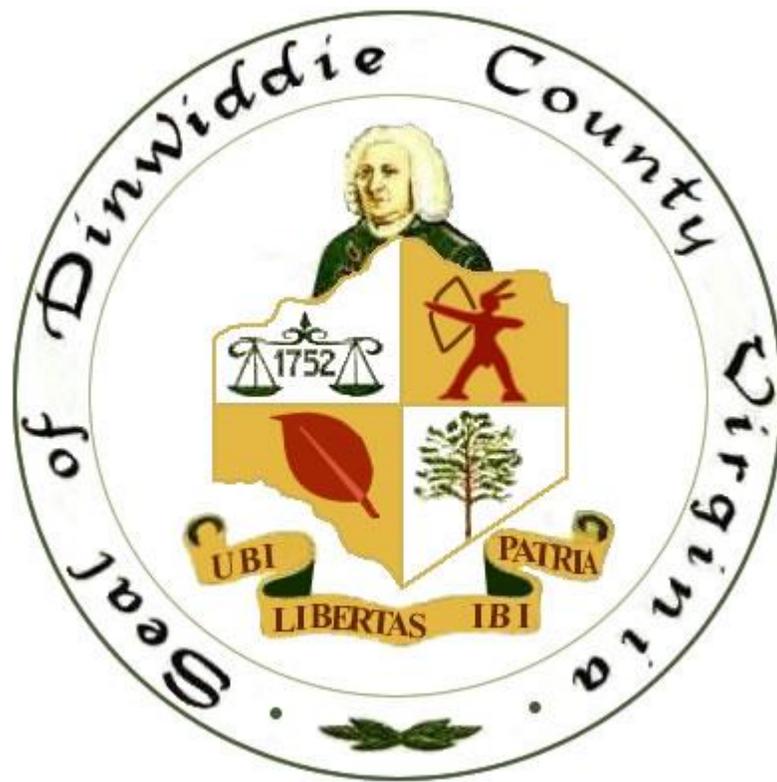


DINWIDDIE COUNTY



EMERGENCY OPERATIONS PLAN

ADOPTED MAY 16, 2023

PRIVACY STATEMENT

Public disclosure of this document would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. It contains sensitive and confidential information that is not subject to FOIA under Virginia Code §2.2-3705.2. Accordingly, the County of Dinwiddie is withholding this plan from full public disclosure. Refer any request for a copy of this document to Tyler Southall, Dinwiddie County Attorney, PO Drawer 70 Dinwiddie, VA 23841

Promulgation of the Dinwiddie County Emergency Operations Plan

By virtue of the authority vested in me by authorizing policy and regulation as County Administrator of Dinwiddie County and as the administrator ultimately responsible for emergency management of Dinwiddie County. I hereby promulgate and issue the Dinwiddie County Emergency Operations Plan (“the Plan”) dated May 21, 2019. The Plan provides for Dinwiddie County response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The Dinwiddie County Coordinator of Emergency Management or his Deputy, on behalf of Dinwiddie County Administration, is hereby authorized to activate the Dinwiddie County Emergency Operations Center (“EOC”) in order to direct and control Dinwiddie County emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the Dinwiddie County Coordinator of Emergency Management is hereby authorized, in coordination with Dinwiddie County Administration, to amend the Plan as necessary to ensure the continued health and safety of the residents and property of Dinwiddie County.

Assigned in the Plan, the head of each designated county department or agency shall appoint a lead and at least one alternate for the department or agency.

This Promulgation rescinds any previous Promulgation issued by the County Administrator.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of Dinwiddie County, this 16th day of May, 2023.

County Administrator: _____
Mr. W. Kevin Massengill

Attest: _____, _____
Title

Witness _____, _____

Title

Resolution

Emergency Operations Plan

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

WHEREAS Dinwiddie County has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS Dinwiddie County has established and appointed a Director, Deputy Director, Coordinator and Deputy Coordinator of Emergency Management.

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

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

Dr. Mark E. Moore, Chair
Dinwiddie County Board of Supervisors

ATTEST:

Clerk
Dinwiddie County Board of Supervisors

Adopted this 16th day of May 2023

Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
5				
6				
7				
8				
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Record of Distribution

Group	Agency/Department	Title of Recipient(s)	How Distributed (electronic or hard-copy)
Dinwiddie County	Public	Public	Electronic Copy via Website
Dinwiddie County	Board of Supervisors	Chair	Electronic Copy
Dinwiddie County	Board of Supervisors	Vice Chair	Electronic Copy
Dinwiddie County	Board of Supervisors	Supervisor	Electronic Copy
Dinwiddie County	Board of Supervisors	Supervisor	Electronic Copy
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Dinwiddie County	Administration	County Administrator/EM Director	Electronic & Hard Copy
Dinwiddie County	Administration	County Attorney	Electronic & Hard Copy
Dinwiddie County	Administration	Community Information Coordinator	Electronic Copy
Dinwiddie County	Emergency Management	Emergency Operations Center	Electronic & Hard Copies (5)
Dinwiddie County	Fire & EMS	Chief of Fire & EMS/EM Coordinator	Electronic & Hard Copy
Dinwiddie County	Fire & EMS	Volunteer Fire & EMS Stations	Electronic Copy
Dinwiddie County	Sheriffs Office	Sheriff	Electronic & Hard Copies(3)
Dinwiddie County	Animal Control	Animal Control Manager	Electronic Copy
Dinwiddie County	Social Services	Director	Electronic & Hard Copies (2)
Dinwiddie County	Health Department	Emergency Planner	Electronic Copy
Dinwiddie County	Information Technology	Director	Electronic Copy

Group	Agency/Department	Title of Recipient(s)	How Distributed (electronic or hard-copy)
Dinwiddie County	Finance & General Services	Deputy County Administrator	Electronic & Hard Copy
Dinwiddie County	Public Works	Director	Electronic Copy
Dinwiddie County	Water Authority	Director	Electronic Copy
Dinwiddie County	Building Inspections	Building Official	Electronic Copy
Dinwiddie County	Planning & Zoning	Planning Director	Electronic Copy
Dinwiddie County	Planning, Zoning and Community Development	Deputy County Administrator	Electronic & Hard Copy
Dinwiddie County	Emergency Communications Center	Communications Director	Electronic Copy
Dinwiddie County	Public Schools	Superintendent	Electronic & Hard Copies(4)
Dinwiddie County	Parks & Recreation	Director	Electronic Copy
Dinwiddie County	Extension Service	Extension Agent	Electronic Copy
Prince George County	Emergency Management	Coordinator of Emergency Management	Electronic Copy
City of Petersburg	Emergency Management	Coordinator of Emergency Management	Electronic Copy
State Agencies	Virginia Department of Transportation	Resident Engineer	Electronic Copy
State Agencies	Virginia Department of Emergency Management	Local Planning Program Manager	Electronic Copy
State Agencies	Virginia State Police	Division 1 Commander	Electronic Copy
VOAD/NGO	American Red Cross	Regional Disaster Response Coordinator	Electronic Copy

I. Introduction

A crisis or emergency can happen at anytime and could impact one individual, a single building or the entire community. This document is the Dinwiddie County Emergency Operations Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

Purpose

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

Plan Elements

This plan consists of the basic plan, the appendices, the emergency support functions (ESF's), support annexes and incident annexes. The basic plan provides an overview of Dinwiddie County's approach to emergency response and operations. It explains the policies, organization and tasks that would be involved in response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function. The incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios, while the support annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several Emergency Support Functions (ESFs).

