



Virginia Department of Emergency Management

DATE: March 13, 2025

TO: Local Emergency Managers

CC: All Hazards Planners (VDEM)
Strategic Planning Branch Manager, Planning and Intelligence Division (VDEM)
Chief Regional Coordinators (VDEM)
Regional Support Division Director (VDEM)
Deputy State Coordinator – Field Operations Bureau (VDEM)
Deputy State Coordinator - Commonwealth Coordination Bureau (VDEM)

FROM: Planning and Intelligence Division Director (VDEM)

RE: Planning Guidance: Local Emergency Operations Plan (EOP) Template

PRIORITY: Routine

1. Purpose: To provide planning guidance and recommendations to planners at the local level when creating or updating an EOP Base Plan.
2. Virginia State Code 44-146.19, "Powers and Duties of Political Subdivisions", requires each local and interjurisdictional agency to conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current. The Code also requires that it be formally adopted by the localities governing body.
3. The local EOP Base Plan template attached to this planning guidance memo is meant to supplement guidance in Comprehensive Planning Guide (CPG) 101, not replace it. It is intended to provide guidance to local Emergency Managers for the completion of an EOP Base Plan.
4. This template will be saved on the Virginia Department of Emergency Management's website (vaemergency.gov), the sub-page for Planning, and the resources section titled "Planning Templates".
5. Please direct comments or questions on this topic to VDEM's Planning and Intelligence Division, Strategic Planning Branch at planning@vdem.virginia.gov.

The cover page should include the title of the plan, month, and year of adoption by the local governing board and a copy of the local seal. A picture or diagram is optional.

EMERGENCY OPERATIONS PLAN (EOP) FOR

[Local jurisdiction]

[Locality seal]

(Month)

(Year)

APPROVAL AND IMPLEMENTATION

Each local and interjurisdictional agency is required by the Code of Virginia to § 44-146.19E to conduct a comprehensive review and revision of its emergency operations plan every four years, to ensure that the plan remains current and the revised plan shall be formally adopted by the locality's governing body. This page introduces the plan, outlines its applicability and indicates that it supersedes all previous plans. It should delegate authority for specific modifications that can be made to the plan and who can make them without the senior official's signature. It should also include a date and be signed by the senior official(s) (e.g., mayor, county judge, commissioner[s]).

WHEREAS, the [local governing board] of [local jurisdiction], Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, [local jurisdiction] has a responsibility to provide for the safety and well-being of its citizens and visitors; and

WHEREAS, [local jurisdiction] has established and appointed a Director of Emergency Management and an Emergency Management Coordinator;

NOW, THEREFORE, BE IT RESOLVED by the [local governing board] of [local jurisdiction], 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.

Adopted this [insert date], 20_____

[name, title]

[local jurisdiction]

Commonwealth of Virginia

PROMULGATION

A promulgation is optional; this page may be removed if desired.

Government is responsible for ensuring the health, safety, and welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. The goal of emergency management is to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety are preserved.

[Local jurisdiction] has updated its Emergency Operations Plan (EOP) to ensure effective allocation of resources during an emergency to protect life, property and the environment. This plan supersedes any previous plans promulgated for this purpose.

The EOP provides a comprehensive framework for the [local jurisdiction] emergency management program. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to address disasters and emergencies in [local jurisdiction].

The [local jurisdiction's] Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The plan will continue to evolve, responding to lessons learned from actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of [local jurisdiction] government and with the authority vested in me as the Chief Executive Officer of [local Jurisdiction], I hereby promulgate the [local jurisdiction] Emergency Operations Plan.

(name)

(title), (local jurisdiction)

TABLE OF CONTENTS

INTRODUCTORY MATERIAL

 APPROVAL AND IMPLEMENTATION

 PROMULGATION STATEMENT

 RECORD OF CHANGES.....v

 RECORD OF DISTRIBUTION.....vi

PURPOSE..... 1

SCOPE..... 1

SITUATION OVERVIEW 2

PLANNING ASSUMPTIONS..... 3

CONCEPT OF OPERATIONS (CONOPS) 3

ORGANIZATION & ASSIGNMENT OF RESPONSIBILITIES 5

DIRECTION, CONTROL AND COORDINATION 10

COMMUNICATIONS AND COORDINATION..... 11

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION..... 11

ADMINISTRATION, FINANCE, AND LOGISTICS 12

PLAN DEVELOPMENT AND MAINTENANCE 13

AUTHORITIES AND REFERENCES 14

ACRONYMS..... 17

GLOSSARY 18

RECORD OF CHANGES

The Record of Changes table reflects changes to the EOP during the interim period between plan adoptions. The Record of Changes should contain, at a minimum, a change number, the section and/or page number of the change, a description of the change, the date of the change, and the initials of the person who made the change. Minor plan changes (such as grammatical or phone number changes) which do not affect the implementation of the plan do not need to be captured in the Record of Changes table.

