



SMYTH
COUNTY, VA

Smyth County

Emergency Operational Plans





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Smyth County Public Safety
Executive Summary

Smyth County and the towns and communities within are vulnerable to a variety of hazards. The Emergency Planning for Smyth County establishes the framework for our locality and the towns and communities within to address these hazards. These plans outline the roles and responsibilities of the local government, state and federal agencies and other stakeholder organizations. National Incident Management System (NIMS) as well as Incident Command System (ICS) principals have been incorporated and institutionalized into the County's response management model as illustrated within our planning and in the policies and procedures of the County's response agencies.

These plans outline the basic strategies, assumptions, operational goals and objectives, and mechanisms through which Smyth County will mobilize resources and conduct activities to guide and support emergency management efforts through preparedness, response, recovery, and mitigation.

Throughout this plan, the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Goal (CPG) 101 fundamentals and the Whole Community approach strategy are utilized. While CPG 101 provides emergency management professionals with guidance on plan development, the Whole Community approach refers to the collaboration between emergency management and a wide range of County stakeholders to ensure that all are part of the planning process. These stakeholders include residents, private sector partners, and government officials. These groups are regularly engaged, and are leveraged in various meetings throughout the year.

Great care has been taken to make this plan equitable and diverse to match the demographics of this great County. Smyth County will continue to provide services to the whole community and meet the needs of its citizens in an equitable and diverse manner.

This plan has multiple combined plans that make up this collection. Each plan or annex can serve in this collection or separately to provide the guidance needed to aid the communities of Smyth County. Some plans incorporated with this compilation are not included due to sensitive or secure information. This edition is the published version intended for public consumption.

Smyth County is a resilient community and the goal of this publication of plans and the Smyth County Department of Public Safety is to continue to grow the resiliency of its citizens and our communities to keep people and property safe, no matter what may come.



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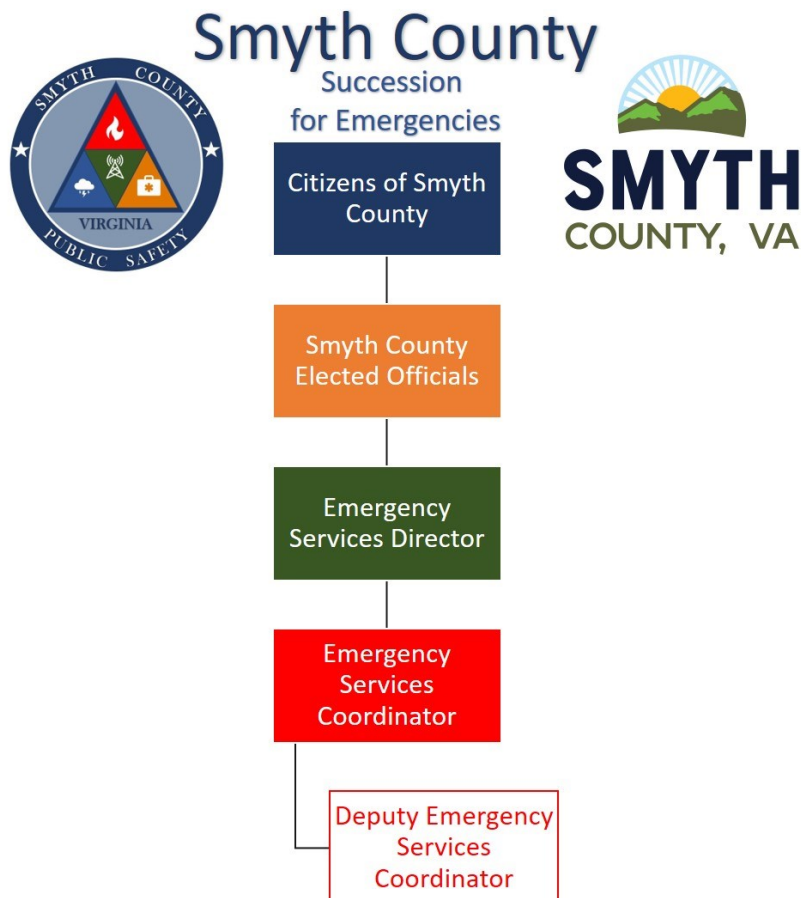
Smyth County Public Safety **Organizational**

INTRODUCTION

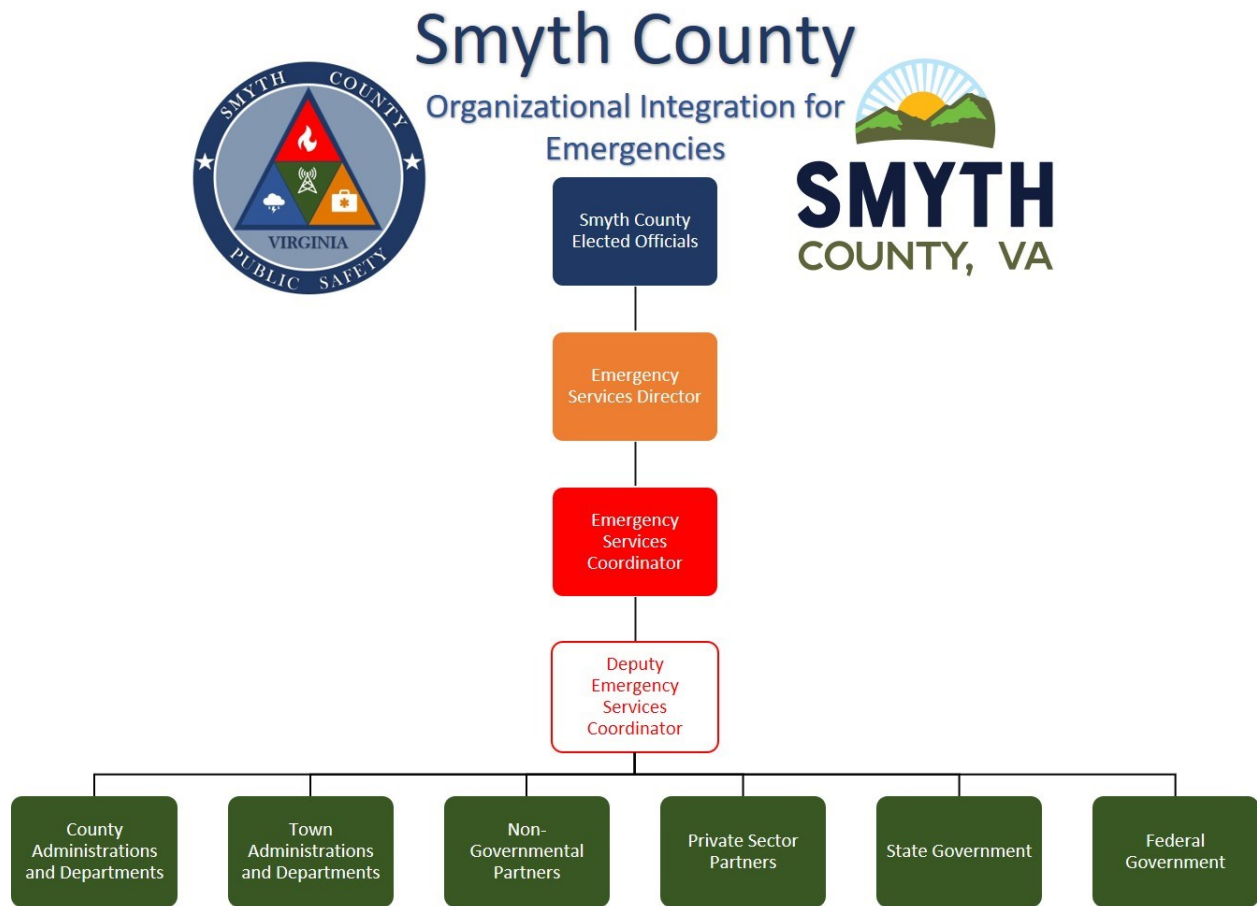
The Purpose of this section is to set out the organizational succession of the County during every-day operations as well as emergency operations.