Scope

This plan and all its contents apply to all emergencies/disasters response to which the plan entitles the departments, agencies, and the County. Dinwiddie County Emergency Management will make every effort to coordinate and cooperate with local, state, and federal officials in their delivery of emergency services. This plan and all its content applies to all of Dinwiddie County. County personnel or partners who have a roll will have access to and be knowledgeable of the EOP.

Situation

Dinwiddie County is located in southeastern Virginia. The County administrative offices and courthouse are located near Latitude: N 37 4 40 and Longitude: W 77 35 13. The County covers approximately 504 square miles.

The population of Dinwiddie is approximately 27,912 people (2020 Census) with the following demographics:

- Size of household: 2.64
- Average age of resident: 42.9 years
- Percentage of populations >65 years old: 18.2
- Percentage of population <18 years old: 20.2
- Percentage of populations with special needs: 11.9

Terrain features that could affect the plan implementation include:

- The northeastern portion of Dinwiddie County has the greatest population density and in some sections is almost urban.
- The southern and western portions of Dinwiddie County are more rural with vast areas of farmland and woodland.
- The central region of Dinwiddie County is more transitional, going from a more populated suburban setting in the northeast transitioning into larger more spread out homes then to a very rural setting in the west and south.
- Terrain ranges from 45 feet in elevation, to 380 feet in elevation.

Dinwiddie is bounded on the north by Namozine Creek, Lake Chesdin and the Appomattox River. It shares those streams as defining borders with Nottoway, Amelia and Chesterfield Counties. It shares boundaries on the east with the City of Petersburg, and Prince George and Sussex counties. The Nottoway River defines its southern border with Greensville and Brunswick counties. Its most westerly border is shared with Nottoway County. McKenney is the only incorporated town in Dinwiddie County.

The major transportation routes in Dinwiddie County are Interstate 85, US Route 1, and State Route 460.

The climate of Dinwiddie County is usually pleasant with warm, humid summers and mild but wet winters. Temperatures vary widely, averaging about 40 degrees Fahrenheit in January and 79 degrees Fahrenheit in July. Annual precipitation averages 44.81 inches and is fairly evenly distributed throughout the year. Precipitation during the warm season often results from convectional activity, while frontal systems are more pronounced during the winter. Occasional tropical storms bring heavy rainfall in late summer and early fall.

Dinwiddie County lies primarily in the Piedmont Plateau; however, a small part along the eastern side is in the upper coastal plain.

The government of Dinwiddie County is responsible for maintaining an emergency operations plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters.

In accordance with the Virginia Emergency Services and Disaster Law of 2000, as amended, the Dinwiddie County Emergency Operations Plan has been developed. This plan will be staffed, revised, exercised, readopted, and reissued once every four years.

Hazard indices and vulnerability assessments have been developed based on hazard identification, risk assessment and the Local Community Assessment for Readiness which was completed for the County in 2014. Detailed Hazard Identification and Risk Assessments are located in Section 5.0 of the Richmond-Crater Multi-Regional Hazard Mitigation Plan, July 2022.

Based on a hazard analysis of the area, the primary hazards in Dinwiddie County are severe storms, power failures, transportation accidents, tropical weather systems, winter weather systems and hazardous material incidents.

Hazard Analysis

INSTRUCTIONS FOR HAZARDS ANALYSIS SUMMARY TABLE/SCORE

Each of the four criteria identified for describing and assessing potential hazards is to be assigned a descriptive term and number as follows:

Low - 1- 2

Medium - 3-4

High - 5

The criteria for each hazard is assigned one of the five ratings above and then totaled to determine a "score." All listed situations refer to major disasters causing loss of life, human suffering, and property damage. Day-to-day emergencies or accidents that are routinely responded to by local emergency organizations are not included.

1. The HISTORY rating is derived by the number of occurrences of the type of disaster under study over the past 25 years. If it has not occurred and if conditions have not changed to increase the hazard, the rating is "low"; once in 25 years - "medium"; and two or more times - "high."
2. Estimates of VULNERABILITY can be derived by comparing the area at risk to the population and property density. For example, thinly populated rural jurisdictions near nuclear power plants are considered less "vulnerable" than more heavily populated urbanized ones.

3. The **MAXIMUM THREAT** is the greatest destruction that could occur for the disaster under study. For example, with a nuclear attack, jurisdictions within a high-risk or target area receive a "high" rating; those within 30-40 miles - "medium"; and other, more remote jurisdictions - "low."
4. The **PROBABILITY** of a disaster is a subjective judgment to be made primarily by local officials. The following guide may be used:
 - a. Chances per year greater than 1 in 10 - "high"
 - b. Chances per year between 1 in 10 and 1 in 1000 - "medium"
 - c. Chances per year less than 1 in 1000 - "low"