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				

RECORD OF DISTRIBUTION

The jurisdiction should document the distribution of the EOP. Copies available to the public should not include sensitive or personal information.

The [local jurisdiction's] EOP will be distributed to each agency and organization that has a role in the plan and noted in the table below. Copies will be available to the public at [insert name of location(s)].

Agency, Department, ESF	Title of Recipient	Format: electronic or hard copy	Date Distributed	Date Acknowledged

This EOP includes minimum requirements to comply with CPG 101; other sections relevant to your jurisdiction and planning efforts may be added. While tribal nations are not subject to the Code of Virginia, tribal partners may utilize this template to create their plan and modify it to fit their needs.

Introduction

[Local jurisdiction] is committed to the protection of life, the environment, and property. This Plan provides the basis for response and recovery operations in [local jurisdiction], Virginia. The success of this Plan depends on the collaboration of the departments and agencies responsible for the development and maintenance of these plans and annexes.

Successful emergency planning utilizes a comprehensive approach to prepare for and plan for all-hazards. [Local jurisdiction] is vulnerable to a variety of natural hazards including [Insert Hazards]; technological hazards including [Insert Hazards]; and human-caused events such as [Insert Hazards]. The threat of major disasters and events necessitates this Plan's all-hazards approach.

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

Per the *Commonwealth of Virginia Emergency Services and Disaster Law of 2000* (Code of Virginia, [§ 44-146.13](#) to [§ 44-146.28:1](#)), Commonwealth and local governments are charged with developing and maintaining current Emergency Operations Plans (EOP) in order to be prepared for such events.

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

PURPOSE

The purpose is a general statement of what the EOP is meant to do, supported by a brief synopsis of the base plan and annexes.

This all-hazards plan provides the foundation for the local jurisdiction's emergency response and recovery operations. It identifies the role of government before, during, and after a disaster. It establishes the concepts for how the organization will alert, mobilize, form, and coordinate response operations. It provides the framework within which more detailed emergency plans or procedures can be developed and maintained. This plan is compatible with the National Incident Management System (NIMS), statutes, and State plans.

SCOPE

The scope addresses the jurisdictional boundaries of the plan, the agencies and/or departments that have a role in implementing the plan, as well as the actions that may be taken during the various phases of an emergency. For more detailed planning guidance regarding equitable application to the needs of minority and vulnerable communities, request planning recommendations for diversity, opportunity, and inclusion from your regional VDEM planner.

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

protection, mitigation, response, recovery in the local government.

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

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

The [local jurisdiction] includes all residents, governmental entities and departments, businesses and non-profit organizations within the bounds of the [local government] and/or those individuals and entities operating or transiting through the [local government]. This EOP applies to the entire jurisdiction and its citizens (*this is meant to imply the inclusion of populations with access and functional needs*). The plan shall also contain provisions to ensure that the plan is applied equitably and that the needs of minority and vulnerable communities are met during emergencies.

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

During emergencies, the [insert title of appropriate individual] serves as the lead emergency management representative for the [local government]. The [local government] submits requests for additional support to the state through WebEOC. If the needs cannot be fulfilled at the state level, the request will be sent on to the Federal level in accordance with NIMS.

SITUATION OVERVIEW

The situation will be based on the jurisdiction's hazard identification analysis. The situation section typically includes a characterization of the population, the probability and impact of the hazard, vulnerable facilities, and resource dependencies on other jurisdictions. Most communities in Virginia have an approved Hazard Mitigation Plan; the hazard analysis section should be reviewed as part of the plan development process and revised to address man-made hazards. If the jurisdiction has developed, intends to develop, or participates in a regional Threat and Hazard Identification and Analysis, this would be an important analysis to include in planning.