SMYTH COUNTY EMERGENCY SUCCESSION

This chart signifies the flow of decisions during an emergency. Beginning with citizens that vote for elected officials, whom set out the policies that govern the County during an Emergency. The over-all decision authority is held by the Director. The Director takes the policies and philosophies set forth by the policy groups and makes timely, efficient and effective decisions to keep the County and its citizens safe.



Emergencies do not have boundaries and can effect multiple organizations and jurisdictions without prejudice. For incidents across the county, the following chart will explain the flow of authority, communications, and work during an emergency.



SMYTH COUNTY ORGANIZATIONAL CHART

This chart signifies the normal day-to-day operations of the County and the flow of communications, work, and authority.



Smyth County

Organizational Chart



SMYTH
COUNTY, VA



Smyth County Public Safety
Local Declaration Procedure



INTRODUCTION

During a significant event or in the anticipation of such an event, it is in the authority of the County to proclaim a Declaration of Local Emergency. This procedure can be proactive or reactive to significant events. Criteria may be approved for declaration upon approval by the Emergency Services Director (Director). The procedure for declaration will be outlined during this document.

LOCAL DECLARATION

A declaration of local emergency is recommended when the severity of the events warrants coordinated actions of the local government to combat such threatened or actual disaster; protect the health and safety of persons and property; and/or provide emergency assistance to the victims of such an event. Activation of the EOC and execution of the EOP may be warranted even when a local emergency is not declared.

Smyth County will adhere to all declaration processes and procedures defined in the Code of Virginia, Title 44. A local emergency may be declared by the Director of Emergency Management or designee. All declarations must be confirmed by the local elected body (Board of Supervisors) pursuant to timelines identified in the Code.

A local emergency declaration empowers the County to respond in a nimble and efficient manner. As defined in Title 44 of the Code of Virginia, during a local emergency, the County may:

- Control, restrict, allocate, or regulate the use, sale, production, or distribution of food, fuel, clothing, and other commodities;
- Enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law; and,
- Provide emergency assistance to the victims of such disaster.

PROCEDURE

Declaration Procedure

The Director, when he/she finds it necessary to declare a local emergency, shall meet with the event leadership including, but not limited to:

- Director of Emergency Services (Director);
- Emergency Services Coordinator (Coordinator);
- Deputy Emergency Service Coordinator (Deputy);
- Incident Commander (IC);



- Governmental Partners;
- Private Sector Partners (PSP);
- Community Partners; and
- Public Information Officer (PIO).

This group will discuss the needs of the event and forecast the need for a declaration.

Upon an affirmative decision to declare, the Public Information Officer will create an event briefing as discussed in the EOP to distribute to the Policy Group. The Coordinator will create the necessary documentation for the Incident Action Plan (IAP) and the declaration. The Director will then direct the County and media of a provisional declaration and any public information that needs to be given for safety to the communities of the County. A provisional declaration is a declaration that has not been ratified by the governing body. Once the provisional declaration has been issued, the Director and Coordinator will provide a proclamation to the Board of Supervisors at a legally called meeting to ratify the declaration. Once the Board of Supervisors has ratified that proclamation, the County has officially declared a State of Local Declaration of Emergency.

At the completion of the ratifying of the Local Declaration, the Coordinator will submit the official information to the Virginia Department of Emergency Management through electronic mail as well as the WebEOC application.

Declaration Recension Procedure

When the event is complete and normal operations have resumed, it is time to rescind the declaration. The Director will set up a meeting of the same above mention leadership group to discuss the County needs and forecast the needs for recension of the declaration.

Upon an affirmative decision to rescind, the PIO will create a final briefing of the operation to the Policy Group. The Coordinator will create the necessary documentation for the final IAP. The Director will then advise the County and media of a recension and information for any continued operations. The Director and Coordinator will provide a proclamation to the Board of Supervisors for the recension of the declarations. Once the Board of Supervisors ratifies the proclamation, the County can resume normal operations outside of the EOP.

At the completion of the ratifying of the Recension of Local Declaration, the Coordinator will submit the official information to the Virginia Department of Emergency Management through electronic mail as well as the WebEOC application.

APPENDIX – A: SAMPLE DECLARATION PROCLAMATION

WHEREAS, by the Code of Virginia, § 44-146.21. Declaration of Local Emergency, A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision; and

WHEREAS, due to _____, Smyth County Public Safety is forecasting that the resources of the County will be overwhelmed; and

WHEREAS, due to _____, Smyth County Public Safety is forecasting conditions of peril to life and property to the citizens of the County; and

WHEREAS, due to _____, Smyth County Public Safety is forecasting financial and continuity altering conditions that will stop essential services and cause loss of financial stability to the County of Smyth for a period of time; and

WHEREAS, the Director of Emergency Services as appointed by this body, has declared a provisional Local Declaration of Emergency; and

WHEREAS, The Smyth County Board of Supervisors prides itself in responding to the needs of its residents and communities.

NOW THEREFORE, IT IS HEREBY PROCLAIMED, that the Smyth County Board of Supervisors ratifies the provisional Local Declaration of Emergency by the Director of Emergency Services; and

IT IS FURTHER PROCLAIMED AND ORDERED, that the Smyth County Emergency Operations Plan is active and the Emergency Operations Center is active.

By the Signatures of the Board of Supervisors

Attested by the Clerk of the Board

Adopted this ____ day of _____, 20____



APPENDIX – B: CODE OF VIRGINIA

§ 44-146.21. Declaration of local emergency.

A. A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency.

B. 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 thereunder.

C. Whenever a local emergency has been declared, the director of emergency management of each political subdivision or any member of the governing body in the absence of the director, if so authorized by the governing body, may control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems which fall only within the boundaries of that jurisdiction and which do not impact systems affecting adjoining or other political subdivisions, enter into contracts and incur obligations necessary to combat such threatened or actual disaster, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster, and proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and other expenditures of public funds, provided such funds in excess of appropriations in the current approved budget, unobligated, are available. Whenever the Governor has declared a state of emergency, each political subdivision affected may, under the supervision and control of the Governor or his designated representative, enter into contracts and incur obligations necessary to combat such threatened or actual disaster beyond the capabilities of local government, protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster. In exercising the powers vested under this section, under the supervision and control of the Governor, the political subdivision may proceed without regard to time-consuming procedures and formalities prescribed by law pertaining to public work, entering into contracts, incurring of obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, levying of taxes, and appropriation and expenditure of public funds.

D. No interjurisdictional agency or official thereof may declare a local emergency. However, an interjurisdictional agency of emergency management shall provide aid and services to the affected political subdivision authorizing such assistance in accordance with the agreement as a result of a local or state declaration.

E. None of the provisions of this chapter shall apply to the Emergency Disaster Relief provided by the American Red Cross or other relief agency solely concerned with the provision of service at no cost to the citizens of the Commonwealth.