HAZARDS ANALYSIS SUMMARY TABLE/SCORE

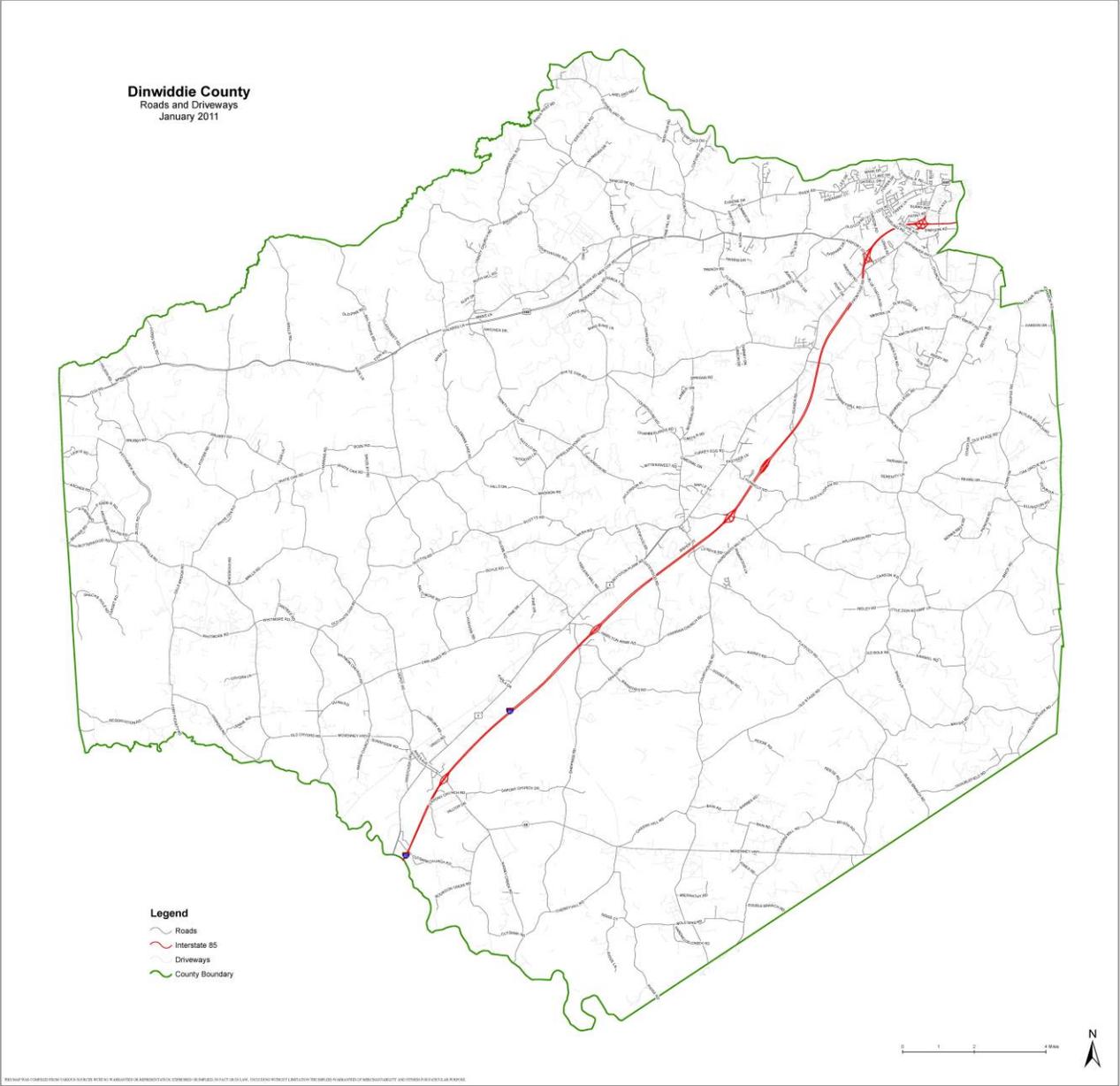
COUNTY OF DINWIDDIE

	<u>HISTORY</u>		<u>VULNERABILITY</u>		<u>MAXIMUM THREAT</u>		<u>PROBABILITY</u>		<u>SCORE</u>
Hazardous Materials	4	+	3	+	3	+	4	=	14
Windstorm/Tornado/ Severe Thunderstorm	5	+	4	+	4	+	4	=	17
Flood, Major	2	+	2	+	2	+	2	=	8
Flash Flood	4	+	2	+	2	+	2	=	10
Winter Storm	4	+	3	+	2	+	3	=	12
Drought	3	+	2	+	2	+	2	=	9
Electric Power Outage	5	+	3	+	2	+	3	=	13
Fire/Explosion/Wildfire	2	+	2	+	2	+	2	=	8
Fuel Shortage, Major	1	+	2	+	2	+	2	=	7
Highway Accident	4	+	2	+	2	+	4	=	12
Hurricane/ Tropical Storm	4	+	3	+	3	+	2	=	12
Pipeline Accident	1	+	2	+	2	+	2	=	7
Water Supply Shortage/ Contamination	3	+	2	+	2	+	2	=	9
Railroad Accident	2	+	4	+	2	+	4	=	12
Structural Collapse	2	+	2	+	2	+	1	=	7
Nuclear Power Plant Accident	1	+	2	+	2	+	1	=	6
Airplane Crash	2	+	1	+	2	+	1	=	6
Dam Failure	1	+	1	+	1	+	1	=	4
Air Pollution	1	+	1	+	1	+	1	=	4
Civil Disturbance	2	+	1	+	1	+	1	=	5
Earthquake	1	+	1	+	1	+	1	=	4
Nuclear Attack	1	+	1	+	5	+	1	=	8

II. Assumptions

- An emergency or a disaster may occur at any time of the day or night, weekend or holiday, with little or no warning.
- The Director of Emergency Management or designee will mobilize resources and personnel as required by the situation.
- Incidents are managed at the local level.
- Dinwiddie County will use the National Incident Management System, (NIMS) for preparedness and maintenance of the EOP.
- Dinwiddie County will use the Incident Command System (ICS) to manage all incidents.
- Dinwiddie County maintains mutual aid agreements with neighboring jurisdictions.
 - Law Enforcement – Regional, and State-wide.
 - Fire – Regional and State-wide.
 - EMS – Regional and State-wide.
- The succession of events in an emergency is not predictable; hence, published support and operational plans will serve as standard guidelines and may require field modification in order to meet the requirements of the emergency.
- Full cooperation between county departments, administrative staff, staff members, employees and volunteers will be present.
- A major emergency may be declared if information/intelligence indicates that such a condition is developing or is likely to occur.
- Special facilities (schools, nursing homes, adult day care and child care facilities) are required to develop emergency plans.
- Regulated facilities (Superfund Amendments and Re-authorization Act sites), power plants, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

Dinwiddie County Map



III. Organization and Assignment of Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations are structured around existing constitutional government.

A successful local emergency management program involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions.

Elected Officials

The Dinwiddie County Board of Supervisors is responsible for:

- Protect the lives and property of citizens
- Establish the local emergency management program
- Appoint the local Emergency Management Director and Coordinator
- Adopt and promulgate the Emergency Operations Plan (EOP)

Local Chief Executive Officer /Director of Emergency Management

The Dinwiddie County Director of Emergency Management shall be the County Administrator. The Director is responsible for:

- Coordinating local resources to address the incident;
- Establishing a curfew;
- Directing evacuations;
- In coordination with the District Health Director, ordering a quarantine;
- Providing leadership; and
- Communicating information to the public
- Determine the need to evacuate endangered areas
- Exercise direction and control from the EOC during disaster operations
- Hold overall responsibility for maintaining and updating the EOP.

Coordinator of Emergency Management

The Emergency Management Coordinator is appointed by the Board of Supervisors. The Coordinator is responsible for:

- Assessing the availability and readiness of local resources most likely required during an incident
- Developing mutual-aid agreements to support the response to an incident
- Coordinating damage assessments during an incident
- Advising and informing local officials about emergency management activities during an incident
- Developing and executing public awareness and education programs;

- Conducting exercises to test plans and systems and obtain lessons learned
- Involving the private sector and nongovernmental organizations in planning, training and exercises
- Ensure the local EOC is in a constant state of readiness
- Develop and maintain EOP
- Ensure that the EOP is reviewed, revised and adopted every four years

Local Government Departments/Agencies

Local department and agency heads collaborate with the Coordinator of Emergency Management during development of the EOP and provide key response resources. Local departments and agencies participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies, and/or support agencies as required to support incident management activities, such as:

- Develop and maintain detailed plans and standard operating procedures (SOPs)
- Identify sources of emergency supplies, equipment and transportation
- Negotiate and maintain mutual aid agreements which are identified in the plan
- Maintain records of disaster related expenditures and appropriate documentation
- Protect and preserve records essential for the continuity of government
- Establish and maintain list of succession of key emergency personnel

Emergency Support Functions (ESFs)

An ESF is a grouping of government and certain public and private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during emergencies. Operating agencies and local departments participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The ESFs:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of government; and
- Establish a line of successions for key emergency personnel.