Potential data sources for this section include:

- *US Census Bureau "State and County Quick Facts" could enable a planning team to gain a snapshot of the local population, but more detailed research may be required.*
- *US Census Bureau American Community Survey provides information on disability statistics, common types of languages, and transportation dependent populations.*
- *The Weldon-Cooper Center for Public Service publishes statistics on local government, some of which could be useful in the planning process.*

Based on an analysis of the area, such as a THIRA or HIRA, the primary threats and hazards (by priority) in the [local jurisdiction] that create vulnerability are:

- *[insert types of hazards from the THIRA and/or HIRA].*

The geographic features and physical characteristics of the jurisdiction that could affect the plan implementation include:

- *[list applicable geographic features]*
- *Population factors that could affect plan implementation include:*
- *Size of household*

- *Average age of residents*
- *Percentage of population < 18 years old*
- *Percentage of population with pets*
- *Percentage of populations with access and functional needs, including those who reside in their own home*
- *Percent of adults 65 years or older*
- *Congregate and long-term care facilities*
- *Colleges and universities*

PLANNING ASSUMPTIONS

The assumption section should briefly describe the underlying assumptions made during the planning process. Assumptions describe things that are assumed to be true that directly impact the execution of the EOP and the limitations of the EOP and provide a basis for improvisation and modification. The assumptions listed below are examples and not meant to be exhaustive.

Planning assumptions used in the development of this plan include:

- Citizens of [local jurisdiction] are prepared to be independent for 3 days after the onset of a disaster.
- [Insert type or name of facilities] have effective emergency plans and MOUs to provide for services that will be needed during an emergency.
- Access and Functional Needs (AFN) of the impacted population and those expected to implement Incident Action Plans are considered before, during, and after an incident.

CONCEPT OF OPERATIONS (CONOPS)

The CONOPS should describe how the response organization accomplishes a mission or set of objectives in order to reach a desired end-state. This may include a brief discussion of the activation levels identified by the jurisdiction for its operations center. The CONOPS should briefly address direction and control, alert and warning, and continuity matters that may be dealt with more fully in annexes.

The ultimate goals of the [local jurisdiction's] emergency management program are to:

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

[Local jurisdiction's] Department of Emergency Management has the primary responsibility for emergency management activities within [local jurisdiction]. In accordance with Code of Virginia [§ 44-146.19](#) the Director of Emergency Management is [insert role of title] and will appoint an Emergency Management Coordinator. The Emergency Management Director may activate the EOP if it is inactive.

During an emergency, the Director and the Coordinator of Emergency Management, or the Director's Deputies will work with all appropriate agencies, boards, and departments within the [local jurisdiction] to effectively respond to the incident. When an emergency exceeds the local government's capability to respond, assistance will be requested from surrounding jurisdictions, and state and federal government. In any case, incident command and response operations remain with the local jurisdiction. The EOC will immediately contact the DCJS and the Virginia Victims Fund (VVF) (formerly Virginia Criminal Injuries Compensation Fund or VCICF) to deploy, if there is an emergency in which there are crime victims involved as defined by [§ 19.2-11.01](#) of the Code of Virginia. Both

entities will serve as the lead for coordinating services and assistance to the victims. The local government is required by the Code of Virginia [§ 44-146.19](#) shall make these notifications and maintain current contact information for each organization in the EOP. Contact information for both organizations is maintained on the DCJS website: <https://www.dcls.virginia.gov/victims-services/report-campus-local-emergency>

Implementation of the National Incident Management System (NIMS)

The [\[local jurisdiction\]](#) uses NIMS for incident management. This emergency management system provides for on-scene management of an incident and also provides the coordination of response activities between the [\[local jurisdiction\]](#) and other jurisdictions. The basic framework of NIMS incorporates the use of the Incident Command System (ICS). [\[Local jurisdiction\]](#) will implement the Incident Command System (ICS) for all incidents and events within the [\[local jurisdiction\]](#). ICS will be used as a standardized systematic approach for the development of the Emergency Operations Plan (EOP). ICS is required for all on-scene and Emergency Operations Center (EOC) activations under the all-hazards incident management approach.

Utilization of NIMS and ICS:

- Provides a consistent framework for incident management, regardless of the cause, size, or complexity of the incident.
- Allows for the integration of facilities, equipment, personnel, procedures and communications operating within a common organizational structure.
- Enables a coordinated response among various jurisdictions and functional agencies, both public and private, to effectively and efficiently prevent, prepare for, respond to, and recover from incidents
- Establishes common processes for planning and managing resources, common terminology, and uniform standards for training and exercising.
- Provides structure and organization that covers all emergency management phases – preparedness, response, mitigation, and recovery.

Declaration of a Local Emergency

In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. A declaration of a local emergency as defined in [§ 44-146.16](#) shall activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance.

[\[Insert title of appropriate individual\]](#) will maintain a copy of the declaration for [\[local jurisdiction's\]](#) record.

Request for State Assistance

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

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

and receipt of the resource requested.

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

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

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

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

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section provides an overview of the key functions that organizations should accomplish during an emergency.

