

County of King William



Emergency Operations Plan

2016

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County of King William Emergency Operations Plan

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INTRODUCTORY ITEMS

Approval and Implementation

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

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

Resolution for Emergency Operations Plan

WHEREAS, the Board of Supervisors of _____, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

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

WHEREAS, _____ Jurisdiction has established and appointed a Director and Coordinator of Emergency Management;

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

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

Chairman, County Board of Supervisors
Mayor, City Council

ATTEST:

Clerk
Board of Supervisors/Council

Adopted this _____ day of _____ 20##

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Record of Changes

While all changes to the plan should be tracked, it may not be necessary to present the plan to the local governing board for adoption with each change. The local jurisdictions should consider adopting/re-adopting the plan (or portion) if the change results in a commitment of resources or a significant policy change. Other minor revisions to the plan may be administratively reviewed and approved by the director of emergency management or his/her designee, as authorized in the adoption resolution.

VDEM recommends that the jurisdiction review and possibly revise the EOP if the following situations occur:

- A formal update of planning guidance or standards
- A change in elected officials
- A plan activation or major exercise
- A change in the jurisdiction's demographics or hazard or threat profile, or
- The enactment of new or amended laws or ordinances or policy changes

<u>Change Number</u>	<u>Date of Change</u>	<u>Page or Section Changed</u>	<u>Summary of Change</u>	<u>Name of Person Authorizing Change</u>
<u>1</u>				
<u>2</u>				
<u>3</u>				
<u>4</u>				
<u>5</u>				
<u>6</u>				
<u>7</u>				

Basic Plan

Purpose

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the County of King William in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to County departments and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for specific man-caused and natural 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.

Assumptions

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

The government of the County of King William will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS). Each department with assigned responsibilities in this plan will develop procedures to accomplish those responsibilities.

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

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

Citizens of the jurisdiction are prepared to be independent for three days after the onset of a disaster.

Situation

Located approximately 20 miles northeast of the City of Richmond, King William County is rapidly growing into a bedroom community of the metro-Richmond area. Much of the County's 286 square miles are made up of farmland and scenic timberland between the Pamunkey and Mattaponi Rivers. The 2015 population in King William County was 16,269 people, an increase of 2.1% over the 2010

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total of 15,935 people. The Virginia Employment Commission projections indicate that King William County will continue to experience accelerated population growth.

According to the 2016 Middle Peninsula Hazard Mitigation Plan, the primary hazard facing the County is the threat of hurricanes. Other hazards facing the County include winter storms, tornadoes, and flooding.

The County has been significantly impacted by several hurricanes or tropical weather systems in the recent past, including Hurricane Irene, the November 2009 Nor'easter, Tropical Storm Gaston, and Hurricane Isabel. Due to the location of the County as a peninsula between the Mattaponi and Pamunkey Rivers, the combination of tidal flooding and heavy rains found in tropical weather systems has the potential to severely impact the community, inundating homes in low-lying areas and cutting off critical roadways. High winds and downed trees cause significant damage to local electrical infrastructure.

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

The County is also at risk for tornadoes. Particularly in high-density residential areas, tornadoes have the potential to severely damage homes and displace large numbers of residents.

In addition, the County is home to several large industrial facilities, including a paper mill, liquid petroleum gas (LPG) tank farm, and a grain mill. These facilities present the risk of a hazardous materials release, which could necessitate the evacuation of portions of the town and the displacement of a large number of residents.

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

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

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

Concept of Operations

The Commonwealth of Virginia Emergency Services and Disaster Law; as amended provides that emergency services organizations and operations will be structured around existing constitutional

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government. The County of King William's organization for emergency operations consists of existing government departments and private emergency response organizations.

The Director of Emergency Management is the County Administrator. The day-to-day activities of the emergency preparedness program have been delegated to the Emergency Management Coordinator (Chief of Fire and Emergency Services). The Director, in conjunction with the Emergency Management Coordinator, will direct and control emergency operations in time of emergency and issue directives to other agencies, services, and organizations concerning disaster preparedness and response. The County's Public Information Officer will be responsible for emergency public information.

The Emergency Management Coordinator, assisted by County department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is currently located in the County Administration Building. The alternate EOC facility is located at the Sheriff's Office.

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

The Town of West Point, which lies within the County, maintains its own Emergency Operations Plan as well as its own Emergency Operations Center. The Town Manager serves as the town's Emergency Management Coordinator. Town resources will be deployed at the direction of the Emergency Management Coordinator. Communication and coordination between the County EOC and the Town EOC is facilitated by a number of means, including phone, radio, email, and WebEOC. If Town resources are available and are not needed by the Town for emergency operations, those resources may be employed by the County upon request.

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

The day-to-day activities of the emergency management program, for which Emergency Management Coordinator (Chief of Fire and Emergency Services) is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.

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

The Emergency Management Coordinator or designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Sheriff's Office

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will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Emergency Management Coordinator or his representative on the scene should implement immediate protective action to include evacuation as appropriate.

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

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

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 government after a natural or human-caused disaster.

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

The heads of operating agencies will develop and maintain detailed plans and standard operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly, when required. Accurate records of disaster-related expenditures will be maintained. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

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

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

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

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the County of King William to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements

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or, in the absence of official agreements, directed by the Emergency Management Coordinator or designee when he/she determines that such assistance is necessary and feasible.

Organization and Assignment of Responsibilities

- A. The Commonwealth of Virginia Emergency Services and Disaster Law; as amended provides that emergency services organizations and operations be structured around existing constitutional government. The EOC is organized by six branches (see page 9 Attachment 1). Each branch has an identified Primary Department. The County maintains the following primary emergency services department to deal with normal day-to-day emergencies. The following is a list of those Primary Departments with their general duties and assigned responsibilities.
1. Emergency Management
 - Continuity of government
 - Direction and control of the County EOC
 - Coordination with other local and the state EOC
 - Coordination of disaster assistance and recovery
 - Coordinate damage assessment
 2. Volunteer Fire-Rescue Agencies
 - Fire prevention and suppression
 - Hazardous materials incident response and training
 - Emergency medical treatment
 - Radiological monitoring and decontamination
 3. Three Rivers Health District
 - Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for public health activities during an emergency/disaster
 - Identify animal and plant disease outbreaks
 - Conduct food borne disease surveillance and field investigations
 - Coordinate, facilitate, and provide applicable health guidance and preventative health
 - Ensure health standards, including food, sanitation and water, are maintained at all service sites
 4. Sheriff's Office
 - Law enforcement
 - Communications
 - Initial alert and warning
 - Security of emergency site, evacuated areas, shelters, vital facilities and supplies
 - Traffic control

