available from the state or federal government. Mathews County is prepared to bear the initial responsibility for hurricane response and relief as well as preparation for the arrival of a hurricane.
- The EOC will continue to be operable despite the effects of a hurricane.

## **Concept of Operations**

- A. An effective response to a tropical storm or hurricane emergency is dependent on the development of plans, programs, and procedures, which will provide for rapid mobilization and effective use of the resources, capabilities, and support from other localities through Statewide Mutual Aid (SMA).
- B. The County's response to the event will be under the direction of the Emergency Management Director, or his/her designee.
- C. The County Administrator's Office will monitor the situation, disseminate appropriate weather information on a continuous basis and augment the Emergency Operations Center accordingly. The EOC will be staffed to collect information, review status of pre- and post-landfall protective actions, produce the required reports, and coordinate requests for assistance.
- D. Each department should designate an individual to develop and maintain their appropriate disaster preparedness, response, and recovery program in accordance with emergency duties and responsibilities as assigned in the Mathews County Emergency Operations Plan and this annex.
- E. Non-tasked departments may be called upon to aid where needed.

## **Organization and Assignment of Responsibilities**

General organization and assignment of responsibilities are detailed in the Mathews County EOP and more specifically within the ESF Annexes. Responsibilities specific to a tropical storm or hurricane are provided below:

### ***The Mathews County Administrator's Office***

- Will participate in VDEM sponsored conference calls with the National Weather Service and localities within the region.
- As necessary, will conduct conference calls with VDEM and county departments to discuss storm arrival, potential impact, and operational issues to include evacuation and sheltering.
- Will maintain storm assessment capability, utilizing the storm tracking computer program "HURREVAC."
- If Mathews County is impacted by a tropical system, the Director of Emergency Management, or his/her designee, will submit situation reports as the incident progresses via WebEOC.
- The decision, timing, and interval of when to permit residents and property/business owners to return to the risk area post landfall, will be made cooperatively between Mathews County and VDEM.
- Mathews County may initiate a curfew as a crime prevention measure depending on the intensity of the disaster and the level of damage sustained.

## **Annex I.1 - Hurricane Incident - Action Checklist**

The Readiness Conditions listed below are aligned with the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and Virginia Emergency Operations Center (VEOC).

### **Routine Operations**

Readiness Condition 5 - (June 1st through November 30th)

- Monitor weather systems for possible development of tropical systems.
- Maintain plans, conduct training and exercises, test emergency communications periodically.

### **Increased Readiness**

Readiness Condition 4 - A tropical weather system has developed which has the potential to impact the County within 144-96 hours (D-6 to D-4 days).

- Begin preparatory actions by identifying stocks of materials, pre-warning emergency services personnel, etc.
- Continue to track the weather system and maintain situational awareness.
- Advise the public on emergency preparedness actions.

### **Response Operations**

#### *Mobilization Phase*

Readiness Condition 3 - Tropical storm force winds from a tropical weather system may impact the County within 96-48 hours (D-4 to D-2 days).

- All appropriate departments and organizations should continue to be informed of the situation.
- Continue to track the weather system and maintain situational awareness.
- Augment Emergency Operations Center.
- Fuel vehicles and generators.
- Provide evacuation and shelter recommendations to the Director of Emergency Management Director or his/her designee.
- Begin pre-positioning of evacuation personnel and resources.
- Advise ESF #6 and #18 of potential shelter operation requirements.

Readiness Condition 2 - Tropical storm force winds may impact the County within 48-24 hours.

- 48-36 hours prior to the forecast arrival of tropical storm force winds, the National Hurricane Center (NHC) will issue a Hurricane Warning for the projected impact areas.

- Monitor status of public sheltering conditions.
- Accelerate all preparedness actions for emergency and vital affected services.
- Maintain knowledge of storm track, size, probabilities, and decision point times.
- Recommend departments take necessary actions in order to prepare for the threat from the approaching storm.
- Continue to track the weather system and maintain situational awareness.

Readiness Condition 1 - Tropical storm force winds may impact the County within 24 hours.

- Evacuations should be completed prior to the arrival of tropical storm force winds.
- Continue to monitor evacuation and sheltering activities and track availability and locations of local Refuges of Last Resort.
- Condition 1 should be maintained through the storm event and until the threat has receded as appropriate.

### *Emergency Phase*

Landfall - Period between the arrival and final departure of tropical storm force winds.

- Report shelter status and needs to EOC as communications systems allow.
- Gather information about where damage has been observed.
- Shut down non-life safety operations when sustained winds are above 40 mph.
- Shut down life safety operations when sustained winds are above 50 mph.

Emergency Relief Phase - Life-saving operations and the restoration of essential services. Usually ends when it is safe to allow residents to return to their homes.

- Coordinate the distribution of supplies and resources.
- EOC provides status reports to department heads.