1973, c. 260; 1974, c. 4; 1975, c. 11; 1976, c. 594; 1986, c. 24; 1990, c. 945; 1994, c. 75; 2000, c. 309; 2016, c. 555.



Smyth County Public Safety **Emergency Operations Plan**

PREFACE

Smyth County, Virginia Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the County. The EOP is implemented when it becomes necessary to mobilize community resources to save lives and protect property and infrastructure. The EOP incorporates the National Incident Management System as the standard for incident management and reflects other changes resulting from the adoption of the National Response Framework and National Disaster Recovery Framework.

The EOP outlines the roles and responsibilities assigned to County departments and agencies for response to disasters and emergencies. The EOP is not intended as a stand-alone document but serves as the overarching strategy that aligns a more detailed department, agency plans and operating procedures to meet Smyth County response and recovery needs.

The successful implementation of the plan is contingent upon a collaborative approach between the County and a wide variety of partner agencies and organizations that provide crucial support during emergency operations. The plan recognizes the significant role these partner agencies and organizations perform during emergencies and disasters and their specific roles and responsibilities are also included in the plan. Separate memoranda of understanding will be established with these organizations, as applicable.

DEPARTMENT STATEMENTS

Smyth County Department of Public Safety Vision

Smyth County Department of Public Safety is dedicated to promoting a complete community approach to safety through education, training, planning, response, and fellowship that leads to better lives for all to enjoy the Smyth County way of life.

Smyth County Department of Public Safety Mission

Smyth County Department of Public Safety ensures and cultivates safety for the communities of Smyth County through Prevention, Protection, Preparedness, Response, and Recovery and provides the highest quality of services to protect the lives, property, and environment of our communities.

Motto

“Together We Serve”

Core Values

- **Work Ethic** – *Work hard to achieve*
- **Respect** – *Treat everyone as equals*
- **Integrity** – *A commitment to honest, trustworthy, and ethical behavior*
- **Commitment** – *No quitting until the job is complete*
- **Honor** – *Respect the past and tradition*
- **Family** – *Commit to each other*
- **Expect Excellence** – *Always improve and never stop short of your best*

Objectives

- To provide high level, quality services to Smyth County to reduce harm to life,
- To improve the emergency services system of Smyth County by centralizing and unifying the processes in the County and getting yearly data published to set milestones and gaps in services.
- To increase planning within Smyth County and provide avenues to unify all plans throughout the County to reduce duplications and silos.
- To update aging communications infrastructure within the County, and provide updated equipment and techniques for critical communications throughout Smyth County.
- To improve the communications of emergency and non-emergency events throughout Smyth County to all partners of SCPS.
- To improve the infrastructure of the Emergency Services community by providing logistical and maintenance services to the agencies to support all operations.



ENDORSEMENT AND IMPLEMENTATION

This plan supersedes the Smyth County, Virginia Emergency Operations Plan (EOP) adopted May 14, 2019. This plan was endorsed by the Smyth County Public Safety Committee on May 4, 2023 and promulgated by the Smyth County Board of Supervisors on May 11, 2023.

My signature authorizes and acknowledges the use of this EOP and requires that the Smyth County Department of Public Safety (SCPS) revise and resubmit this document pursuant to Title 44 of the Code of Virginia within the subsequent 48 months or at my direction, whichever occurs first.

I direct the Emergency Services Coordinator to provide a copy of this plan to the Virginia Department of Emergency Management (VDEM) and any additional entities as required by law.

I further direct the Emergency Services Coordinator to make this plan available to the public with the exception of any section, chapter, appendix, or annex that is determined to be law enforcement sensitive or describes specific capabilities or vulnerabilities.

A handwritten signature in black ink, appearing to be "S. M. T. A.", written over a horizontal line.

County Administrator/

Emergency Management Director

5/12/23

Date

To: Curtis Crawford- Emergency Services Coordinator

From: Lisa Richardson- Assistant County Administrator- Operations

Date: May 12th, 2023

Re: Smyth County EOP

LR
5-19-23

At the Public Safety Committee meeting held on May 4th, 2023 the following recommendation was presented to the Board for consideration:

- *Chilhowie District Supervisor Michael Sturgill made a motion to recommend adopting the Smyth County Emergency Operations Plan (EOP) as amended. Royal Oak District Supervisor Courtney Widener seconded the motion, and it was unanimously approved.*

After consideration, the Public Safety Committee recommendation PASSED by the following vote:

AYES: *Chair, Atkins District Supervisor Charles Atkins,
Rye Valley District Supervisor Lori Deel,
Royal Oak District Supervisor Courtney Widener,
Chilhowie District Supervisor Michael Sturgill,
Park District Supervisor Kristopher Ratliff, and
Saltville District Supervisor Roscoe Call.*

NAYS: *None.*

ABSTAINERS: *None.*

ABSENT: *North Fork District Supervisor Phil Stevenson.*



RECORD OF CHANGES

Submit recommended changes to the Emergency Services Coordinator at emergencymgt@smythcounty.org.

Change	Revision Date	Description of Change	Page #	Initials

PLAN CONTENT

The EOP consists of the following units:

- The Mitigation Unit addresses the Mount Rogers Hazardous Mitigation Plan and its relevance to Smyth County as well as various threat, hazard, vulnerability, and risk identification and assessment processes.
- The Prevention, Protection, and Preparedness Unit is comprised of multiple pre-emergency planning materials related to warning and public outreach, training, and exercises, critical infrastructure, continuity planning, evacuation, and Emergency Operations Center/Multi-Agency operations.
- The Response Unit includes the Basic Plan, an operational framework that provides overarching guidance for emergency response and short-term recovery operations. This unit also presents actionable information pertaining to Emergency Support Functions, incident- and hazard-specific plans, and related finance and administrative.
- The Recovery Unit discusses post-incident considerations including debris management and damage assessment, public and individual assistance, re-entry planning, and Recovery Support Functions plans.
- The References and Guidance Units rounds out the EOP by providing all applicable State and Federal statutes and planning guidance, as well as Smyth County ordinances that pertain to emergency response and recovery, Statewide Mutual Aid and Emergency Management Assistance Compact provisions are included in this section.



PURPOSE

The Smyth County Emergency Operations Plan (EOP) describes the roles, responsibilities, and actions necessary to provide an effective, efficient, and coordinated response to a significant event in Smyth County, Virginia. The EOP provides a framework of direction to identified agencies in order to successfully prepare for, respond to, and begin the recovery process from a significant event that impacts the County.

In addition to meeting statutory obligations defined in Title 44 of the Code of Virginia, the EOP:

- Assigns responsibilities and identifies actions for organizations and individuals during a significant event;
- Establishes lines of authority and organizational relationships and demonstrates how missions and assignments are coordinated;
- Provides direction, control, and coordination of Smyth County resources during a significant event;
- Describes the procedures and support requirements necessary for the activation and operation of the Emergency Operations Center (EOC);
- Promotes and outlines operational plans, policies, and procedures necessary for identified agencies to develop and implement in order to effectively respond during a significant event; and
- Describes the management and control, operations, planning, logistics, and finance and administration sections employed during an EOC activation.

SCOPE

The EOP is an all-hazard, multi-discipline response plan designed to manage and coordinate Emergency Support Function (ESF) assignments. ESFs are comprised of agencies that perform tasks during an EOC activation that are similar to their day-to-day, normal operations.