Nongovernmental and Volunteer Organizations

Nongovernmental organizations collaborate with first responders, governments at all levels and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other resources. These resources, when available, will

be integrated into the regional operations, and will be incorporated into an ESF to support critical functions as best suited by their skill-set.

Private Sector

The private sector may take on many different roles, which could include:

- Private owners of critical infrastructure (either a facility that could be impacted by a disaster or used as a resource);
- A response organization (e.g. private ambulance services, environmental clean-up services);
- A regulated or responsible party: owner operators of certain regulated facilities may have responsibility under law to prepare for and prevent incidents from occurring; or
- A local emergency organization member.

The private sector has the responsibility to:

- Plan for personal and business disaster preparedness, mitigation, response and recovery;
- Have knowledge of local emergency response plans and procedures; and
- Implement protective actions as requested or required by the Emergency Manager.

Citizen Involvement

1. Dinwiddie County incorporates two Citizen Corps programs into its emergency management program. The programs include:

- Citizens Emergency Response Teams (CERT)
- Neighborhood Watch

2. Although not formally a part of emergency management operations, individuals and households can also play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in and around their homes
- Preparing an emergency supply kit and household emergency plan, including supplies for household pets and service animals
- Monitoring emergency communications to reduce their risk of injury, keep emergency routes open, and reduce demands on landline and cellular communication
- Volunteering with an established organization to become part of the emergency management system and ensure that their efforts are directed where they are most needed

IV. Concept of Operations

General

This section addresses the local coordinating structures, processes, and protocols employed to manage incidents. These coordinating structures and processes are designed to enable execution of the responsibilities of local government through the appropriate departments and agencies, and to integrate State, Federal, nongovernmental organizations and private sector efforts into a comprehensive approach to incident management.

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Dinwiddie County organization for emergency operations consists of existing government departments, non-governmental, and private sector emergency response organizations.
2. The Chief Executive Officer (County Administrator) serves as the Director of Emergency Management. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management. The Director, in conjunction with the Coordinator, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The County Administrator will be responsible for emergency public information.
3. The Coordinator of Emergency Management, assisted by department chiefs, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC for Dinwiddie County is located at the Dinwiddie County Public Safety Building.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management 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 regulation.
5. The Director of Emergency Management will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. Local law enforcement will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local

Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.

6. Succession to the Director of Emergency Management will be the Deputy County Administrator for Finance and General Services, the Coordinator of Emergency Management, and the Deputy Coordinator of Emergency Management respectively.
7. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
8. The Coordinator of Emergency Management will assure compatibility between the locality's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the county as appropriate.

In the event an incident exceeds local emergency response capabilities, outside assistance is available, either through mutual support agreements with nearby jurisdictions and volunteer emergency organizations or, through the Virginia Emergency Operations Center (VEOC) via WebEOC. A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.

Concurrent Implementation of Other Plans

The Dinwiddie County Emergency Operations Plan (EOP) is the core plan for managing incidents and details the local coordinating structures and processes used during incidents. Other supplemental agency and interagency plans provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, wild land fires, etc.). In many cases these local agencies manage incidents under these plans using their authorities. These supplemental agency or interagency plans may be implemented concurrently with the EOP, but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

Organizational Structure

In accordance with the National Incident Management System (NIMS) process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next level. Reflecting the NIMS construct and in alignment with the National Response Framework (NRF), the EOP includes the following command and coordination structures:

- Incident Command Posts, on-scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Emergency Support Functions;
- Joint Field Office (JFO), which is responsible for coordinating Federal assistance supporting incident management activities locally;
- Local Department of Emergency Management;
- Director of Emergency Management;
- Coordinator of Emergency Management; and

- Incident Commander

Organizational charts for the Dinwiddie County Incident Command System, Emergency Management Organization, and Emergency Operations Center Organization, are included within this section.

Emergency Operations Center (EOC)

When the local Emergency Operations Center (EOC) is activated, the emergency manager will coordinate with the incident commander to ensure a consistent response:

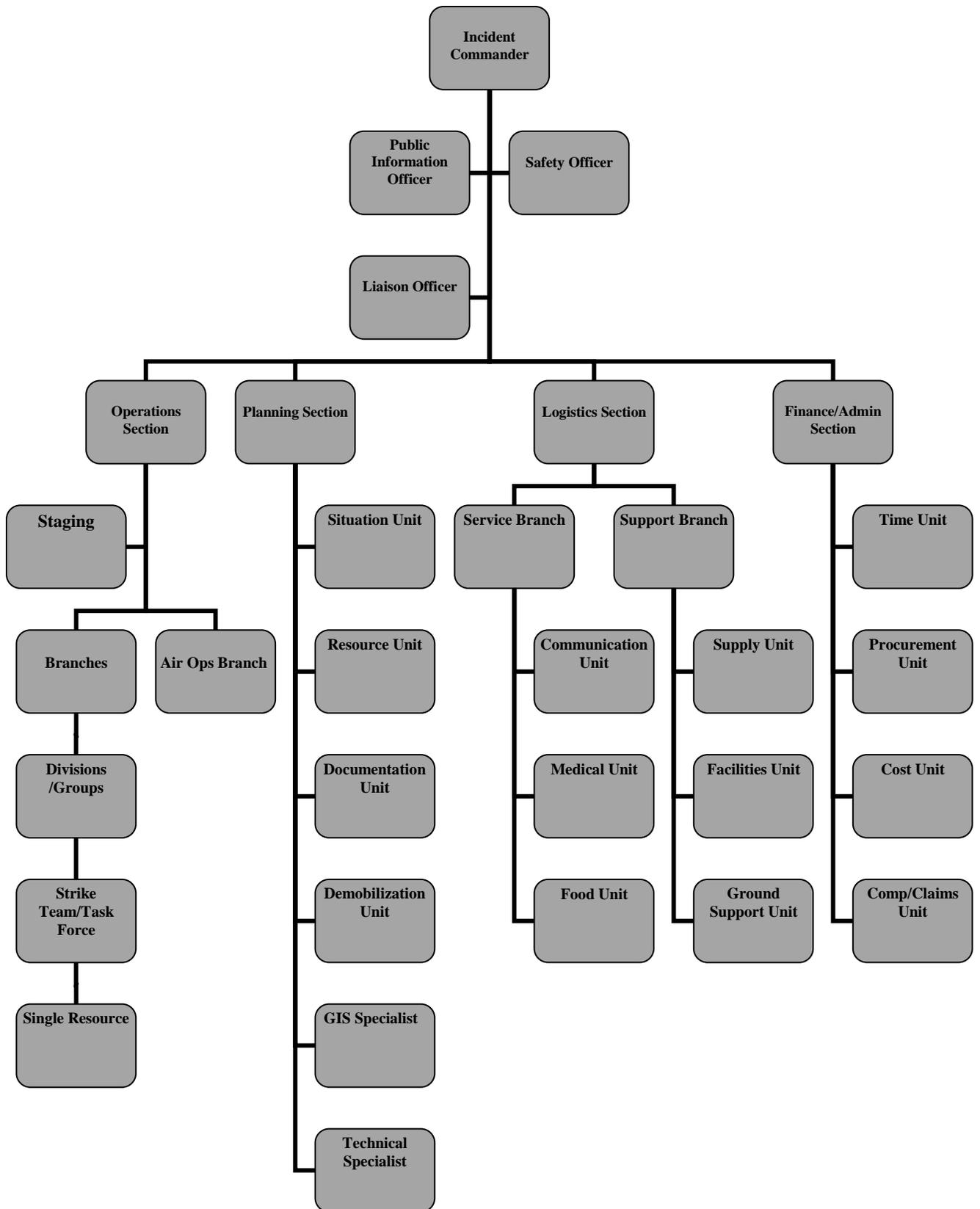
- The EOC follows the Incident Command System (ICS) structure and
- The Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