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- Evacuation and access control of threatened areas
 - Search and rescue
5. Public Works
 - Coordinate the maintenance and continued operation of utilities
 - Assist with assuring the continued supply of potable water
 - Assist with providing minimum essential sanitation services
 - Coordinate debris removal
 6. Social Services
 - Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities
 - Providing feeding for disaster victims and emergency worker in shelter facilities
 - Provide behavioral health services
 - Assist with temporary housing for displaced citizens
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following supporting departments and organization which have been assigned emergency duties in addition to their primary day-to-day functions. Those specific duties have been identified in the Emergency Coordination Guides and Annexes to this plan.
1. County Board of Supervisors
 2. County Administrator
 3. County of King William School System
 4. County of King William Health Department
 5. County Social Services Department
 6. Public Works Department
 7. American National Red Cross, Colonial Virginia Chapter
 8. County volunteer fire-rescue agencies
 - a. King William Volunteer Fire-Rescue
 - b. Mangohick Volunteer Fire-Rescue
 - c. West Point Volunteer Fire-Rescue
 9. Planning and Building Inspection
 10. County Attorney
 11. Finance Department
 12. Parks and Recreation

Plan Maintenance

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

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Coordinator appropriate improvements and changes based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

Exercises and Training

- A. Trained and knowledgeable personnel are essential for the prompt and proper execution of the County of King William Emergency Operations Plan and sub plans. The County of King William 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 County of King William Emergency Operations Plan through the Incident Command System (ICS). All personnel will be provided with the necessary ICS training to execute those responsibilities in an effective and responsible manner.
- B. The Emergency Management Coordinator and Director of Emergency Management are responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of the County of King William. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for the County of King William.
- C. Training will be based on federal and state guidance. All training and exercises conducted in the County of King William will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.
- D. The Emergency Management Coordinator will facilitate the development of an annual exercise. These exercises will be designed not only to test the County of King William Emergency Operations Plan and sub plans, but also to train all appropriate officials, emergency response personnel, County employees, and improve the overall emergency response organization and capability of the County of King William. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

Authorities

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

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

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

B. State

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

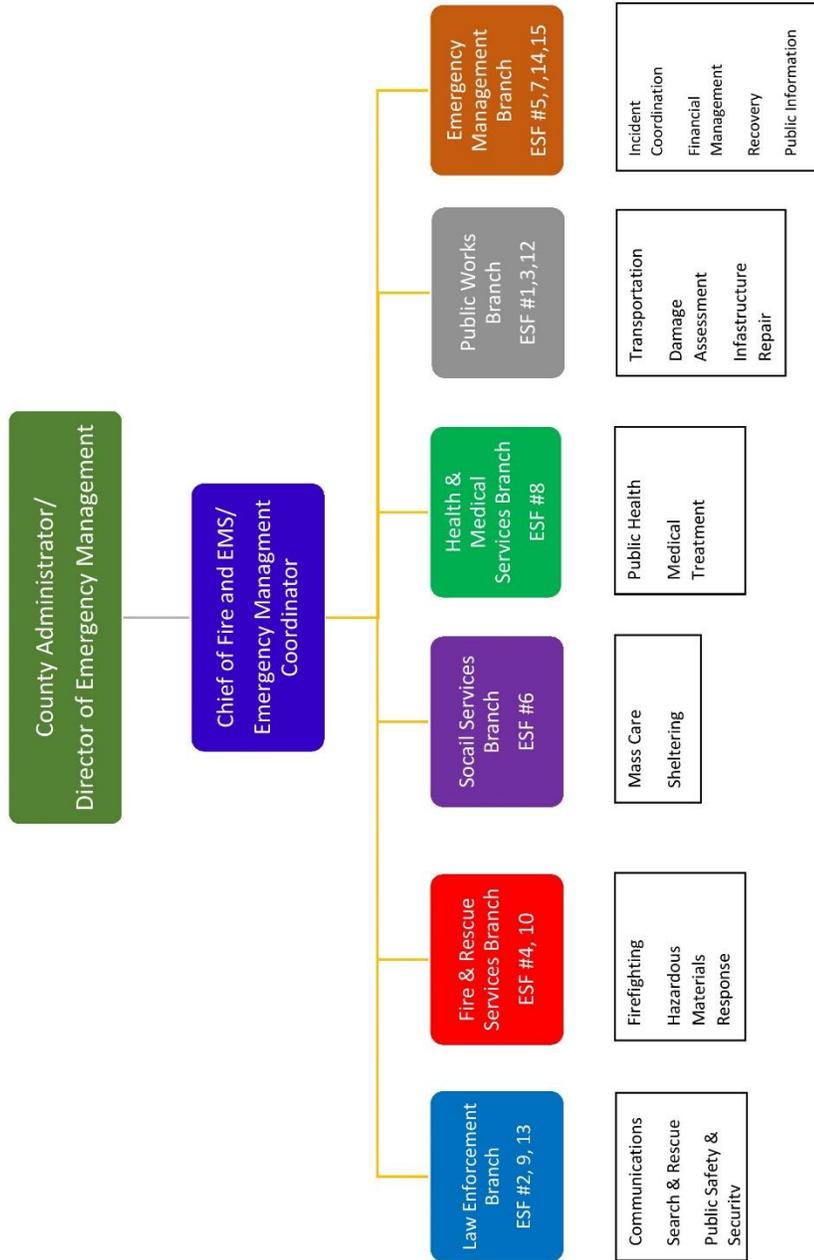
2. The Commonwealth of Virginia Emergency Operations Plan, as amended.