The EOP also serves as a coordination guide used to execute operational plans, policies, and procedures utilized by ESFs to mitigate and resolve impacts of a significant event. ESFs are organized and managed using the nationally recognized Incident Command System (ICS). Following one of the tenets of ICS, this plan is flexible and scalable and is designed for use for any planned or no-notice event.

By statute, a declaration of local emergency triggers the activation of the EOP; however, this plan will be implemented during any significant event which requires multi-discipline collaboration even in the absence of a local declaration.

This plan applies to all primary and support agencies listed in the ESF Annex and any other department or agency deemed necessary by the Director of Emergency Management (Director). All agencies will employ a whole community, all-inclusive planning approach with private-sector partners and citizens of the community who play a large role in preparedness, response, recovery, and mitigation.

The EOP is constructed using a nationally recognized model found in the National Response Framework and the Commonwealth of Virginia Emergency Operations Plan. However, while this plan has been developed to be consistent with similar documents at the state and federal level, it is uniquely tailored to meet the specific needs of Smyth County.

This plan does not:

- Dictate agency duties outside of what occurs in the EOC.
- Describe or identify tactical level objectives, requirements, and tasks associated with achieving strategic goals.
- Supersede any statute, law, or ordinance.

SITUATION

The information in the SCEOP is parallel with the information seen in all planning for Smyth County. It is the goal of Smyth County to have one message and one set of information provided to its partners and citizens. For more information on the situation of the County, please refer to the Comprehensive Plan as well as like plans that are published by the County.

Location and Geography

Smyth County is located in the heart of the Southwest region in the Commonwealth of Virginia. Smyth County was formed on February 23, 1932 from Washington and Wythe Counties. Named after General Alexander Smyth; Smyth County shares its borders with Tazewell County to the direct North, Bland County to the Northeast, Wythe County to the East, Grayson County to the South, Washington County to the West, and Russell County to the Northwest. Smyth County has a total area of 452 square miles with 30% to 35% of the County belonging to National Forest. Smyth County is home to Jefferson National Forest and Clinch Mountain Wildlife Management Area on the North of the County and Mount Rogers National Recreation Area to the South. Three large mountain chains traverse the County forming three major valleys in which the three forks of the Holston River flow. The Iron Mountain range, at the Northern edge of the Blue Ridge Geological Province, forms the Southern boundary, the Clinch Mountain range forms the Northern boundary, and the Walker Mountain range gently rolls through the center of the County north of the 81 corridor. Elevations in Smyth County range from a high of 5,729 feet at Mount Rogers to a low of approximately 1,740 feet where the North Fork of the Holston leaves Smyth County North of Saltville. Smyth County is home to the head waters of the Holston River with the North, Middle, and South



Fork originating within, the most Eastern rivers of the Tennessee Valley Watershed. With an estimated 73 people per square mile, Smyth County is a rural area. The Smyth County Courthouse is 44.9 miles from Tennessee to the Southwest, 32 miles from North Carolina to the South, 55 miles from West Virginia to the North, and 86 miles from Kentucky to the Northwest. Smyth County's Courthouse is 284 miles from the Capital of the Commonwealth, Richmond, Virginia. Smyth County is the 58th largest County in the Commonwealth. Smyth County belongs to the Mountain Empire of Virginia. Smyth County Courthouse is at latitude, longitude of 36.83273135259027, - 81.52041586334379.

The major sedimentary rock types in the County are sandstone, shale, limestone, and dolomite. The sandstones, being more resistant to weathering than the shale, limestone, and dolomites, make up the ridges for the most part. Deposits of salt, gypsum, and anhydrite occur along a north-east trending area about 20 miles long in Smyth and adjacent Washington County but being highly soluble they are only preserved in the subsurface. The only section of the County, which has rock types other than sedimentary, is the Southwestern corner. In this area (the Blue Ridge Province) there are outcrops of rocks of an igneous and volcanic origin in addition to the sedimentary rocks. This occurs mainly in the Mount Rogers area. Faulting has occurred within the sedimentary rock, with the faults generally running Northeast Southwest along certain beds. The same pressures which caused the folding created strains, which resulted in faults. As a result of these faults, the orderly distribution of the rock types in the Northern section of the County is not continued in the Central and Southern area. The Saltville fault is a major rupture, which runs Northeast to Southwest along

the North Fork of the Holston River. It is well known that the Saltville area has experienced subsidence problems likely due to the fault, the cavernous nature of the geology, and the presence of the mining activities there, however, there has been no scientific monitoring done to measure the extent of the problem. Many areas of the County have limestone (carbonite) bedrock and sinkholes, which inhibit development uses.

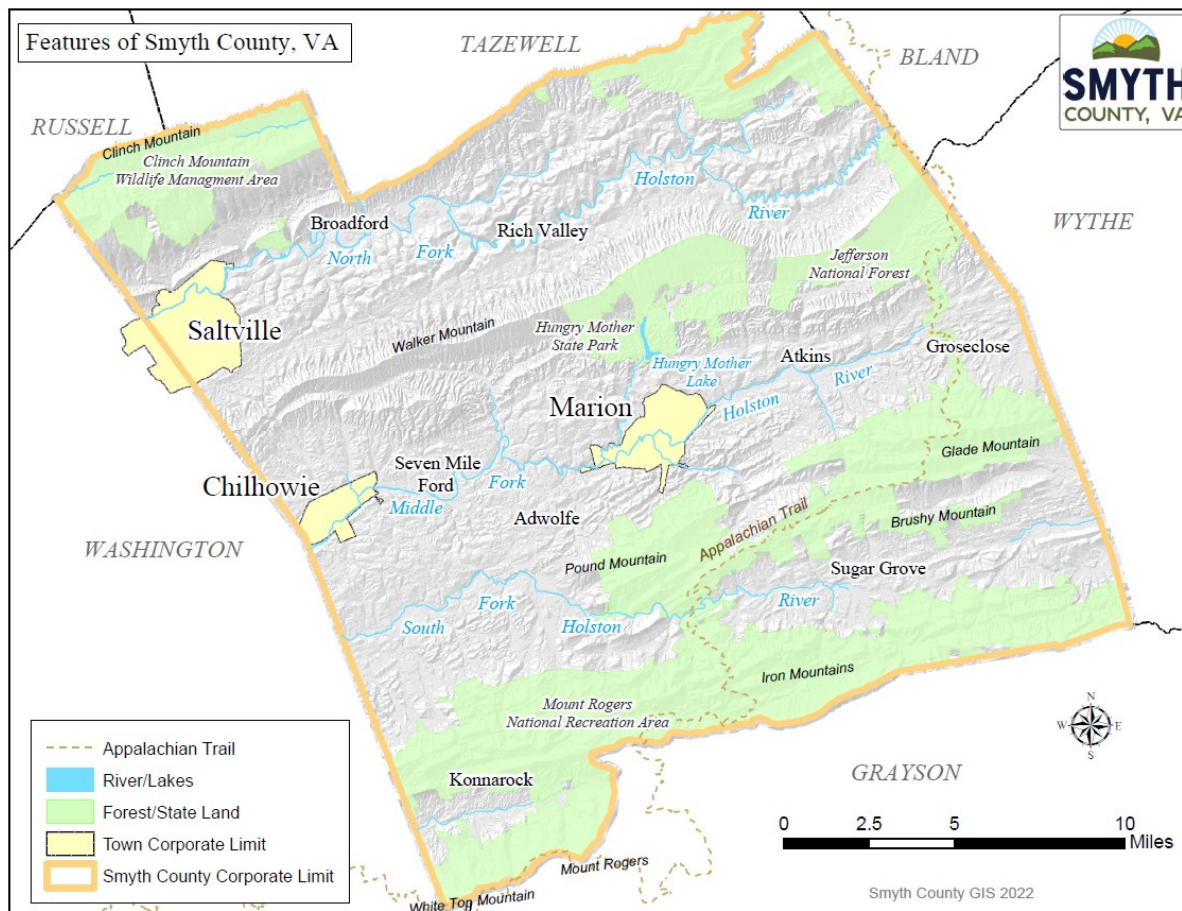


Figure 2: Map “Features of Smyth County:

Towns and Communities

Smyth County is home to three towns that are the densest areas of the County. Marion is the County seat and is located in the direct center of Smyth County with the size of about 4.16 square miles. Marion has an estimated population of 6,500. Chilhowie is located due West of Marion on Interstate 81 on the Smyth and Washington County line. Chilhowie is 2.6 square miles with a population of 1,781. Saltville is located in the Northwest corner of the County and is in both Smyth and Washington County. Saltville has a total area of 8.1 square miles and a population of 2,077 people. Multiple other communities are distributed throughout Smyth County; to the North: Rich Valley, Nebo, Chatham Hill, Broadford, Allison Gap, North Holston, McCready, Midway, and Poor Valley; to the South: Konnorock, Thomas Bridge, Sugar Grove, Riverside, Camp, and Stoney Battery; To the East: Atkins, Davis Valley, and Groseclose; and in the Center: Adwolfe and Seven Mile Ford.



Government

Smyth County elects a 7-member Board of Supervisors that conduct the business of the County. Smyth County also elects the Constitutional Officers of Treasurer, Commissioner of Revenue, Commonwealth’s Attorney, Sheriff, and Clerk of the Circuit Court. Each of the three towns are governed by an elected Mayor as well as a town council that meets monthly.

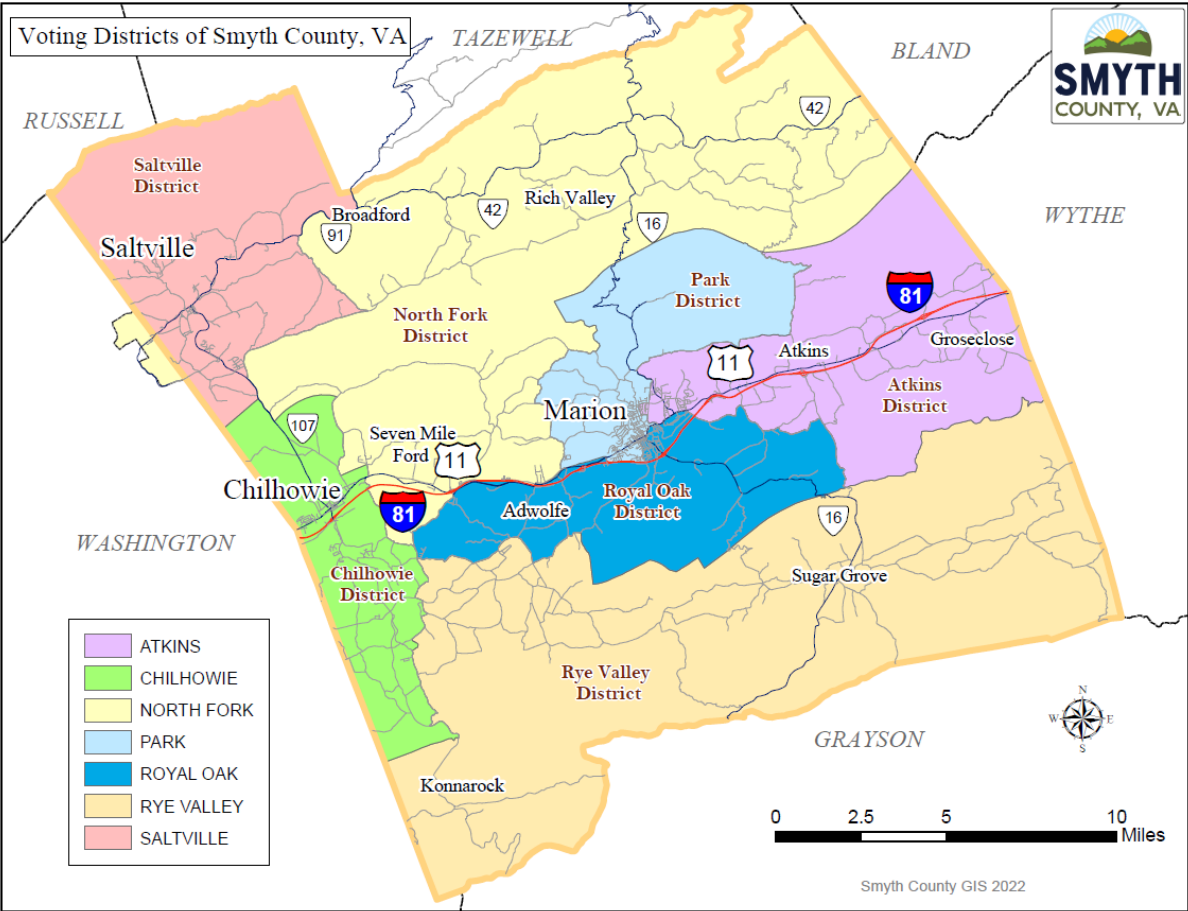


Figure 3: Map “Voting Districts of Smyth County, VA”

Emergency Services

Smyth County is served by multiple emergency service agencies. All departments of Smyth County are serviced and dispatched by a central Smyth County Emergency Communications Center that is located in Marion. This is the Public Safety Answering Point (PSAP) for the County and is the location where all 911/emergency calls are routed. The PSAP then will dispatch the appropriate agencies.

Emergency Communications: Smyth County has an Enhanced 911 System which includes a Public Safety Answering Point (PSAP) equipped with computers that display the caller's address and a map providing the exact location of the structure along with other information such as photos and information accessibility. Establishment of the system required the mapping of the entire County, naming of all roads, assigning of street addresses, and the installation of road signs. Each habitable structure (residential, public, commercial, etc.) is required to have a 911 address, even if it is not the mailing address. Rural route and box addresses are no longer assigned. The Smyth County Geospatial Information System office provides addresses of all new structures in cooperation with SCPS and the Department of Building and Zoning. Smyth County is also able to accept 911 calls by cellular phones as well as text-to-911. The PSAP is in the progress of upgrading to the Next Generation (NextGen) which is a mandate from the Commonwealth of Virginia. Smyth County should make the transition to NextGen by the 2023/2024 timeframe. A projected move of the PSAP from the current location in the Sheriffs' Department on Matson Drive should occur during the 2023 year.

Land/Mobile Radio: Radio communications are essential to the operation of emergency services within the County. In 2010, Smyth County invested in four communication towers strategically located in the County to provide enhanced communication coverage for public service agencies throughout the County. In 2022, Smyth County has established the Public Safety Communications Improvement Project. This project has placed a new emphasis on the build out and improvement of the Land/Mobile Radio (LMR) to increase connectivity of responders to the PSAP. A study was performed to show the gaps in the system and a roadmap to increase and better the system. In August, a Request for Proposal (RFP) was published and the progress is ongoing to improve the system. The RFP encompasses the LMR system, PSAP backhaul, and infrastructure for the system.

At this time, the County system includes 4 County maintained towers that include:

- Walker Mountain (control);
- Whitetop Mountain;
- Flattop Mountain; and
- Iron Mountain.