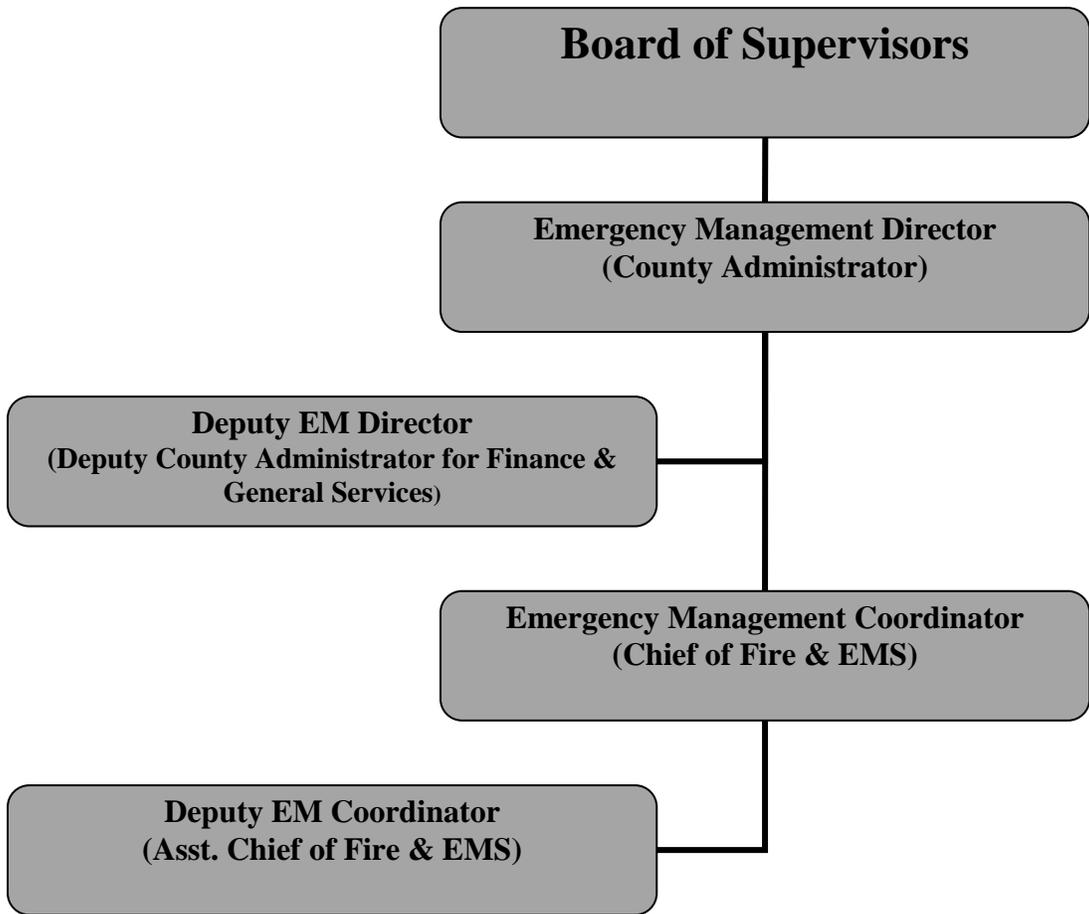
- Manageable span of control (3 to 7 staff; optimum is 5);
- Personnel accountability (each person reports to only one person in the chain of command); and
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)

Organizational charts for the Dinwiddie County Emergency Operations Center Organization, are included within this section. Additional details on the EOC function and operations can be found in ESF #5 Emergency Management.

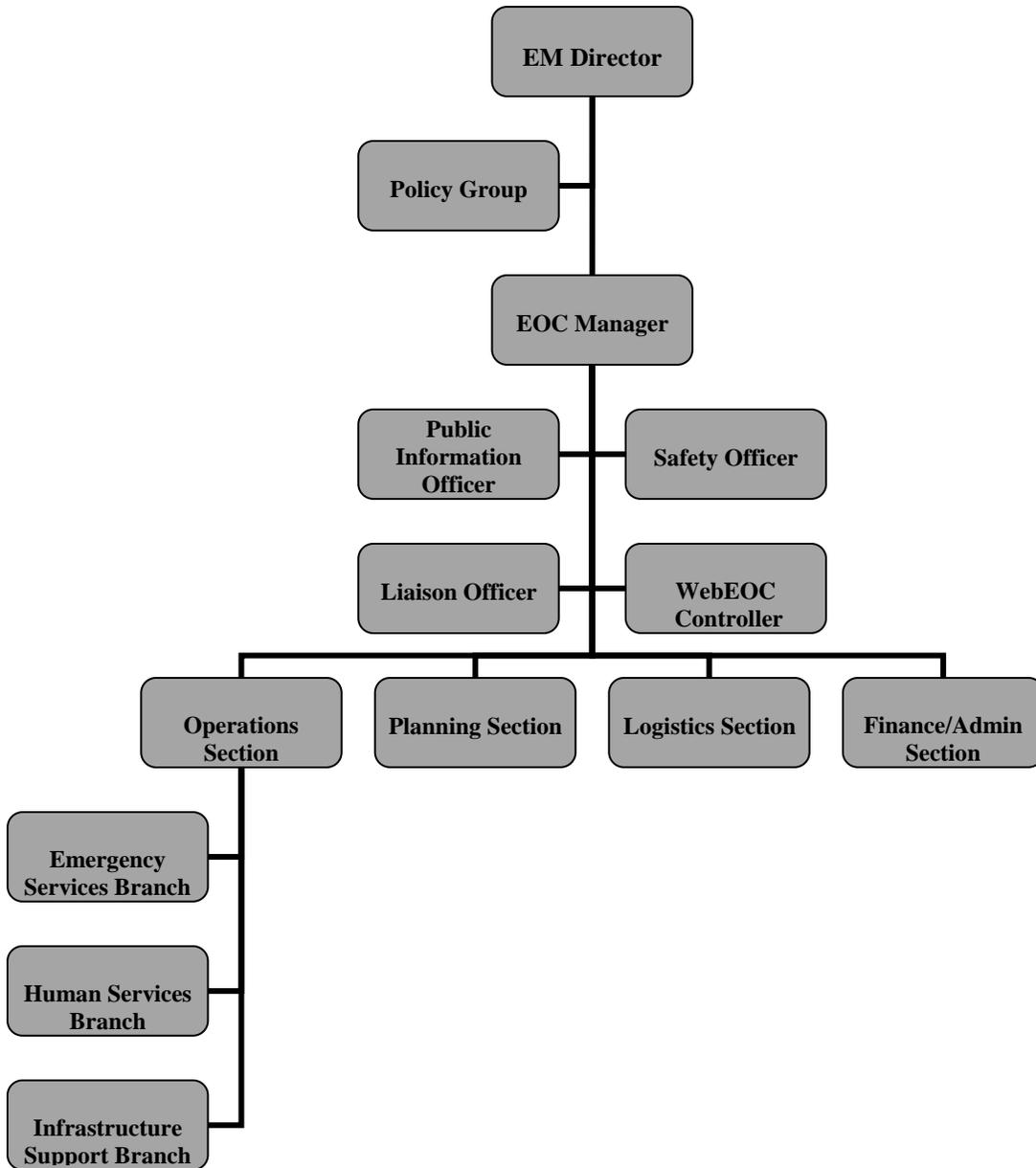
DINWIDDIE COUNTY INCIDENT COMMAND SYSTEM