References

A. The National Response Framework, Department of Homeland Security, January 2008.

B. Comprehensive Preparedness Guide 101, Version 2.0, Federal Emergency Management Agency, November 2010.

Attachment 1
King William County
EOP Organizational
Chart



Attachment 2

MATRIX OF RESPONSIBILITIES

	Finance & Purchasing	Sheriff's Office	Department of Emergency Services	Emergency Communications Center	Public Schools	Social Services	American Red Cross	Health Department	Volunteer Fire-Rescue Agencies	Public Works	Planning and Building Inspection	Economic Development	County Administrator's Office	Parks and Recreation
Emergency Management Branch	S		P								S	S	S	
Public Works Branch		S								P				S
Law Enforcement Branch		P	S	S										
Fire Branch		S	P						S					
Social Services Branch		S			s	P	S	S	S					
Health Branch			S					P	S					

P=Primary Agency

S=Secondary Agency

Attachment 3

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.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none">1. Director of Emergency Management2. Emergency Management Coordinator3. Director of Planning4. Sheriff
Emergency Public Information	<ol style="list-style-type: none">1. Public Information Officer2. Director of Emergency Management3. Chief of Fire and EMS / Emergency Management Coordinator4. Sheriff
Sheriff's Office	<ol style="list-style-type: none">1. Sheriff2. Captain3. Lieutenant4. Sergeant
Fire-Rescue	<ol style="list-style-type: none">1. Chief of Fire and EMS

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2. Volunteer Fire-Rescue Chiefs

School System

1. Superintendent

2. Deputy Superintendent

Public Works

1. Director

2. Waterworks Manager

King William Health Department

1. District Health Director

2. Nurse Manager Senior

3. Environmental Manager

4. District Administrator

Social Services

1. Director

2. Benefits Program Supervisor

3. Social Worker Supervisor

Code Compliance

1. Code Official

2. Building Inspector

3. Fire Marshal

Attachment 4

KING WILLIAM RESOLUTION FOR THE DECLARATION OF A LOCAL EMERGENCY

AT A SPECIAL MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF KING WILLIAM, VIRGINIA, HELD AT _____, ON _____, _____, 20____,

RESOLUTION _____ - _____ DECLARING A LOCAL EMERGENCY TO EXIST IN COUNTY OF KING WILLIAM, VIRGINIA

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

1. That due to the occurrence of _____, the County of King William is facing a condition of extreme peril to the lives, safety and property of the residents of the County of King William;
2. That as a result of this extreme peril, the proclamation of the existence of an emergency is necessary to permit the full powers of government to deal effectively with this condition of peril.

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Board of Supervisors of the County of King William, Virginia, that a local emergency now exists throughout the County of King William; and

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

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

Dated: _____

Board of Supervisors, County of King William, VA

Attest: _____

Clerk of the Board

County of King William, Commonwealth of Virginia

Emergency Coordination Guide-Emergency Management Branch

Primary Agency

Department of Emergency Services

Secondary Agency

County Administrator's Office
Finance Department

Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #5, #7, # 12, #14 and #15 under one element within the Emergency Operations Center. The County's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Coordinator of Emergency Management or his designee are identified in this guide as they relate to the identified emergency support functions.

Scope

This guide aligns the duties of the Emergency Management Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary County agencies identified in this guide. The Department of Emergency Services will coordinate the responsibilities associated with Emergency Support Functions #5-Emergency Management, #7-Resource Support, #14-Recovery and #15-External Affairs.

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

Concept of Operations

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Many hazards have the potential for causing disasters which require centralized coordination. During emergencies, management and coordination functions can be accomplished at the Emergency Operations Center, thereby allowing field units to concentrate on essential tasks.

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

Responsibility for the performance of each Branch is charged to agencies that conduct similar activities during normal operations. The Branch Director or other designated party is responsible for the coordination and performance of their emergency support functions.

To manage their operations, all branches will collect and process information. The Emergency Operations Center will focus on collecting critical information from the branches that is of common value or need to more than one branch or operational element to create an overall perspective of the incident.

The staff of the Emergency Operations Center will support short-term and long-term planning for operations. The Emergency Operations Center staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the incident action plan.

During an emergency/disaster, the Director of Emergency Management exercises direction and control, establishes policy and provides overall supervision of the emergency/disaster operations

All County departments have resources that can be used during an emergency. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event and others may be critical for long term recovery operations. During or following an emergency, the initial response will be dependent upon local public and private resources. However, adequate local resources may not exist to cope with a catastrophic event. Public and private sector resources from outside the County may be available when needed for emergency response.

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

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

A disaster or emergency may affect areas of the County disproportionately and require resources to be deployed to the affected areas, businesses, etc., thereby disrupting regular County service delivery. Routine operations may be disrupted or postponed to support recovery.

Any disaster or emergency is likely to have an economic impact on the County which must be assessed in order to minimize the long-term impact on the County and its fiscal condition. Completing this assessment is likely to require the assistance of outside consultants.

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

Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

The strategy for long-term recovery will encompass land use, public safety, housing, public services, transportation services, and education.

During an emergency/disaster, the public requires instructions and information about government response and recovery operations. Therefore it is important to provide timely and accurate information to the public and to media outlets.

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

Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

The Emergency Management Branch is responsible for maintaining records of all expenses related to its emergency functions.

Emergency Services

ESF #1 – Transportation

- Coordinating transportation activities and resources
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from county agencies, and other EOC branches
- Facilitate movement of the public in coordination with other transportation agencies.
- Facilitate traffic control in coordination with local and state law enforcement
- Designate assembly points for citizen evacuation
- Identify viable transportation routes to, from and within the emergency or disaster area.

ESF #5 – Emergency Management

- Provide multi-agency Countywide coordination for emergency operations;
- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the state EOC;

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- Support and coordinate the damage assessment process;
- Support short term and long term planning activities; and
- Coordinate emergency management mutual aid agreements dealing with neighboring jurisdictions, state and federal agencies, and applicable relief organizations.

ESF #7 – Resource Support

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

ESF #12 – Energy

- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Monitor the status of all essential energy resources to anticipate shortages and prioritize the allocation of resources to maintain essential services;
- Implement local conservation measures;
- Implement procedures for determining need and for the distribution of aid; and
- Maintain liaison with fuel distributors and local utility representatives.

ESF #14-Recovery

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the County’s participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center;
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Coordinate to the fullest extent possible program application processes and planning requirements to streamline assistance and avoid duplication of effort;
- Determine County agency responsibilities for recovery activities; and
- Provide regular updates to the EOC on the status of recovery operations.