The Directors of Emergency Management and the Emergency Management Coordinators, together with the [\[insert name of appropriate individual\]](#), oversee the [\[local jurisdiction's\]](#) emergency management organization. They are empowered to review and approve emergency mutual aid plans and agreements, disaster mitigation, preparedness, response and recovery plans, and such ordinances, resolutions, rules and regulations as are necessary to implement them.

[\[Local jurisdiction\]](#) Emergency Management Organization

The [\[local jurisdiction\]](#) Emergency Management Organization consists of the following entities: *Consider adding a graphic with the organizational chart in this section.*

- Director of Emergency Management and Deputies
- Emergency Management Coordinator/EOC Manager
- Policy Group/Local Governing Board
- Local Government Agencies and Staff with emergency responsibilities
- Nongovernmental Organizations (NGOs)/Volunteer Organizations
- Private Sector Partners
- Citizens

Policy Group

- Convene at the EOC or a nearby location.

- Help determine what positions need to be filled at the EOC.
- Make policy level decisions.
- Develop the strategic policy and direction for recovery and resumption of normal operations.

Director of Emergency Management

- Activate the EOC at the appropriate level of activation based on situation.
- Mobilize appropriate personnel for the initial activation of the EOC.
- Review public information statements and releases.
- Obtain briefing from any sources that are available.
- Monitor general staff activities to ensure that all appropriate actions are being taken.
- In coordination with the PIO, conduct news conferences and review media releases for final approval.
- Ensure that the Liaison Officer is providing for and maintaining effective inter-agency coordination.
- Establish initial strategic objectives for the EOC.
- Convene the initial Action Planning meeting.
- Once the Action Plan is completed by the Planning/Intelligence Section, review, approve, and authorize its implementation.
- Conduct periodic briefings with general staff to ensure strategic objectives are current and appropriate.
- Authorize the demobilization of sections.

Emergency Management Coordinator

- Assess incident situation.
- Establish physical/virtual EOC is operational
- Ensure the EOC is properly set up and ready for operations.
- Ensure that an EOC organization and staffing chart is posted and completed.
- Prepare EOC objectives for the initial Action Planning Meeting.
- Activate elements of the EOC organization as appropriate.
- Conduct initial briefing for Command and General staff.
- Ensure planning meetings are conducted.
- Approve and authorize implementation of the Incident Action Plan.
- Determine information needs and inform command personnel of needs.
- Coordinate staff activity.
- Manage incident operations.
- Approve requests for additional resources and/or the release of resources.
- Brief relief at shift change.
- Authorize the release of information to the news media.
- Approve plan for demobilization.
- Potentially, performs the role of EOC Manager if not fulfilling a Command and General Staff position.

Public Information Officer (PIO)

- Ensures that all official information coming from [local jurisdiction] during an emergency is timely and reliable.
- Communicates directly with elected officials, the local community, the public, working through the traditional news media and through social media.
- Communicates routine emergency information during non-emergency times and emergency public information during an incident.
- Responsible for monitoring local news media and social media for rumors. If the various outlets are spreading rumors regarding the incident, the PIO should make every attempt to set the record straight and dispel the rumors.

Operations Section Chief

- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- Collect information from outgoing Operations Section Chief prior to your arrival.
- Plan and activate section and units within each section that needs to be activated.
- Identify kind, type and number of resources required to achieve objectives.
- Supervise and adjust operations organization and tactics as needed, based on changes in incident situation and resource status.
- Evaluate resource status and tactical needs to determine if resource assignments are appropriate.
- Interact and coordinate with all other command staff, general staff, and appropriate Unit Leaders.
- Ensure effective use and coordination of all assigned resources.
- Coordinate with on the ground responders (e.g. law enforcement, public health, fire).
- Prepare for and participate in strategy meetings.
- Participate in the preparation of the IAP.
- Complete and submit ICS 214, Unit Log to the Documentation Unit.
- Assist in the design and development of the Incident Demobilization Plan.

Planning Section Chief

- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- Collect information from outgoing Planning Section Chief prior to your arrival.
- Plan and activate section and units within the section that need to be activated.
- Establish priorities and coordinate units within the section.
- Ensure staff uses appropriate ICS forms.
- Establish and maintain incident planning cycle.
- Ensure planning staff completes required elements of the Incident Action Plan (IAP) within required timeframes.