At this time, the County works with smaller systems within the main LMR system to extend the coverage. These systems include:

- Town of Marion;
- Town of Chilhowie;
- Town of Saltville; and
- Smyth County Sheriffs' Officer Digital System, Tower include:
 - o Edgewood (Saltville);
 - o Flattop (County);
 - o Chilhowie Water Tower (Chilhowie);
 - o Prater Lane (Marion);
 - o Technical School (Atkins);
 - o Smyth County Community Hospital (SCCH);
 - o Walker Mountain (control)(County);
 - o Iron Mountain (County)
 - o Whitetop Mountain (County).

Law Enforcement: Law Enforcement is covered by the County as well as each locality within Smyth County. The Smyth County Sheriffs' Department, located at 819 Matson Drive, Marion, Virginia, is under the direction of the Sheriff and provides law enforcement to all areas in the County. Each town has a Police Department that primarily covers the areas within the town limits, but assists in the County as needed. These departments include:

- Marion Police Department, 307 South Park Street, Marion, VA
- Chilhowie Police Department, 325 East Lee Highway, Chilhowie, VA
- Saltville Police Department 217 Palmer Avenue, Saltville, VA

Animal Services: The County also provides Animal Control services that serves the County as a whole. The department is located in the Seven Mile Ford area of the County, 287 Fox Valley Road, Marion, VA, and provides a shelter as well as response operations.

Fire and Emergency Medical Services (EMS): Fire and EMS in Smyth County is accomplished by a combination of departments. Each town provides Fire and EMS services for the towns as well as the communities surrounding. Five other agencies exist outside of the towns to provide fire and EMS services to the County. Smyth County does provide a County agency to assist in the call load of fire and EMS and is located in Atkins. The County also dispatches and works with Tannersville

Fire and Tannersville Rescue to provide services to the citizens of that community. The Stations for Fire and EMS are as follows:

- Town of Marion Fire and EMS Station 1/2 MFD
 - o 1 - 231 West Main Street, Marion, VA
 - o 2 - 230 South Park Street, Marion, VA
- Town of Chilhowie Fire and EMS Station 3 CFD
 - o 3 - 315 East Lee Highway, Chilhowie, VA
- Saltville Fire Department Station 4 SFD
 - o 4 - 312 Palmer Avenue, Saltville, VA
- Sugar Grove Fire Department Station 5 FDSG
 - o 5 - 178 Flat Ridge Road, Sugar Grove, VA
- Sugar Grove Lifesaving Crew Station 5 SGLSC
 - o 5 - 178 Flat Ridge Road, Sugar Grove, VA
- Atkins Fire Department Station 6 AFD
 - o 6 - 5758 Lee Highway, Atkins, VA
- Smyth County Fire/Rescue Station 6 SCFR
 - o 6 - 5758 Lee Highway, Atkins, VA
- Nebo Fire and Rescue Station 7/8 NFR
 - o 7 - 2408 Old Wilderness Road, Ceres, VA
 - o 8 - 6212 Bluegrass Trail, Saltville, VA
- Adwolfe Fire Department Station 9 AFD
 - o 9 - 104 Thomas Bridge Road, Marion, VA
- Town of Saltville EMS Station 10 TOSEMS
 - o 10 - 126 Battleground Avenue, Saltville, VA

Smyth County Fire Departments work under an automatic aid agreement to provide increased services to the communities of Smyth County. This agreement gives additional apparatus and personnel from the closest neighboring companies to any working structure fire in the jurisdiction. At this time, Marion is the only local that has not agreed to the guidelines, but should be on board by



2023. This helps the County to provide National Fire Protection Association 1710 and 1720 personnel numbers for the safe operations on a fire scene.

Training: Smyth County Fire and Rescue Academy (SCFRA) located in Chilhowie is provided to the citizens of Smyth County to gain training and knowledge towards emergency services career paths. SCFRA provides initial training in fire and EMS as well as continuing and advanced training on site. SCFRA contains a classroom building, live burn building, flashover simulator, drafting pit, as well as other props used in the education of public safety personnel.

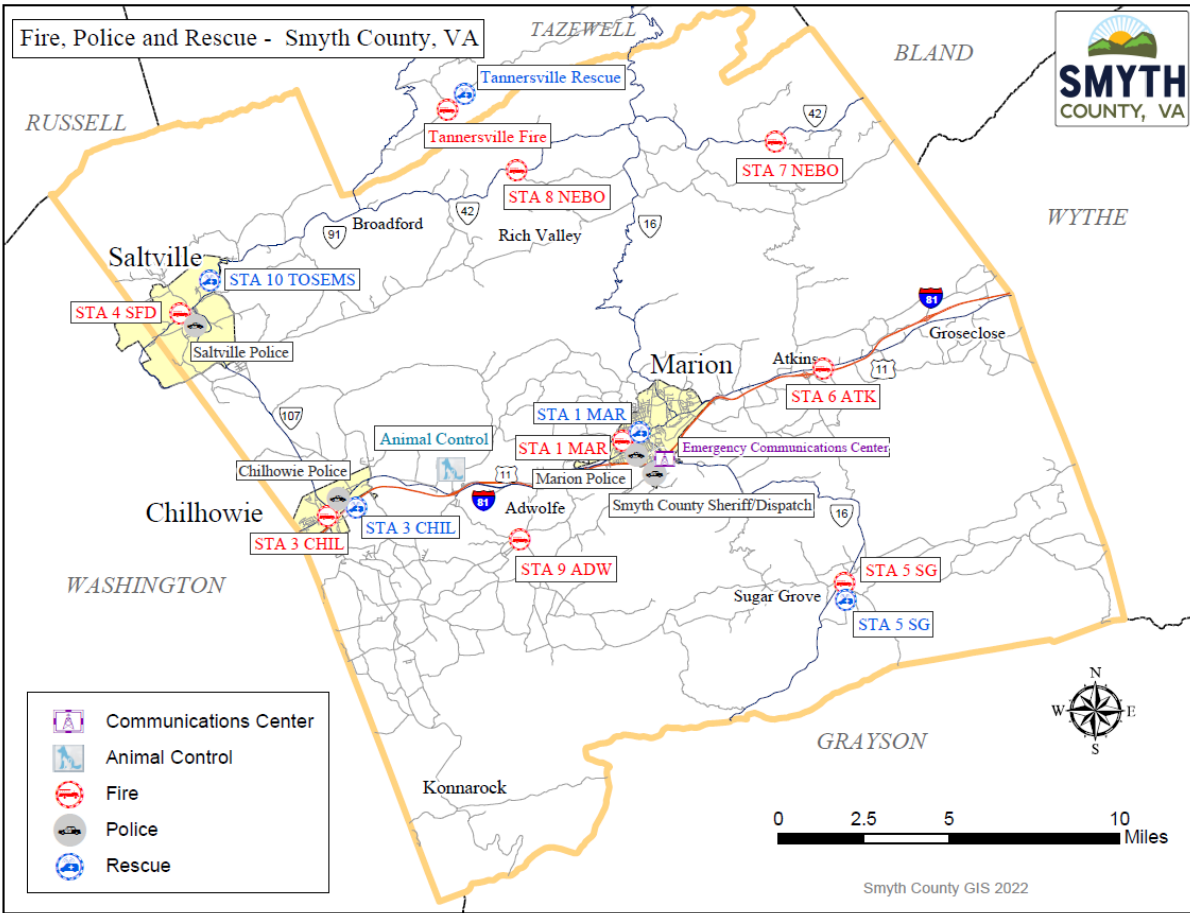


Figure 4: Map “Fire, Police, and Rescue – Smyth County, VA”



Emergency Management: Smyth County Department of Public Safety is the lead organization for the Emergency Management of the County. SCPS maintains and executes all the emergency plans as well as works on projects that met the 5 phases of emergency management:

- Preparedness
- Prevention
- Mitigation
- Response
- Recovery

SCPS provides officials and the community with communications for the phases of an incident and is the official department that request resources for events that exceed the resources of the County.