DINWIDDIE COUNTY EMERGENCY MANAGEMENT ORGANIZATION

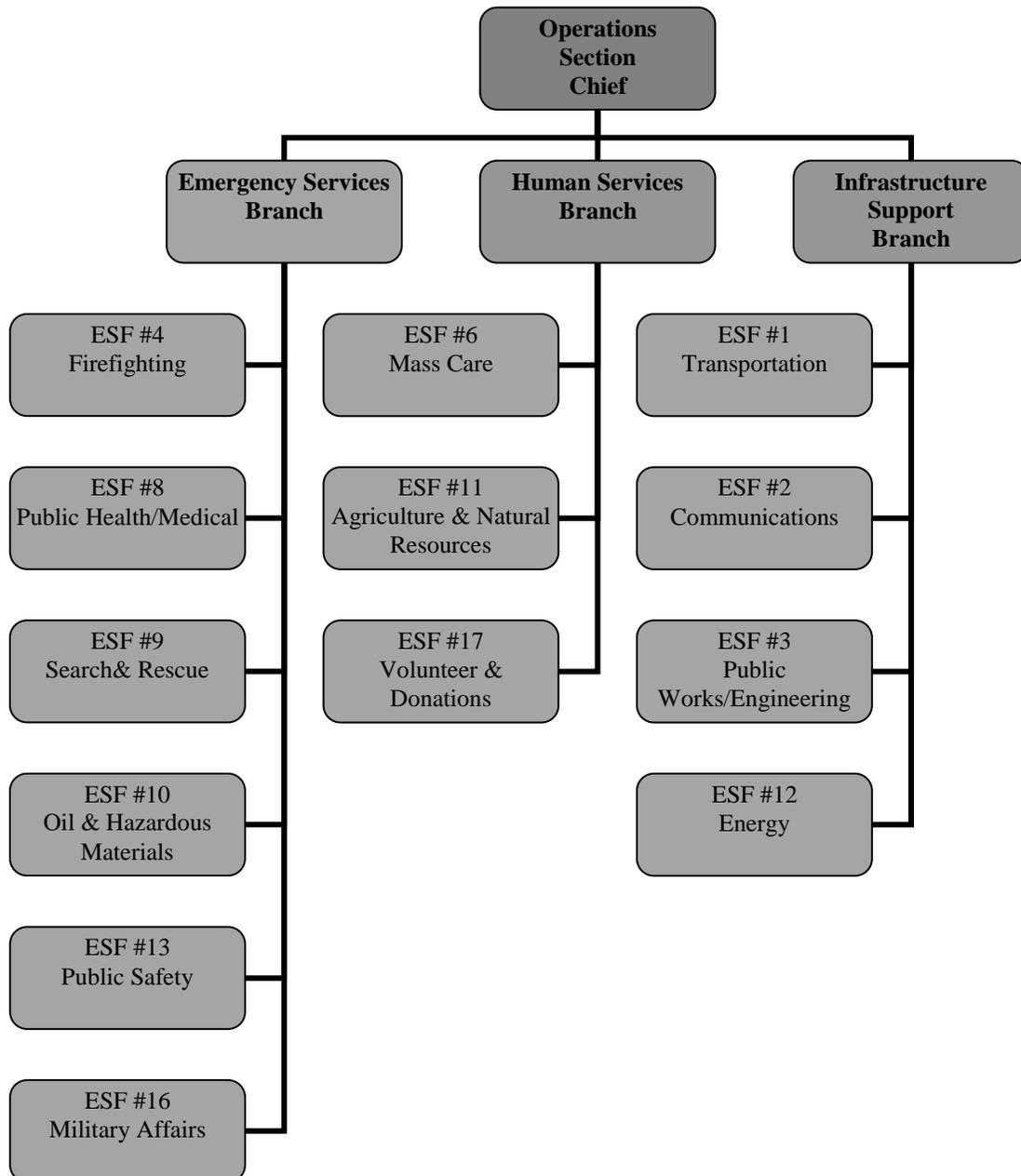


DINWIDDIE COUNTY EOC ORGANIZATION

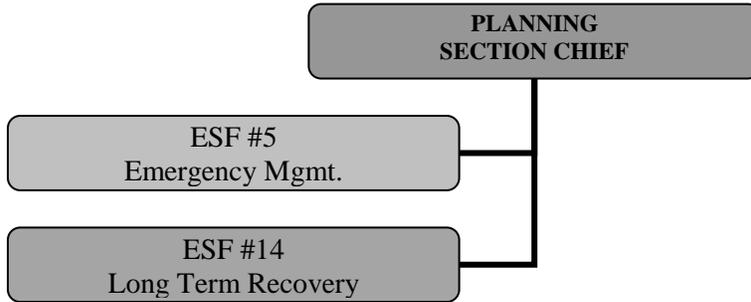


EOC ESF ORGANIZATION

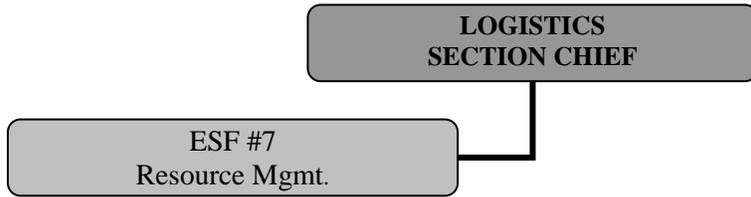
Operations Section



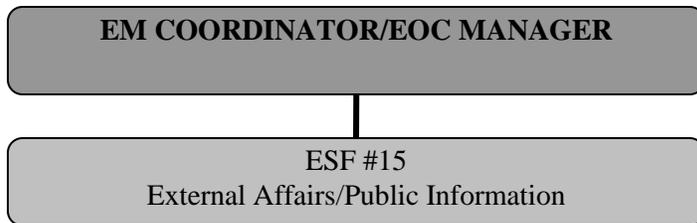
Planning Section



Logistics Section



Command Staff



Sequence of Action

These are actions that are implemented during non-emergency or disaster periods that will prepare the locality for potential emergency response if necessary.