Logistics Section Chief

- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- Collect information from outgoing Logistics Section Chief prior to your arrival.
- Plan and activate section and units within the section that need to be activated.
- Determine logistics section current capabilities and limitations (i.e. ordering timeline, available equipment, resources on hand, facilities capabilities, etc.).
- Interact and coordinate with all command and general staff.
- Coordinate with unit leaders and provide Planning Section Chief a list of excess personnel, contact equipment, crews, miscellaneous personnel and other resources.
- Complete ICS Form 214, Unit Log.
- Ensure all personnel and equipment time records are complete and have been submitted to the Time Unit Leader/Equipment Time Recorder.
- Participate in the preparation of the IAP.
- Assist in development, approval, and implementation of Demobilization Plan and/or Transition Plan.
- Act as the authorized representative of local agency specific contracts.

Finance/Admin Section Chief

- Gather information necessary to assess incident assignment and determine immediate needs and actions.
- Attend all applicable briefings and obtain incident information and incident guidelines/policies.
- Collect information from outgoing Finance/Admin Section Chief prior to your arrival.
- Plan and activate section and units within the section that need to be activated.
- Provide initial operating instructions to section personnel.
- Ensure reports and forms are complete, accurate, and timely.
- Maintain Unit Log, ICS 214.
- Ensure all financial documents are completed and submitted in a timely manner.
- Consolidate incident financial package and provide financial summary information on the current incident.
- Participate in the preparation of the IAP.
- Assist in the development and approval of the Incident Demobilization Plan.

Local Government Agencies and Staff

List each government agency within the Emergency Management organization with emergency roles and their corresponding responsibilities. Additional ICS Job Aid information can be found on the FEMA website ([click here](#)) and the United States Coast Guard Incident Management Handbook mobile app. An example might be the:

[Local Jurisdiction] Law Enforcement:

- Provide 24/7 law enforcement services in [Local Jurisdiction].*
- Provide for traffic control services as needed/requested.*
- Provide a liaison to assist with updating the County's EOP, as requested.*
- Identify, train, and maintain a staffing roster to support staffing the EOC, if requested, during a disaster,*

emergency, or planned special event. The individuals trained and assigned to staff the EOC should have decision making authority.

- Identify and maintain a list of resources that may be used to support response, and recovery operations.*
- Develop and maintain detailed plans and/or standard operating procedures that support the implementation of this EOP.*
- Maintain mutual aid agreements as appropriate. Ensure mutual aid agreements are reviewed and/or renewed regularly.*
- Maintain records of disaster related expenditures to support a potential reimbursement from the state or federal government.*

NGOs/Volunteer Organizations: *(i.e. American Red Cross, Amateur Radio Emergency Services (ARES)/Radio Amateur Civil Emergency Service (RACES), Salvation Army- List organizations relevant to your jurisdiction.)*

- Review and maintain mutual aid agreements for services and/or products with [local jurisdiction], as appropriate.
- Work with local emergency managers to plan for spontaneous volunteers and donation management operations, if applicable.
- Participate in the EOC as part of ESF 17-Volunteer Management (or equivalent) to coordinate activities.
- Ensure volunteers are vetted and properly trained to perform the services outlined in mutual aid agreements or as requested by [Local Jurisdiction] Emergency Operations Center staff.
- Fulfill requests for assistance as outlined in the mutual aid agreement.
- Maintain records of volunteer hours which can count towards meeting the [Local Jurisdiction] Public Assistance threshold.

Private Sector Partners:

- Develop and maintain emergency and/or disaster plans, as needed/applicable.
- Identify infrastructure dependent on private entities, and coordinate with local emergency management to establish understanding of private sector role/responsibility in an emergency or response (such as reporting to the EOC).
- Educate employees on said emergency and/or disaster plans. Encourage individual employee emergency preparedness (i.e., making an emergency kit, keeping a list of emergency contacts).
- Participate in the [Local Jurisdiction] Local Emergency Planning Committee (LEPC), if required/appropriate.
- Participate in emergency management planning efforts and/or exercises as requested and appropriate.

Citizens

- Encourage emergency preparedness in the community by making an emergency kit, creating emergency plans, and staying informed before, during, and after an emergency.
- Consider participating in a Community Emergency Response Team (CERT) or other volunteer organizations in your community, if available.

The transfer of management authority for actions during an incident is done through the execution of a written delegation of authority from an agency to the Incident Commander (IC). This procedure facilitates the transition between incident management levels. The delegation of authority is a part of the briefing package provided to an incoming incident management team. It should contain both the delegation of authority and specific limitations to that authority.

DIRECTION, CONTROL AND COORDINATION

This section describes the framework for all direction, control, and coordination activities. It identifies who has tactical and operational control of response assets. Additionally, this section should explain how multijurisdictional coordination systems support the efforts of the organizations to coordinate efforts across jurisdictions while allowing each jurisdiction to retain its own authorities. This section also provides information on how department or agency plans nest into the EOP and how higher-level plans are expected to layer on the EOP.