Health Care

Hospital and Clinics: Smyth County Community Hospital (SCCH), a Ballad Health community hospital, is a 44-bed acute care facility located in Marion. SCCH is Smyth County's primary provider of medical care services. Construction of the new \$66 million replacement hospital located just off Exit 47 of I-81 was completed in 2012. SCCH operates physician offices in Marion with specialties in Orthopedics, ENT, Urology, OB/GYN and Internal Medicine. SCCH is part of the Ballad Health Corporation, which is a not-for-profit healthcare organization that consists of 15 hospitals located in Northeast TN and Southwest VA.

The Saltville Medical Center located in Saltville offers primary care services. It is established as a Community Health Center, which is a not-for-profit community sponsored medical practice serving medically underserved areas. The center receives some federal assistance through a variety of sources. Currently the center has four doctors and three Nurse Practitioners.

A total number of 42 medical and 10 dental practices are located in Smyth County.

Long-term Care: There are two long-term care nursing homes in Smyth County. Valley Health Care Center in Chilhowie has a 176-bed capacity (with 26 additional beds in its assisted living facility), while Francis Marion Manor, a division of Smyth County Community Hospital, is a 109-bed facility in Marion with 3 additional beds in its assisted living facility. Both nursing homes have skilled nursing beds in their facility and are operating at 95 percent or more occupancy level. Also located in Smyth County are four assisted living facilities. Ridgefield Retirement Home at Seven Mile Ford has a 120-bed capacity, while there are three small private facilities with less than 20-bed capacities.

Public Health Services: The Smyth County Health Department provides comprehensive services from its offices in the 7,400 square foot building in Marion (located near the hospital) and provides programs of the Virginia Department of Health.



Mental Health Services: Mount Rogers Community Services Board provides services for adults and children with mental and physical disabilities. The Board operates three major programs in Smyth County including an outpatient program, day support services, and employment services. Training and employment are provided through the Mount Rogers Industrial Development Center at the Mountain Empire Industrial Park which serves persons ages 16-64 with mental or physical disabilities. Employees at the center manufacture products and provide services for local industry.

Southwestern Virginia Mental Health Institute is a 172-bed state psychiatric hospital located in Marion that employs approximately 560 full-time persons. The Institute, operated by the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services, provides intensive, inpatient psychiatric care on adult, geriatric, and adolescent service units. Accredited by the Joint Commission on Accreditation of Healthcare Organizations, referrals are accepted from Community Services Boards throughout the region.

Population

Smyth County population estimates for 2020 is 29,800. This is a decrease from the Census data of 2010. Smyth County has 15,366 housing units and 71.45 units are owner-occupied units. Below is a breakdown of the population data.

Age	
Persons Under 19	21.1 %
Persons 20-64	56.7 %
Persons 65 and over	22 %
Gender	
Female	50.7 %
Male	49.3 %
Race	
American Indian and Alaska Native	.5 %
Native Hawaiian and Other Pacific Islander	.2 %
Black	2.7 %
Asian	.4 %
White	96.4 %
Other	.4 %
Persons reporting two or more races	.8 %
Hispanic or Latino	
Hispanic or Latino	2.1 %
Not Hispanic or Latino	97.9 %
Households	
Total	13,073
Family Households	54.1 %
Married-Couple Family	38.4 %
Other Family	15.6 %
Male Householder, No Spouse	3.7 %
Female Householder, No Spouse	11.9 %
Nonfamily Households	45.8 %
Householder Living Alone	35.2 %
Householder Not Living Alone	10.5 %
Languages	
English Only	97.5 %
Spanish	1.5 %
Limited English-Speaking Household	.4 %
Not a Limited English-Speaking Household	1 %
Other Languages	.9 %
Disabilities	
With a Disability	19.5 %



Income

The median income for a household in Smyth County is \$37,889, and median income for a family is \$58,646. 17.8% of the population are below the poverty line. 97.4% of the workforce of Smyth County is employed to the 2.5% that is not. Average value for housing in Smyth County is \$128,500.00. 61.4% of the renters in Smyth County pay between \$500 to \$999.

Housing	
Same House 1 Year Ago	87.7 %
Moved within the Same County	6.2 %
Moved from Different County within Same State	1.2 %
Moved from Different State	2 %
Move from Abroad	0 %

Education

Smyth County Public Schools enrollment at the following schools within the County’s jurisdictional boundaries totaled approximately over 4,000 students. The breakdown of schools are as follows:

- 3 High Schools: Chilhowie, Marion Senior, and Northwood
- 3 Middle Schools: Chilhowie, Marion and Northwood
- 7 Elementary Schools: Atkins, Chilhowie, Marion, Oak Point, Rich Valley, Saltville, and Sugar Grove.
- Smyth County Career and Technology Center