ESF #15-External Affairs

- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- Develop rumor control procedures;

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- In coordination with the County Administrator's Office, brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures;
- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases;
- Maintain support agreements and liaison arrangements with other agencies and the news media, if needed;
- Assist with the preparation/transmission of EAS messages, if needed;
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible; and
- Provide information to the public about available community disaster relief assistance programs.

County Administrator's Office

ESF #14-Recovery

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

ESF #15-External Affairs

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

Finance Office

ESF #7-Recovery

- Assist with maintaining records of cost and expenditures associated with resource procurement.

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Emergency Coordination Guide- Fire & Rescue Services Branch

Primary Agency

Fire and Emergency Services

Secondary Agency

Volunteer Fire-Rescue Agencies

Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #4 and #10 under one element within the Emergency Operations Center. The County's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Emergency Services Coordinator or his designee are identified in this guide as they relate to the identified emergency support functions.

Scope

This guide aligns the duties of the Fire Branch with the Emergency Support Functions comparable to the day-to-day operations of the county agencies listed. The Department of Emergency Services will coordinate the responsibilities associated with Emergency Support Functions #4-Firefighting and #10-Oil & Hazardous Materials Response.

- ESF #4 provides fire, rescue and emergency medical services to ensure the safety of life and property within the county.
- ESF #10 responds to and stabilizes hazardous materials incidents.

Concept of Operations

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

All fire stations are staffed on a volunteer basis. Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire and rescue personnel and equipment will be able to cope with most emergency situations without assistance or through the use of existing mutual aid agreements. When additional or specialized support is required, assistance

County of King William Emergency Operations Plan

can be obtained from neighboring localities, state and federal agencies, through the Emergency Communications Center or during activations the Emergency Operations.

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

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

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

The County is served by the Newport News Hazardous Materials Team and the Henrico Hazardous Incident Team, which both provide specialist-level hazardous materials response. Local volunteer fire rescue agencies respond to the incident in the initial phase without assistance from outside the jurisdiction. This includes notification and warning of the public, evacuation or sheltering-in place, immediate first aid and isolation of the scene.

Evacuation or sheltering-in-place may be required to protect portions of the County. Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the County. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the type of product. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.

A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

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

Emergency Services

ESF #4-Firefighting

- Coordinate the prevention of, planning for and response to natural and human-caused fires.

County of King William Emergency Operations Plan

- Provide qualified personnel to staff the Fire Branch during EOC activations
- Assist with evacuation, communications, medical emergencies, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions
- Coordinate and manage the use of fire service resources responding to emergencies;
- In cooperation with the Law Enforcement Branch, assist with search & rescue operations;
- Perform other emergency response duties as required; and
- Provide the Emergency Operations Center with frequent updates as to the status of fire suppression activities.

ESF#10-Oil & Hazardous Materials Response

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

Volunteer Fire-Rescue Agencies

ESF #4-Firefighting

- Provide rescue and emergency medical services;
- Assist with evacuation, communications, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions; and
- Perform other emergency response duties as required.

ESF#10-Oil & Hazardous Materials Response

- Provide emergency medical services to victims of hazardous materials incidents; and
- Coordinate resources for advanced medical treatment of patients exposed to hazardous materials if the medical needs of the patients are beyond the level of care available.

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Emergency Coordination Guide-Health & Medical Services Branch

Primary Agency

Three Rivers Health District

Secondary Agency

Volunteer Fire-Rescue Agencies
Middle Peninsula-Northern Neck Community Services Board

Purpose

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

Scope

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

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

Concept of Operations

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

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

County of King William Emergency Operations Plan

In the aftermath of a major emergency/disaster, the public's health can be jeopardized in many ways. A major emergency/disaster can disrupt or halt the public utilities, water supplies and wastewater treatment systems. Contaminants may enter water supply systems. Destruction or damage to homes, apartments, or other means of housing can dislocate people and require the establishment of mass care shelter facilities. Spoilage of food and medications can occur due to lack of power and quarantine or condemnation measures may become necessary to control the spread of disease.

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

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

Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency. All responsibilities listed for each agency are comparable to the roles of ESF #8- Health & Medical Services

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

Three Rivers Health District

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

County of King William Emergency Operations Plan

Volunteer Fire-Rescue Agencies

- Provide pre-hospital emergency medical and transport services;

Middle Peninsula-Northern Neck Community Services Board

- Coordinate behavioral health activities among responder agencies;
- Assess behavioral health needs following an emergency/disaster considering both the immediate and cumulative stress resulting from the emergency/disaster;
- Coordinate through the EOC the dissemination of public education on critical incident stress management techniques;
- Provide outreach to serve identified behavioral health needs; and
- Coordinate with the Social Services Branch to identify shelter occupants that may require behavioral health assistance.

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Emergency Coordination Guide- Law Enforcement Branch

Primary Agency

Sheriff's Office
Emergency Communications Center

Secondary Agency

Fire and Emergency Services

Purpose

The purpose of this coordination guide is to bring the responsibilities of ESF #2., #9, and #13 under one element within the Emergency Operations Center. The responsibilities of the Sheriff or his designee are identified in this guide.

Scope

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

- The ESF#2 responsibilities include accurately and efficiently transferring information during an incident, and ensuring that the County has the ability to rapidly notify and warn the public.
- ESF #9 responsibilities include locating, extricating, and providing on-site medical treatment to victims who are lost or trapped
- ESF #13 responsibilities include Maintaining law and order, providing for the security of critical facilities and supplies, and controlling access to evacuated areas or critical facilities

Concept of Operations

The King William Sheriff's Office operates an emergency communications center. The King William Emergency Communications Center (ECC) serves as the 911 center and the County Warning Point. The ECC is most often the first point of contact for the general public. The ECC will share information on disasters and emergencies in the County with the EOC. The ECC has the capability to access the Emergency Alert System and the County's mass notification system to deliver warnings to the public. The Emergency Alert System and the mass notification system are the primary method of communicating alert and warning messages to the

County of King William Emergency Operations Plan

public. However, use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

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

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

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

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

Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

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

Emergency Communications Center

ESF #2 – Communications

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

County of King William Emergency Operations Plan

- Provide personnel to the EOC to assist with communications functions;

Information Technology

ESF #2-Communications

- Provide voice, video and data services to the Emergency Operations Center and/or incident site; and
- Secure additional technology equipment/resources when needed.