When the local emergency operations center (EOC) is activated, there should be coordination between the emergency manager and the incident commander to ensure a consistent response:

Non-Emergency/Normal Operations

1. Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media.
2. Develop, review and exercise emergency operations plans and standard operating procedures.
3. Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
4. Update, review, and maintain the Emergency Operations Plan (EOP).
5. The local EOP must include a provision that the Virginia Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation shall be contacted in the event of an emergency (as defined in the EOP) when there are victims as defined in Code of Virginia §19.2-11.01. The current contact for each organization must be maintained by the locality.

Pre-Incident Actions

These are actions that are implemented if the Emergency Manager receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

Actions:

- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection; and
- Possible partial activation of the EOC.

1. Alert emergency response personnel and develop a staffing pattern.
2. Determine any protective action measures that need to be implemented in preparation for the situation.

Preparedness

- Public information and educational materials will be provided to Citizens, Visitors and Employees, via newsletters, brochures, e-mail, web-site, and other media.
- Develop, review, exercise and update emergency operations plans and standard operating procedures.
- Develop training curricula and implement drills to enhance readiness of emergency response.
- Test and maintain emergency resources and equipment.
- Test and maintain the Outbound Notification System.
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
- Assure that all relevant continuity of operations plans (COOP) is current.

Response Actions

1. Daily functions of Dinwiddie County that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response.
2. Efforts and resources may be redirected to accomplish an emergency task.
3. If not already completed, set up and staff the EOC.
4. If not already completed, establish communication with the State EOC.
5. Implement delegations of authority for emergency response activities.
6. Monitor the situation and adjust response actions as needed.
7. Implement evacuation orders as needed.
8. Maintain security of the County.
9. Close routes of ingress and egress as deemed necessary for the situation.
10. Open emergency shelters as needed.

11. Assure public information is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary. Designate a Public Information Officer (PIO).
12. Assure all available resources are applied directly and effectively to disaster response.
13. Monitor resource needs and request additional resources through appropriate means as required.
14. Implement debris clearance if needed to assist with the response and eventual recovery.
15. If the Crisis is a criminal act, an officer from the Dinwiddie County Sheriffs Office will notify the local Point of Contact, (POC) so that appropriate notifications can be made to the Virginia Department of Criminal Justices Services (VDCJS) and the Virginia Criminal Injury Compensation (VCICF) Fund on behalf of Dinwiddie County.
16. Protect and restore all critical infrastructures of Dinwiddie County.
17. Accurately track financial costs utilizing prepared event cost-tracking system.
18. Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

Recovery Actions

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

1. Provide traffic and crowd control to assure site security.
2. Assure continued public information that is accurate, appropriate and timely to all populations including media. Set up a briefing location for media if necessary.
3. Within 72 hours of impact, Dinwiddie Emergency Management Officials will complete an Initial Damage Assessment and submit to the VEOC determined by normal structure.
4. Assess the mental and behavioral health impacts to citizens, visitors and employees and request appropriate resources to address issues as needed. Set up a Family or Victim's Assistance Center if needed.
5. Assist with state or federal investigations as necessary.
6. Assist with identification of injured or deceased individuals as needed.
7. Assess infrastructure and determine viability for re-entry.
8. Begin immediate repairs to electric, water and sewer lines and associated facilities.

9. Re-establishment of habitats and prevention of subsequent damage to natural resources.
10. Protection of cultural or archeological resources during other recovery operations.
11. Complete disaster-related expense records. Begin request for reimbursement through the state or federal public assistance program if eligible.
12. Open a Joint Field Office (JFO) to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

Mitigation

1. Review the local All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of value in preventing similar impacts for a future disaster.
2. Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to address the most at risk areas.
3. Implement mitigation measures in the rebuilding of infrastructure damaged in the event.
4. Pursue grant programs for loss reduction measures.
5. Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs.
6. Provide community education and outreach necessary to foster loss reduction.

Declaration of a Local Emergency

The Board of Supervisors shall declare by resolution an emergency to exist whenever the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A local emergency may be declared by the Director of Emergency Management, 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.

Activation of the Emergency Operations Center (EOC)

The Emergency Management Director, the Emergency Management Coordinator, the Sheriff or their designee(s) may activate the EOC if the following conditions exist:

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

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

Communication, Alert and Warning will be provided to the public via the county maintained Outbound Notification System, Wireless Emergency Alerts and the Emergency Alert System (EAS). Other systems will be used as available to include door-to-door notifications, loud speakers, television, radio and the internet.

V. Administration, Finance and Logistics

Mutual Aid Agreements will be activated if the event is not affecting those jurisdictions. If the event is wide-spread or regional, mutual aid resources will be obtained through the Virginia Emergency Operations Center.

All assets (human resources and equipment resources) of the community will become the purview of the County Administrator of Dinwiddie County to direct in any way to respond to an emergency.

The County Administrator may also appoint this authority to his designee or the Coordinator of Emergency Management as written in a formal Delegation of Authority statement on file.

Identify policies and procedures for tracking and reporting of any costs due to an emergency. In many cases, normal procurement and financial policies will remain in effect, but in extraordinary events, additional provisions must be followed to increase the speed of which these actions can take place.

Identify required tracking and record-keeping procedures that will be put in place to assure all emergency costs are easily identified. These items are most thoroughly discussed in the ESF #5 Emergency Support Function Annex Tab 1.

Concept of Operations

- A. In an emergency situation as defined by the Emergency Operations Plan (EOP), the Finance Director or designee will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however, the budget change requests

must be documented at a later time. The Director of Emergency Management or designee must request verbal approval of funding.

- B. The Finance Director or designee would permit over-spending in particular line items (e.g. overtime, materials, and supplies) under emergency circumstances as defined in the EOP. A year-end adjustment can be made if required.
- C. The Finance Department will staff the Emergency Operations Center's Finance and Administration Section during emergency operations. This section will work with the Emergency Support Functions (ESF) to facilitate needed purchases.
- D. The Director of Emergency Management or designee must define disaster related expenditures for the Finance Section and the appropriate length of time these disaster-related expenditures will be incurred. All disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement from the Commonwealth of Virginia or Federal government. The Finance Department will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" as required.
- E. The Finance Department will work with ESF #7 - Resource Management – to track resource needs, purchases, equipment, and personnel, utilizing electronic software to the extent possible.
- F. Employees must complete times sheets, to include overtime hours worked, during disaster response and recovery operations. Copies of employee time sheets must be signed by their immediate supervisor or the EOC Manager, as appropriate.
- G. The County Administrator may re-assign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.
- H. Dinwiddie County has mutual aid agreements in place with local volunteer and non-governmental agencies for use of facilities, food, equipment, etc. during disaster response and recovery operations. The County also participates in the Statewide Mutual Aid (SMA) Agreement, which provides for requesting goods, services, personnel, and equipment through the Virginia Emergency Operations Center. Mutual Aid Agreements are referenced in ESF #7 and are also contained in the Continuity of Operations Plan (COOP).

Actions

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments;
- Provide training to familiarize staff with state and federal disaster assistance requirements and forms;

- Instruct all departments to maintain a continuous inventory of supplies on hand at all times;
- Prepare to make emergency purchases of goods and services;
- Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures;
- Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation;
- Track and compile accurate cost records from data submitted by departments and ESFs;
- Prepare and submit disaster assistance applications for reimbursement;
- Assist in the preparation and submission of government insurance claims;
- Work with the County Treasurer to ensure reimbursements are received and reconciled; and
- Update and revise, as necessary, human resource policies and procedures.