### **Response Operations**

Following the storm event, response and recovery operations should be undertaken as outlined in the Mathews County EOP.

- Damage assessment teams complete assigned tasks and reports.
- Monitor progress of re-entry and shelter populations.
- Develop long-term sheltering, if needed.

## Annex I.2 - Hurricane Incident – Saffir-Simpson Hurricane Scale

<b>Non-Hurricane Classifications</b>					
		<b>Wind - Knots</b>		<b>Wind - MPH</b>	
Tropical Storm		35-63		39-73	
Tropical Depression		< 34		< 39	
<b>Category</b>	<b>Winds Knots</b>	<b>Winds MPH</b>	<b>Pressure Millibars</b>	<b>Pressure Inches</b>	<b>Anticipated Damage</b>
1	64 - 82	74 - 95	>980	28.94	Very Dangerous Winds – Will Produce Some Damage
2	83 - 95	96 - 110	965 - 979	28.50 - 28.91	Extremely Dangerous Winds – Will Cause Extensive Damage
3	96 - 113	111 - 130	945 -964	27.91 – 28.47	Extremely Dangerous Winds – Devastating Damage Will Occur
4	114 – 135	131 – 155	920 – 944	27.17 – 27.88	Extremely Dangerous Winds – Catastrophic Damage Will Occur
5	> 135	> 155	< 919	< 27.16	Extremely Dangerous Winds – Catastrophic Damage Will Occur

## **Annex J – Acts of Terrorism Incident**

### **Purpose**

The Terrorism Incident Annex is a hazard-specific incident annex to the Mathews County Emergency Operations Plan. It was developed to provide for the safety and welfare of citizens by minimizing the loss of life and property and expediting the restoration of essential services following an act of terror.

### **Assumptions**

- It may not be initially evident that the event is accidental or precipitated by criminal acts or terrorist actions.
- A declaration of emergency will be declared at both the local and state level.
- The EOC will continue to be operational despite the effects of a terrorist event.
- The Federal Bureau of Investigation, Department of Homeland Security (DHS), FEMA and other federal agencies may, in accordance with the National Response Framework, provide an immediate response and recovery assistance.

### **Concept of Operations**

- A. Depending on the type of incident, the Mathews County Sheriff's Office (bomb, civil disorder), Department of Information Technology (cyber), or the Three Rivers Health District (biomedical) will provide and coordinate the response to an incident until it is identified as a possible terrorism event.
- B. Should an incident be identified as a possible terrorism event, the Mathews County Sheriff's Office and the Virginia Department of Emergency Management will be notified.
- C. A Unified Command will be established.

### **Organization and Assignment of Responsibilities**

Presidential Decision Directive 39 (PDD-39) states the Federal Bureau of Investigation (FBI) is the designated lead federal agency for any terrorism event.

General organization and assignment of responsibilities for County departments are detailed in the Mathews County EOP and more specifically within the Emergency Support Functions (ESF).

Responsibilities specific to an act of terror are provided below:

- The Mathews County Administrator's Office will coordinate consequence management with VDEM.
- The Mathews County Sheriff's Office will coordinate crisis management with the Virginia State Police (VSP) as well as provide traffic and crowd control, as needed.
- The Three Rivers Health District will provide mass immunization and medication distribution, as needed.

## **Annex J.1 – Acts of Terrorism Incident – Action Checklist**

### **Routine Operations**

- Develop, review, and test response plans, policies, and procedures.
- Provide training to departments and staff on task-appropriate plans, policies, and procedures.

### **Increased Readiness**

If warning of an event occurs:

- Determine availability of special team members.
- Coordinate information dissemination internally and externally.

### **Response Operations**

#### *Mobilization Phase*

- Alert personnel to stand-by status.
- Continue to coordinate information dissemination internally and externally.
- Ensure appropriate recordkeeping such that federal or State disaster assistance can be sought for reimbursement of disaster related expenditures.
- Activate Emergency Operations Center, if appropriate.

#### *Emergency Phase*

- Follow established procedures.
- Continue to coordinate information dissemination internally and externally.
- Implement hazmat, search and rescue and other plans, policies, and procedures, as necessary.
- Continue to provide record keeping, as required.

### **Recovery Operations**

- Review plans, policies, and procedures in respect to the recent emergency response. Update as necessary and disseminate.
- Assist with requests for post-disaster assistance as required.
- Compile and submit records of incurred disaster related expenses.

## Annex K – Tornado Incident

### **Purpose**

To facilitate a coordinated response and assign responsibilities by Mathews County agencies to reduce potential loss of life and to quickly restore normal life following a tornado. The Tornado Incident Annex is an incident response and recovery plan within the Mathews County Emergency Operations Plan (EOP). This plan establishes, within general guidance of the Mathews County EOP, tornado incident concepts and policies under which all elements of the county government will operate. It was developed to provide for the safety and welfare of citizens by minimizing the loss of life and property and expediting the restoration of essential services following a tornado incident.