The Directors of Emergency Management and the Coordinators of Emergency Management implement [local jurisdiction's] policy and operational coordination for domestic incident response. The response structure can be partially or fully implemented in response to a potential/actual threat, in anticipation of a significant event, or in response to an incident. Selective implementation allows for a scaled response, delivery of the exact resources needed, and a level of coordination appropriate to each incident.

On Scene Incident Command and Management

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

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

Emergency Operations Center

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

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

EOC Activation

The Emergency Management Director, and/or their designee, may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale.
- There is a planned or special event that requires coordination on a large scale.
- A multi-department or agency [local jurisdiction] response is required to resolve or recover from the emergency or disaster event.
- The local emergency ordinances are implemented to control the major emergency or disaster event.

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

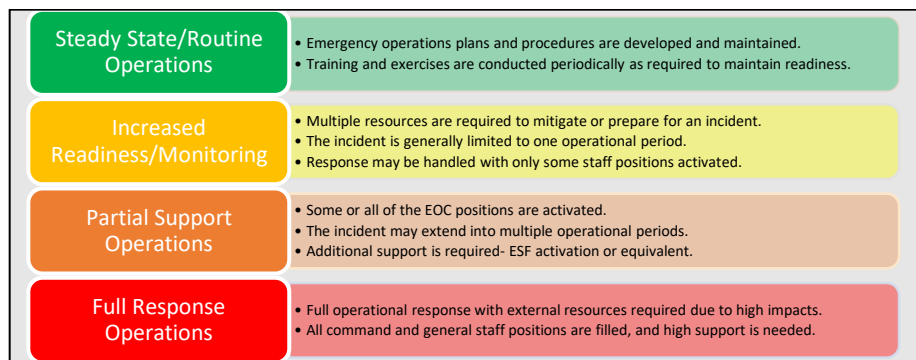
The [local jurisdiction] will support the whole community, including populations which were identified during the plan development process and referenced in the Situation Overview.

EOC Activation Levels

The Virginia Department of Emergency Management utilizes the 4 operational levels/color states described below. Local

jurisdictions may replace this information with their own scale, but are encouraged to adopt this scale at the local level. This strategy contributes to vertical alignment across levels of government.

[Local jurisdiction] has [number] levels of EOC activation. The level to which the EOC is activated will be a decision made by the Emergency Management Director or their representative based on the size, scale, and complexity of a given incident or set of circumstances.



[Local jurisdiction] and NGOs report threats, incidents, and potential incidents using established communications and reporting channels. Once a threat of incident has occurred, local government, through the Emergency Management Director, makes an initial determination to initiate the coordination of information sharing and incident management activities.

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

INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

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

- Lifesaving needs including evacuation and search and rescue.
- Information on critical infrastructure including determining the status of transportation, utilities, communication systems, and fuel and water supplies.
- Gathering information on critical facilities including determining the status of police and fire stations, medical providers, water and sewer treatment facilities, and media outlets.
- Information on the risk of damage to the community from imminent hazards.
- Information on the number of individuals who have been displaced because of the incident.

Situational Awareness

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

COMMUNICATIONS AND COORDINATION

This section describes the communication protocols and coordination procedures used between response organizations during emergencies and disasters. It discusses the framework for delivering communications support and how the jurisdiction's communications integrate into the local, regional or state communications network.

Communication between Incident Commander and EOC(s)

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

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

Communications to the Public

During emergencies and disasters the public needs detailed information regarding protective actions, which need to be taken to minimize the loss of life and property. Every effort should be made to provide emergency information through conventional news media sources, social media sites (e.g. Facebook, Instagram), and the [local jurisdiction's] webpage, as well as a community outreach program of public education for responding to, recovering from and mitigating hazards that pose a threat to a community to ensure necessary protective measures can be employed.

Joint Information System/Center (JIS/JIC)

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

Communications with the VEOC

[Local jurisdiction's] EOC integrates into the larger emergency management network at the state-level by using WebEOC and telephone communications with regional partners. VDEM regional staff facilitates communications between the [local jurisdiction] and the VEOC. [Local jurisdiction] will submit SITREPs to the VEOC via WebEOC, fax, or radio via ARES/RACES. Additionally, the VEOC will communicate with Federal partners on behalf of the jurisdiction.