Sheriff's Office

ESF#6-Search & Rescue

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

ESF #13-Public Safety & Security

- Staff control points and roadblocks to expedite traffic to reception centers and prevent reentry of evacuated areas;
- Provide security at critical facilities and supplies;
- Provide traffic control, law enforcement and security at damaged County property;
- Provide security at shelter facilities and donation centers;
- Assist with evacuations and the coordination of needed equipment in support of this effort;
- Develop mutual aid agreements with surrounding law enforcement jurisdiction; and
- Provide the Emergency Operations Center with frequent updates as to the status of law enforcement activities.

Emergency Services

ESF#6-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies and other resources necessary to assist in search and rescue activities.

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Emergency Coordination Guide-Public Works Branch

Primary Agency

Department of Public Works

Secondary Agency

Building Inspector's Office
Parks & Recreation

Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #1, #3, and #12 under one element within the Emergency Operations Center. The county's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Director of Public Works or his designee are identified in this guide as they relate to the identified emergency support functions.

Scope

This guide aligns the duties of the Public Works Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. The Department of Public Works will coordinate the responsibilities associated with Emergency Support Functions #1-Transportation and ESF #3-Public Works & Engineering.

- ESF#1 assists local, state, and federal government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency and coordinates response operations and restoration of the transportation infrastructure.
- ESF #3 assesses the overall damage to public and private property and conducts necessary inspections to ensure the integrity of buildings, and assists with debris removal.

Concept of Operations

In a disaster, transportation infrastructure, public utilities, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. All requests for transportation, utility, and energy support will be submitted to the County Emergency Operations Center for coordination, validation, and/or action.

County of King William Emergency Operations Plan

Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including Insurance Companies, the Virginia Department of Emergency Management, the Virginia Department of Transportation, the Virginia Department of Environmental Quality, the Virginia Department of Health, Utility Companies and Federal Agencies. The Public Works Branch will coordinate activities with these organizations, agencies and other Branches within the county EOC.

Electrical outages and other commodity shortages may impact public health and safety services, and every effort must be made to minimize the duration of such outages or shortages and the number of citizens impacted by them.

Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

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

Department of Public Works

ESF #1 – Transportation

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

ESF #3 – Public Works and Engineering

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

County of King William Emergency Operations Plan

Department of Parks & Recreation

ESF #3-Public Works & Engineering

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

Building Inspector's Office

ESF #3 – Public Works and Engineering

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

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Emergency Coordination Guide-Social Services Branch

Primary Agency

Department of Social Services

Secondary Agency

American Red Cross
King William County Schools
Three Rivers Health District
Sheriff's Office

Purpose

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

Scope

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

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

Concept of Operations

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

The responsibility for the provision of temporary emergency shelter and mass care for victims is the responsibility of the county government. Additionally, as a result of a major

County of King William Emergency Operations Plan

emergency/disaster affecting other jurisdictions within the Commonwealth of Virginia, the county may be requested to shelter evacuees.

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

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

Efforts will be made to coordinate among agencies providing information to create Family Assistance Center (FAC) that will serve as a single unified inquiry points for families. The FAC will strive to provide the most accurate and up-to-date information available regarding the whereabouts and status of missing persons and/or disaster casualties.

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

Responsibilities

The responsibilities of this annex have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

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

Department of Social Services

ESF #6 – Mass Care, Housing, & Human Services

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

County of King William Emergency Operations Plan

American Red Cross

ESF #6 – Mass Care, Housing, & Human Services

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

King William County Schools

ESF #6 – Mass Care, Housing, & Human Services

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

Three Rivers Health District

ESF #6 – Mass Care, Housing, & Human Services

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

Sheriff's Office

ESF #6 – Mass Care, Housing, & Human Services

- Provide security at shelter facilities;
- Rescue lost or stranded animals and transport to animal shelters;

Note: Animal control and sheltering activities will be undertaken by the Sheriff's Office Animal Control Division

Regional Animal Shelter

ESF #6 – Mass Care, Housing, & Human Services

County of King William Emergency Operations Plan

- Receive and care for animals at animal shelters, mobile animal trailers, or other designated reception areas;
- Register, tag and maintain accurate records; and
- Long-term shelter of unclaimed animals.

Evacuation Support Annex

Coordinating Agency

Emergency Management Branch

Cooperating Agencies

Sheriff's Office
Public Works
Social Services
Volunteer Fire-Rescue Agencies
King William County Public Schools

State Agencies

Virginia State Police
Virginia Department of Transportation

Purpose

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

Scope

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

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

County of King William Emergency Operations Plan

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, wild land fires and severe riverine 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.

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.

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

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

Assumptions

- A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities.
- Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in hotels.
- The timing of an evacuation directive will be determined by the circumstances of the event.

County of King William Emergency Operations Plan

- Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of the county.
- The primary means of evacuation from any event will be private vehicles.
- Residents who are ill or disabled may require vehicles with special transportation capabilities.
- Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals.
- Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given.

Concept of Operations

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

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

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

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

Evacuees will be advised to secure their homes and turn off utilities before leaving. The Sheriff's Office will provide for the security of the evacuated area. VDOT will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points. The Department of Public Works will

County of King William Emergency Operations Plan

also secure water mains subject to damage. Dominion Virginia Power will secure electricity to flood-prone areas.

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

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

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

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

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

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

Responsibilities

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

Sheriff's Office

- Develop and maintain traffic control policies and procedures;
- Provide security to critical facilities and evacuated areas as needed;
- Keep evacuation routes open and ensure traffic flow;
- Assist with traffic control as directed;

County of King William Emergency Operations Plan

- Identify potential evacuation routes and traffic control points;
- Request additional resources needed for evacuation activities through the Emergency Management Branch;
- Control access to restricted areas upon reentry; and
- Provide periodic situation reports to the EOC.

Emergency Management Branch

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

King William County Public Schools

- Assist with providing buses for evacuation and reentry.