I. Plan Development and Maintenance

Commonwealth of Virginia Emergency Services and Disaster Law of 2000,, as amended, requires jurisdictions to develop, adopt, and keep current a written crisis and emergency management plan;

Every four years, Dinwiddie County shall conduct a comprehensive review and revision of its crisis and emergency management plan to ensure the plan remains current, and the revised plan shall be adopted formally by the Board of Supervisors.

Such review shall also be certified in writing to the Virginia Department of Emergency Management.

Drafting an emergency plan is a community effort and relies heavily on county administrators and experts to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

Plan Participants

- Director of Emergency Management
- Coordinator of Emergency Management

- Representatives from internal groups:
 - Finance and General Services
 - Fire & EMS
 - Public Works and Utilities
 - Human Resources
 - Purchasing
 - Information Technology
 - Sheriff's Office
 - Social Services
 - Planning and Community Development

- Representatives from external groups:
 - State Police
 - Public Schools
 - Local Hospitals
 - Red Cross
 - VOAD's
 - Health Department
 - Business and Industry

The Coordinator of Emergency Management will update the Emergency Operations Plan annually. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Coordinator of Emergency Management to assure that the plan is tested and exercised on a scheduled basis.

VII. Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Dinwiddie County Emergency Operations Plan and sub-plans. The Director of Emergency Management will ensure that 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 Dinwiddie County Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The EMC is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Dinwiddie County. 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 Dinwiddie County.

Training will be based on federal and state guidance. Instructors will be selected from local government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency management and response. All training and exercises conducted in Dinwiddie County will be documented. Training

needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The EMC will develop, plan, and conduct table top, functional and/or full-scale exercises annually. These exercises will be designed to not only test the Dinwiddie County Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, county employees, and improve the overall emergency response organization and capability of Dinwiddie County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. After each drill, exercise or actual event, a hot wash and/or after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan. Deficiencies identified by the exercise will be addressed immediately and noted in the annual LCAR instrument.

Following each exercise or actual event, a hot-wash and After Action Review (AAR) will take place. Strengths and areas for improvement will be identified, addressed and incorporated into an update of the EOP.

Appendix 1 – Glossary of Key Terms

Amateur Radio Emergency Services

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

American Red Cross

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

Command Section

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

Command Post

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

Comprehensive Resource Management

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

Coordination

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

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.

Decontamination

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

Emergency/Disaster/Incident

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

Emergency Alert System

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (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 Operations Center

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

Emergency Operations Plan

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

Emergency Management

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

Emergency Support Function

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public 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.

Evacuation

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

Federal Disaster Assistance

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

Geographic Information System, GIS

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

Hazardous Materials

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

Hazardous Materials Emergency Response Plan

The plan was 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 is separate from the county's Emergency Operations Plan.

Incident Command System

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

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

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

Integrated Communications Plan

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

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.

Local Emergency Planning Committee

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

Mitigation

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

Mobile Crisis Unit

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

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

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

National Weather Service

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

Preparedness

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

Presidential Declaration

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

Primary Agency

While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the 'primary agency.' The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the County Executive during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the County Executive or his/her designee.

Regional Information Coordination Center

The center facilitates communications and coordination among local, state, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

Situation Report

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

Span of Control

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

State of Emergency

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

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

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.

Weapons of Mass Destruction

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).

Appendix 2 – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center

DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture

VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

Appendix 3 – Authorities and References

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, September 2012 (Updated 2015)

Local

1. Dinwiddie County Hazardous Materials Response Plan, April 2019
2. Dinwiddie County Emergency Operations Plan
3. Richmond-Crater Multi-Regional Hazard Mitigation Plan, December 2017

Parks/Recreation						S										S	S
Extension Service												P					
VVOAD												S					S
Local Recovery Task Force														P			S
Amateur Radio		S															
VDEM				S			S		S	S		S					S
Virginia State Police									S				S				
Crater/VDEM Hazardous Materials Teams										S							
Va. Dept. Of Forestry	S			P								P					

Appendix 5 – Succession of Authority

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 that 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.

Organization/Service Function

Authority in Line of Succession

Emergency Management
Direction and Control

1. Director of Emergency Management
(County Administrator)
2. Deputy Director of Emergency Management
(Deputy County Administrator - Finance)
3. Coordinator of Emergency Management
(Chief of Fire & EMS)
4. Deputy Coordinator of Emergency Management
(Asst. Chief -Support Services)

Emergency Public Information

1. Director of Emergency Management
2. Coordinator of Emergency Management
3. Deputy Coordinator of Emergency Management

Sheriff's Office

1. Sheriff
2. Major
3. Captain

Fire & EMS

1. Chief of Fire & EMS
2. Asst. Chief-Operations
3. Asst. Chief- Support Services
4. Captain -Training

Public Schools

1. Superintendent of Schools
2. Chief Operations Officer
3. Chief Academic Officer

Information Technology

1. Director
2. Network Administrator
3. System Administrator
4. System Analyst
5. IT Tech

Utilities (Water/Sewer)

1. Director, Dinwiddie County Water Authority
2. Operations Manager
3. Office Manager

Public Works/Sanitation

1. Director of Public Works
2. Assistant Director of Public Works
3. Public Works Supervisor

Social Services

1. Director
2. Administrative Services Manager

Health Department

1. District Director
2. Nurse Supervisor

County Attorney	<ol style="list-style-type: none"> 1. County Attorney 2. Assistant County Attorney 3. Commonwealth's Attorney
Planning & Comm. Development	<ol style="list-style-type: none"> 1. Deputy County Administrator- Community Dev. 2. Director of Economic Development 3. Director of Planning
Finance	<ol style="list-style-type: none"> 1. Deputy County Administrator- Finance 2. Procurement Officer 3. Accounting Specialist, Payroll 4. Accounting Specialist, Accounts Payable
Human Resources	<ol style="list-style-type: none"> 1. Director of Human Resources 2. Human Resources Coordinator

Appendix 6 – Essential Records

Court Records

The preservation of essential records for the locality is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include the following:

- Real Estate Records*
- Criminal Records
- Wills
- Civil Records
- Chancery Records
- Marriage Licenses

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court.

The loading and transportation of these records is the responsibility of the Sheriff's Department.

*** A microfilm copy of all real estate records for the locality is stored in the Archives, State Library, Richmond, Virginia.**

Agencies/Organizations

Each agency/organization within the structure of local government should establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate copies in a separate location and/or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

Appendix 7 – Sample Declaration of Local Emergency

WHEREAS, the Director of Emergency Management of Dinwiddie County does/did hereby find:

1. That due to _____(Specify Event), Dinwiddie County is facing dangerous conditions;

2. That due to the _____(Specify Event), a condition of extreme peril to life and property necessitates the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency does now/or did exists throughout said County; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of Dinwiddie County shall be those prescribed by State Law and the Ordinances, Resolutions, and approved plans of Dinwiddie County in order to mitigate the effects of said emergency.

Date

Chairman
Dinwiddie County Board of Supervisors

ATTEST:

Clerk
Dinwiddie County Board of Supervisors