ADMINISTRATION, FINANCE, AND LOGISTICS

This section addresses general support requirements and the availability of services and support for all types of emergencies, as well as general policies for managing resources. Include references to intrastate and interstate mutual aid agreements, including the Emergency Management Assistance Compact (EMAC). Authorities for and policies on augmenting staff by reassigning public employees and soliciting volunteers, along with relevant liability provisions should also be included. General policies on financial record keeping, reporting, tracking resources (source and use), acquiring ownership of resources, and compensating owners of private property used by the jurisdiction should be described.

Administration

In an incident, [local jurisdiction] staff may fulfill roles within the Finance and Administration and Logistics Section of the EOC. [Insert position title] will serve as the Lead Department for the Finance and Administration Section and the [insert entity] will serve as the supporting department.

The [insert position title] in [department or agency] will serve as a lead department for the Logistics Section and [department] will serve as supporting department.

Documentation is a key administrative process that must be used by [local jurisdiction] to document the response to and recovery from a disaster. Documenting actions taken during response and recovery is essential for creating historical records of incident, applying for recovery costs, addressing any insurance needs, and developing future

mitigation strategies. At a minimum, the [local jurisdiction] EOC will maintain the following types of documentation:

- Damage Assessment (DA) sheets
- Incident Action Reports

Detailed procedures for the Administration section can be found in the [insert title of annex or document].

Financial Management

Manages all financial, administrative and cost analysis aspects of an emergency. Disaster-related expenditures and obligations of state agencies, local jurisdictions and organizations may be reimbursed under a number of federal programs (i.e. Small Business Administration (SBA), etc.).

Logistics

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

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

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

PLAN DEVELOPMENT AND MAINTENANCE

This section discusses the assignment of plan maintenance responsibilities and provide for a regular cycle of training, evaluating, reviewing, and updating of the EOP. After action reports and the corrective action process should also be included.

Jurisdictions are highly encouraged to coordinate their plans with adjacent localities, tribal nations, and/or colleges/universities. They should also consider describing if the plan, or portions of the plan, will be shared with the public and how.

Code of Virginia, [§ 44-146.19E](#) [§44-146.19E](#), requires each jurisdiction to prepare and keep current a local emergency operations plan. The Emergency Management Directors, assisted by the Emergency Management Coordinators, have overall responsibility for maintaining and updating this plan. It should be updated based on lessons learned and republished following an actual or threatened emergency situation. The Coordinator will have the EOP readopted every four (4) years by the Local Governing Board. [Local jurisdiction] should conduct a comprehensive plan review, revision, and exercises prior to formal adoption to ensure the plan remains current. Guidance and assistance is provided, upon request, by the Virginia Department of Emergency Management.

The EOP should also be updated and republished following an actual or threatened emergency situation to reflect lessons learned. It is also suggested that plans be updated and reviewed following training, exercises and/or drills, changes in government structure, or if individuals and officials recommend improvements and changes as needed through the Emergency Management Directors or Coordinators.

The plan review team should include representatives from all internal departments. External group representatives may be included as needed.

Training and Exercises

Trained and knowledgeable personnel are essential for the prompt and proper execution of the [local jurisdiction] EOP. The [insert position title] will ensure all response personnel have a thorough understanding of their assigned

responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the [local jurisdiction] EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

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

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

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

The Emergency Management Coordinator will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities. Following each exercise or actual event a hot wash and AAR will take place. Strengths and areas for improvement will be incorporated into the updated EOP.

After Action Reports (AARs)

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

An AAR results from an administrative process used by [local Jurisdiction] to review and discuss the response in order to identify strengths and weaknesses in the emergency management and response program.

The AAR should:

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

Corrective Actions

AARs are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed, these issues need to be identified and documented. The [local jurisdiction] Department of Emergency Management will coordinate AARs, as appropriate, and provide documentation, disseminations, and archiving of findings. The results of the AAR will be provided to [position title] for documenting, tracking, and corrective action processes. Through a collaborative and objective process with incident organizations a corrective action plan will be developed and established for further incident/event response, mitigation, strategies/actions, and corrective action plans. Corrective actions will be taken directly from the AAR process and associated documents.

AUTHORITIES AND REFERENCES

List the laws, statutes, ordinances, executive orders, regulations, and formal agreements relevant to emergencies. Include any limits of emergency authorities granted to senior officials, including the conditions under which these authorities become effective and when they would be terminated.