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County of King William Emergency Operations Plan

Tab 1 to Evacuation Support Annex

TRAFFIC CONTROL POINTS

CRITICAL INTERSECTIONS AND ROADWAY SEGMENTS

Derived from Virginia Hurricane Evacuation Study, 1992:

1. Route 33 and Route 30
2. Route 30 and Walkerton Road
3. Route 360 and Route 30
4. Route 360 and River Road

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County of King William Emergency Operations Plan

Tab 2 to Evacuation Support Annex

REENTRY

MISSION

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

SITUATION

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

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

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

CONCEPT OF OPERATIONS

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

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

The accessibility policies developed and implemented will define access restrictions and protective measures (escorts, protective equipment, etc.) needed to enter the area requested. Credentials will be issued for all individuals authorized to enter restricted access areas. The Sheriff's Office will be responsible for enforcing these policies and procedures. Examples of an entry permit to a restricted area and a waiver of liability form appear in Tabs 4 and 5, following.

The disaster-stricken area will be evaluated quickly to determine the degree of accessibility allowable given the conditions observed. Initially, most if not the entire area, will probably be restricted to damage assessment, search and rescue, debris removal, and critical facilities restoration

County of King William Emergency Operations Plan

teams. Those areas identified as posing a potential danger or risk to the general population will be identified and cordoned off with warning placards posted. As roads are cleared and serious hazards removed or cordoned off, areas of the county will be opened up to the general public. Retail merchants and industries will be provided early access to the disaster area to assess their damages and make the appropriate arrangements to secure and protect their inventories.

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

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

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

County of King William Emergency Operations Plan

Tab 3 to Evacuation Support Annex

ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on 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 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

County of King William Emergency Operations Plan

Route of Travel if by Vehicle

Destination by legal location or landmark/E911 address

Alternate escape route if different from above

Type of 2-way radio system to be used and your base station telephone number we can contact in 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.

County of King William Emergency Operations Plan

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Tab 4 to Evacuation Support Annex

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, of the County of King William, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

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

Signatures of applicant and members of his field party:

Print full name first, then sign.

I have read and understand the above waiver of liability.

Date: _____

County of King William Emergency Operations Plan

Print full name first, then sign.

I have read and understand the above waiver of liability.

Date: _____

County of King William Emergency Operations Plan

Tab 5 to Evacuation Support Annex

ASSEMBLY AREAS

Location	Address	Capabilities		
		General	Special Medical Needs	Pet
West Point High School	2700 Mattaponi Avenue West Point, VA 23181	Yes	Yes	No
Hamilton Holmes Middle School	18444 King William Road King William, VA 23086	Yes	Yes	No
King William High School	80 Cavalier Drive King William, VA 23086	Yes	Yes	No
Mangohick Vol. Fire Dept.	3493 King William Road Aylett, VA 23009	Yes	Yes	No

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Emergency Pet Sheltering Annex

Coordinating Agency

King William-King & Queen Regional Animal Shelter

Cooperating Agencies

Emergency Management Branch
Sheriff's Office

Foreword

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

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

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

Purpose

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

County of King William Emergency Operations Plan

Definitions

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

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

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

Scope

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

Situation and Assumption

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

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

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

County of King William Emergency Operations Plan

Concept of Operations

The Regional Animal Shelter has been designated to serve as the Emergency Pet Shelter for King William and King & Queen Counties. Regional Animal Shelter has the normal capacity to house 30 dogs and 30 cats however; with additional supplies and equipment made available through the VDACS Pet Trailer Grant Program, this facility could care for as many as 125 to 130 dogs and cats at this location in an emergency situation.

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

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

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

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

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

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

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

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

County of King William Emergency Operations Plan

Responsibilities

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

Regional Animal Shelter

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

Emergency Management Branch

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

Sheriff's Office (Animal Control Division)

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

Terrorism Consequence Management Annex

Purpose

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

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

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

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

Scope

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

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

Assumptions

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

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

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

County of King William Emergency Operations Plan

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

Situation

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

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

The Sheriff's Office has identified facilities, critical infrastructure and systems located within the county that may be potentially at risk to acts of terrorism, in coordination with other local, state and federal agencies and military installations, as well as private sector institutions and systems. This information has been shared with the appropriate state and federal agencies.