### **Situation**

- Mathews County is susceptible to impacts from a tornado, often occurring with little or no warning.
- Many structures may not survive the effects of tornadic winds.
- Persons in vehicles or mobile homes are particularly susceptible to serious injury or death when a tornado occurs.
- Reporting, warning, notification, and communications are included in the Mathews County EOP.
- In addition, there are several specific requirements, which must be considered:
  - There will be an immediate and continuous demand for information needed in the decision-making process.
  - There may be delays in acquiring and assimilating the information.
  - Communications problems, damage, weather, downed trees, damaged power lines, and other environmental factors may restrict situation assessment operations.
  - Secondary effects of a tornado must be planned for including hazardous materials, health issues, power failure, and others as they arise.

### **Assumptions**

- Citizens will be advised of potential severe weather conditions through a variety of means, including **Mathews County Alerts!**, National Oceanic & Atmospheric Administration (NOAA) radio, standard radio announcements, TV announcements, etc.
- The National Weather Service (NWS) will provide severe weather warnings - timing may vary.
- When a tornado strikes, help may not be immediately available from the State or federal government. Mathews County should be prepared to bear the initial responsibility for a tornado response and relief.

## Concept of Operations

- A. A tornado ***watch*** means that conditions are favorable for tornadoes to develop.
- B. A tornado ***warning*** means that a tornado has been sighted or is developing, as indicated on radar.
- C. An effective response to a tornado is dependent on the development of plans, programs, and procedures, which will provide for rapid mobilization and effective use of the resources, capabilities, and support from other localities through Regional and Statewide Mutual Aid (SMA).
- D. Mathews County response to the event will be the responsibility of the Director of Emergency Management or his/her designee.
- E. The Mathews County Department of Emergency Management will monitor the situation, disseminate appropriate information on a continuous basis, and augment the Emergency Operations Center (EOC) accordingly.
  - a. The EOC will be staffed to collect information, review status, produce the required reports, and coordinate requests for assistance.
- F. The extent of the initial response will depend on warning time, the severity and location of the strike, the number of people and structures affected by the tornado, and the ability to provide assistance.
- G. Each department should designate an individual to develop and maintain their appropriate disaster preparedness, response, and recovery program in accordance with the emergency duties and responsibilities as assigned in the Mathews County Emergency Operations Plan and this annex.
- H. Non-tasked departments may be called upon to provide assistance where needed.

## Organization and Assignment of Responsibilities

General organization and assignment of responsibilities are detailed in the Mathews County EOP and more specifically within the ESF Annexes. Responsibilities specific to a tornado are provided below:

### *The Mathews County Emergency Operations Center (EOC)*

- Will participate in situation awareness conference calls with VDEM and localities within the region.
- May initiate a curfew as a crime prevention measure depending on the intensity of the disaster and the level of damage sustained.
- Will submit situation reports, as the event progresses via WebEOC.

- Will maintain communications with VDEM and local jurisdictions regarding the status of response and recovery efforts.
- Will deploy Damage Assessment teams.

#### ***The Mathews County Sheriff's Office***

- Establish traffic control on state highways and preserve law and order.
- Maintain communications and advise dispatch of current conditions in all areas impacted.
- Support with debris removal and road repair as requested.

#### ***The Mathews County Department of Social Services***

- Administer assistance programs including Individual & Family Grants Program.
- Plan for and provide mental health services to victims and rescuers.
- Provide shelters and provisions for stranded people in accordance with internal procedures.
- Non-tasked departments may be called upon to provide assistance where needed.

## **Annex K.1 – Tornado Incident - Critical Information for the First 24 Hours**

The following information should be collected as soon as possible to protect life and property:

- Number and locations of deaths and injuries.
- Location and extent of secondary events, including fires, and hazardous materials events.
- Requirements for major evacuations and estimated number of people displaced.
- Location of severely damaged or collapsed structures.
- Location and estimated number of people trapped in collapsed structures.
- Status of communication systems, including:
  - Public telephone and wireless systems (to include internet)
  - Public Safety Answering Points (PSAP) “911 center”
  - Radio and televisions (emergency public information access points)
- Damage to critical public buildings and other infrastructure, including:
  - Emergency Operations Center, Sheriff’s Office, fire stations, and rescue squad station.
  - Shelters and skilled nursing facilities.
  - County Administration and Public Schools.
  - Public transportation networks.
  - Other facilities deemed to be critical infrastructure.
- Status of and damage to major utility systems or infrastructure, including:
  - Water
  - Sewer
  - Power / Electrical
- Critical resource shortfalls impacting public health and safety.

**END PAGE**