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

[Local jurisdiction]

- [\[Local jurisdiction\]](#) Emergency Operations Plan and supporting annexes
- [\[Local jurisdiction\]](#) Continuity of Operations Plan
- [\[Local jurisdiction\]](#) Land Use or Comprehensive Plan
- [\[Local jurisdiction\]](#) Statewide Mutual Aid (SMA) Program Adoption Resolution

Commonwealth of Virginia

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

Federal

- Emergency Planning & Community Right-to-Know Act (EPCRA)¹
- Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide (CPG) 101, Version 3.0 (September 2021)
- Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelter (November 2010)
- A Whole Community Approach to Emergency Management: Principles, Themes and Pathways for Action (December 2011)
- Disability, Access and Functional Needs Emergency Management Planning Guidance (June 2015)
- Americans with Disabilities Act (1990)
- ADA Amendments Act (2008), P.L. 110-325, and those associated with them
- Rehabilitation Act (1973), Sections 501, 503, 504 and 508
- Older Americans Act (1965), Title III
- Emergency Management Assistance Compact (EMAC) (1996)
- Executive Order 13407 - Public Alert and Warning System
- 1995 Presidential Memorandum "Emergency Alert System (EAS) Statement of Requirements"

¹ Authorized by Title III of the Superfund Amendments and Reauthorization Act (SARA), [the Emergency Planning & Community Right-to-Know Act \(EPCRA\)](#) was enacted by Congress as the national legislation on community safety. This law is designed to help local communities protect public health, safety, and the environment from chemical hazards. To implement EPCRA, Congress requires each state to appoint a State Emergency Response Commission (SERC). The SERCs are required to divide their states into Emergency Planning Districts and to name a Local Emergency Planning Committee (LEPC) for each district.

- Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended
- Homeland Security Presidential Directive 5, Management of Domestic Incidents (February 2003)
- Homeland Security Presidential Directive 8, National Preparedness (December 2003)
- The Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency (October 2007)
- Post Katrina Emergency Management Reform Act of 2006
- National Response Framework (As revised)
- National Incident Management System (NIMS)
- Presidential Decision Directive (PDD) [39](#) (*U.S. Policy on Counterterrorism*) and [62](#) (*Combating Terrorism*): terrorism investigations delegated to U.S. Dept. of Justice/FBI
- PETS Act

ACRONYMS

AFN	Access and Functional Needs
ARES	Amateur Radio Emergency Services
CERT	Community Emergency Response Team
DA	Damage Assessment
EAS	Emergency Alert System
EI	Essential Element of Information
EOC	Emergency Operations Center
ESF	Emergency Support Function
EMAC	Emergency Management Assistance Compact
FEMA	Federal Emergency Management Agency
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
JIS	Joint Information System
LEPC	Local Emergency Planning Committee
LSC	Logistics Section Chief
MAA	Mutual Aid Agreement
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NRF	National Response Framework
OSC	Operations Section Chief
PIO	Public Information Officer
PSC	Planning Section Chief
RACES	Radio Amateur Civil Emergency Service
SARA	Superfund Amendments and Reauthorization Act
SITREP	Situation Report
SMA	Statewide Mutual Aid
VEOC	Virginia Emergency Operations Center

GLOSSARY

Access and Functional Needs (AFN)

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

Amateur Radio Emergency Services (ARES)

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

Community Emergency Response Team (CERT)

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

Command Staff

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

Damage Assessment (DA)

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

Declaration of a Local Emergency

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

Disaster

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

Emergency

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

Emergency Alert System (EAS)

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

Emergency Management

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

Emergency Management Assistance Compact (EMAC)

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

Emergency Operations Center (EOC)

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

Emergency Support Function (ESF)

A grouping of government, private and voluntary organization capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following incidents. The NRF uses 15 Emergency Support Functions (ESFs) to group and describe the kinds of resources and types of federal assistance available to augment state and local response efforts; note that Virginia adds ESF 16 Department of Military Affairs and ESF 17 Volunteer and Donations.

Evacuation

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

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational

capability. There are three specific types of exercises: tabletop, functional, and full scale.

Federal Disaster Assistance

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

General Staff

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

Hazardous Materials Emergency Response Plan

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

Hazard Mitigation

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

Incident Command Post (ICP)

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

Incident Command System (ICS)

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

Joint Information Center (JIC)

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

Joint Information System (JIS)

The JIS serves as a foundation for the coordination and dissemination of information to the public and media concerning incident prevention, preparedness, response, recovery, and mitigation.

Local Emergency Planning Committee (LEPC)

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

Mutual Aid Agreement

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

National Response Framework (NRF)

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

National Incident Management System (NIMS)

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

Radio Amateur Civil Emergency Service (RACES)

Radio amateur civil emergency service). A radio service using amateur stations for civil defense communications during periods of local, regional or national civil emergencies.

Situation Report (SITREP)

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

Stafford Act

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

State of Emergency

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

Unified Command

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

Victim

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

Weapons of Mass Destruction (WMD)

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