Organizations

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

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

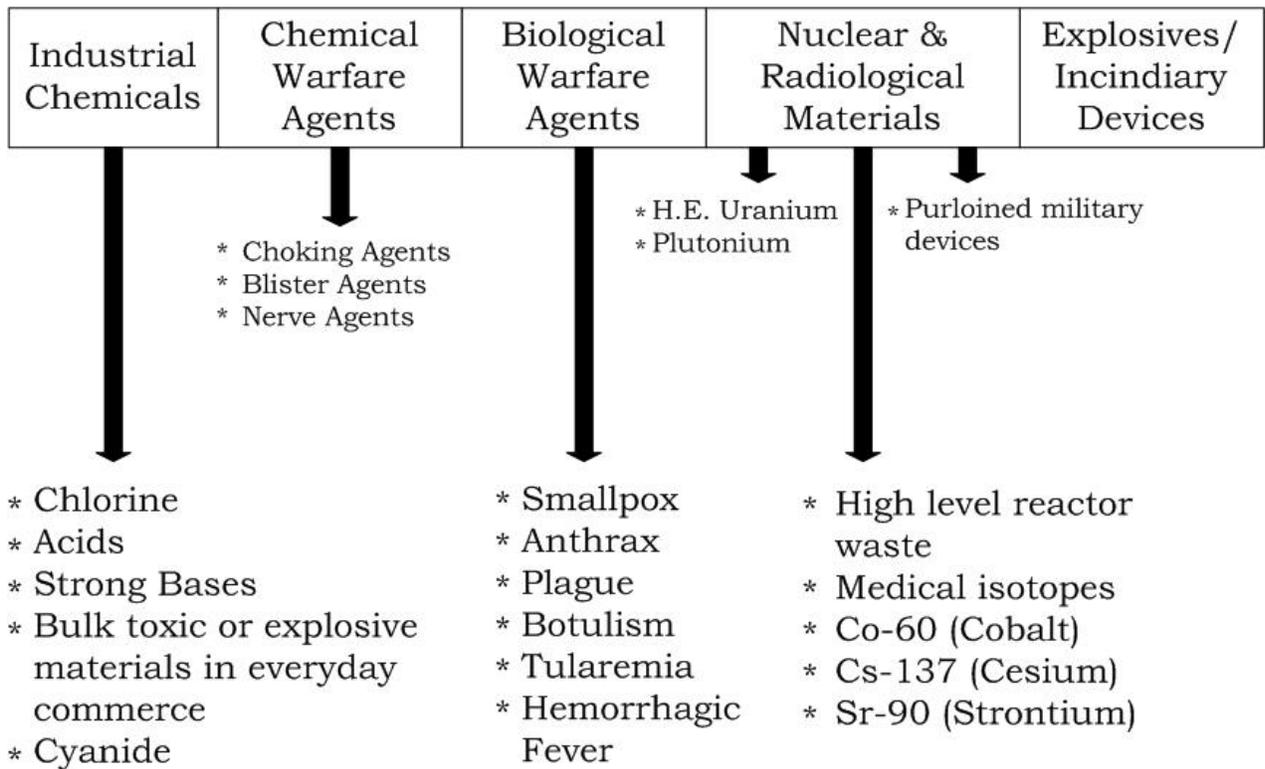
Nature of the Hazard

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

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

Figure 1

WMD Threat Spectrum



County of King William Emergency Operations Plan

Concept of Operations

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

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

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

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

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

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

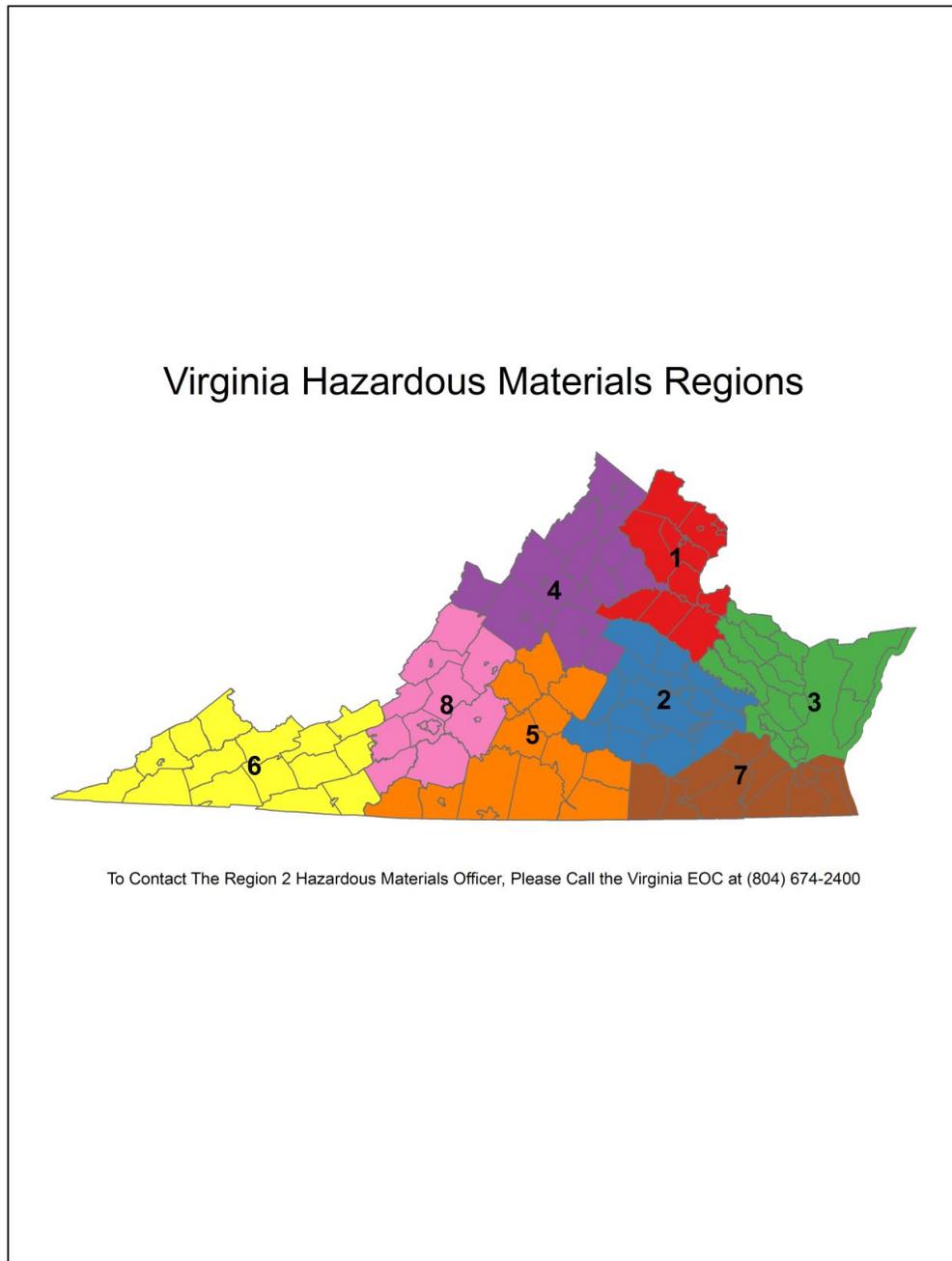
County of King William Emergency Operations Plan

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

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

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Tab 1



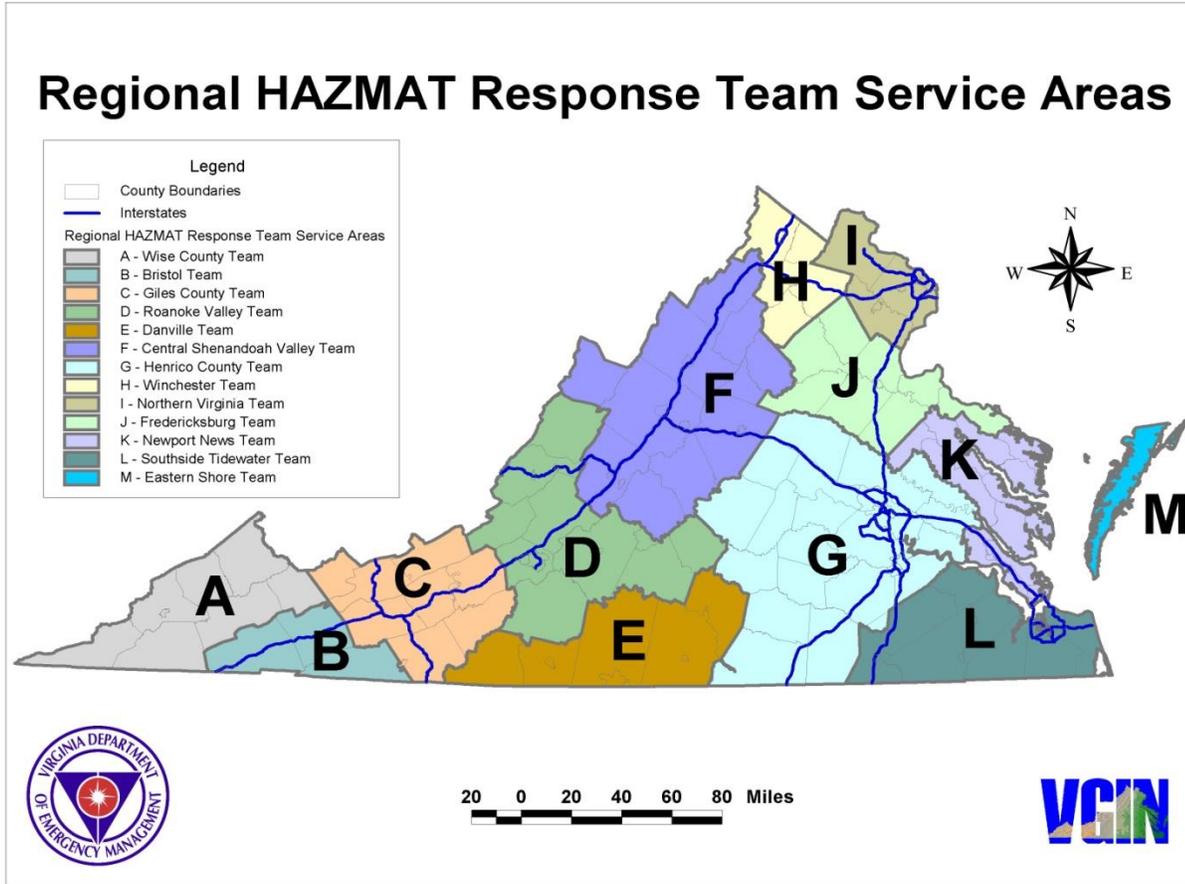
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Tab 2

County of King William Emergency Operations Plan

REGIONAL HAZARDOUS MATERIALS RESPONSE TEAMS

PRIMARY AREAS OF RESPONSIBILITY



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Damage Assessment Support Annex

Coordinating Agency

Public Works Branch

Cooperating Agencies

Emergency Management Branch
Commissioner of the Revenue's Office
Public Works

State Agencies

Virginia Department of Transportation

Purpose

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

Scope

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

Definitions

County of King William Emergency Operations Plan

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

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

Policies

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

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

Situation

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

During the recovery phase of a disaster, the City/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 on an urgent basis to provide an initial estimate of damage. A damage estimate of

County of King William Emergency Operations Plan

public and private property is required for the City/County to determine actions needed, the establishment of properties, and the allocation of local government resources, and what, if any, outside assistance will be required.

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

1. Individual Assistance (IA)
 - a. Temporary housing;
 - b. Individual and family grants (IFG);
 - c. Disaster unemployment assistance;
 - d. Disaster loans to individuals, businesses and farmers;
 - e. Agricultural assistance;
 - f. Legal services to low-income families and individuals;
 - g. Consumer counseling and assistance in obtaining insurance benefits;
 - h. Social security assistance;
 - i. Veteran’s assistance; and
 - j. Casualty loss tax assistance.

2. Public Assistance (PA)
 - a. Debris removal;
 - b. Emergency protective measures; and
 - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

Assumptions

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

County of King William Emergency Operations Plan

Concept of Operations

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

Responsibilities

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

Public Works Branch

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

Building Inspector's Office

- Assemble the appropriate team and develop damage assessment plans, policies and procedures;
- Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
- Conduct damage assessment training programs for the teams;
- Coordinate disaster teams conducting field surveys;
- Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
- Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
- Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;

County of King William Emergency Operations Plan

- Correlate and consolidate all expenditures for damage assessment to the Department of Finance; and
- Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival;

Commissioner of the Revenue's Office

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

Emergency Management Branch

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

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County of King William Emergency Operations Plan

Tab 1 to Damage Assessment Annex

Damage Assessment Team Assignments

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

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

I. 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.

Team: Building Inspector/Assessor

Category B – Business and Industry

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

Team: Building Inspector/Assessor

Category C – Agriculture

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

Team: Extension Agents

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Tab 2 to Damage Assessment Annex

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

County of King William Emergency Operations Plan

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 Primarily Flood Wind/Wind driven rain Tornado Other _____

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

11. CALLER'S ESTIMATE OF DAMAGES

REPAIRS	CONTENTS	TOTAL
\$	\$	\$

12. COMMENTS

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

County of King William Emergency Operations Plan

Tab 3 to Damage Assessment Annex

Cumulative Initial Damage Assessment Report

PRIMARY: Input into WebEOC

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

Jurisdiction:									
Date/Time IDA Report Prepared:									
Prepared By:									
Call back number:									
Fax Number:									
Email Address:									
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									

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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)										
TOTAL							\$0.00			
Additional Comments:										

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Tab 4 to Damage Assessment Annex

Public Assistance Damage Assessment Guidelines

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

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G: 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"> ● 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. ● Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. ● Repairs to maintained public beaches may be eligible in limited circumstances.
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Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

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

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



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

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED	DESTROYED	DESTROYED	DESTROYED
Structure is a total loss. <u>Not economically feasible to rebuild.</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 mobile home.
MAJOR	MAJOR	MAJOR	MAJOR
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair.</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 mobile home with plywood floors. 1 inch in mobile home with particle board floors.
MINOR	MINOR	MINOR	MINOR
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable. <u>Will take less than 30 days to repair.</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. Mobile home , "Belly Board" to 6 inches.
AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE
Structure has received minimal damage and is <u>habitable without repairs.</u>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc.	Less than 2 inches in first floor Minor basement flooding.

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

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

Stair risers - 7 inches

Lap or aluminum siding - 4 inches or 8

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

Door knobs - 36 inches above floor

*Additional information: www.VAEmergency.com
2005*

Revised 03/13/07 VDEM

Adapted from FEMA 9327.1-PR April

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