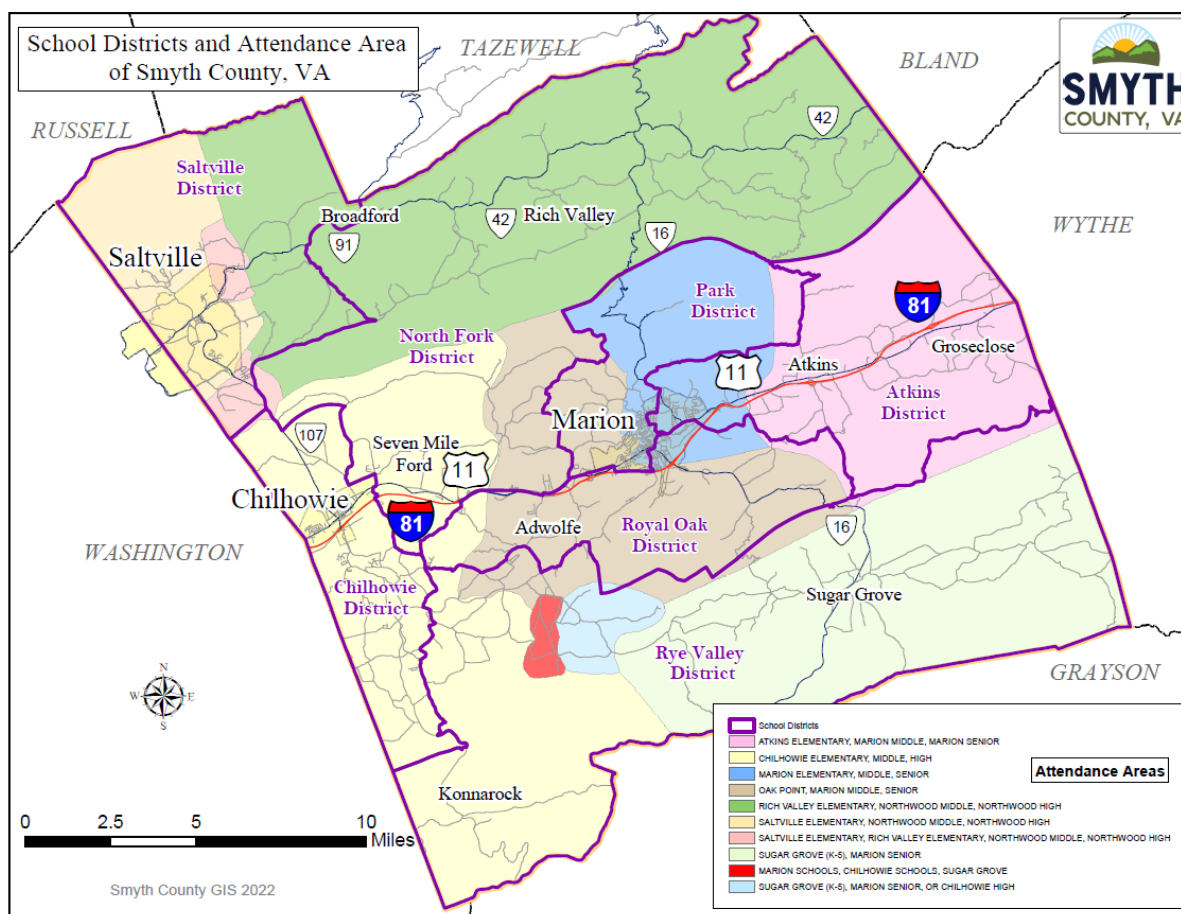


Figure 5: Map “School Districts and Attendance Area of Smyth County”

Smyth County is also home to the Emory and Henry College’s School of Health Sciences Facilities. This school was opened in 2014 at 565 Radio Hill Road, Marion, Virginia. They provide undergraduate programs in Pre-Health, Nursing RN to BSN, and Exercise Science and Graduate programs in Clinical Mental Health Counseling, Occupational Therapy, Physical Therapy, and Physician’s Assistant.

Transportation Infrastructure

Smyth County’s major passageway is Interstate 81, that connects Wythe County to Washington County through the center of Marion and Chilhowie going East and West. Other state highways that transverse the County from East and West are State Route Highway 11 (alongside 81) and 91/42 (across the north). Two main state highways connect the county from North to South. State Route Highway 16 also known as the “Back of the Dragon” runs the County from Tazewell County in the North to Grayson County in the South traveling through Rich Valley, Marion, and Sugar



Grove over 3 mountains in the Eastern portion of the County. Highway 107 connects Saltville to Grayson County on the West end of the County passing through Chilhowie. Virginia Department of Transportation maintains all County roads while the towns maintain certain roads inside their corporate limits.

The Appalachian Trail runs from the Konnorock area through the mountainous terrain into Groseclose where it crosses into Bland and Wythe County. The County is the host to many trails including the Salt Trail and Helen Williams Barbrow Trail in Saltville, the Blue Ridge Highlands Fishing Trail in Chilhowie, and the trails at Hungry Mother State Park in Marion.

The Mountain Empire Regional Airport is located in the Groseclose area of Smyth County. It is a public use airport and has a single 5252 x 75 feet runway. The airport is owned and operated by the Smyth Wythe Airport Commission, a joint commission of representatives from Smyth and Wythe County and the Towns of Marion and Wytheville. The airport is at Lat/Long: 36.8948611 / -81.3499444 and at elevation 2558.2 feet

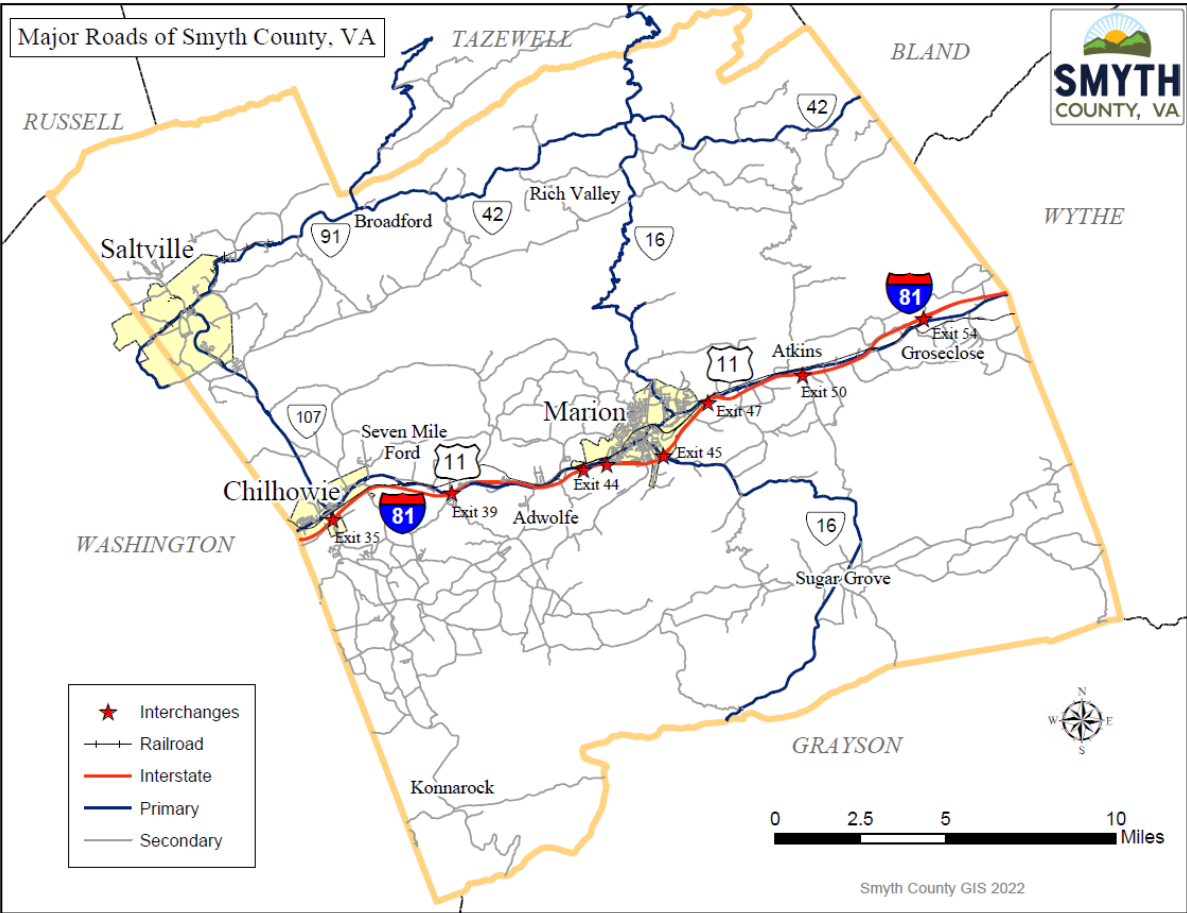


Figure 6: Map “Major Roads of Smyth County, VA”

Means of Transportation	
Total Transportation	11,821
Car, Truck, or Van – Drove Alone	81.8 %
Car, Truck, or Van - Carpooled	7.8 %
Public Transportation (excluding taxicab)	0 %
Taxicab, Motorcycle, Bicycle, Walked, or Other Means	3 %
Worked from Home	857
Travel Time	
Less than 10 Minutes	23.1 %
10 to 29 Minutes	49.1 %
30 to 59 Minutes	23 %
60 Minutes or More	4.7 %

Historic Places

Smyth County is the home to the following historical and museum sites:

- **Aspenvale Cemetery** - Located in Seven Mile Ford, the cemetery is the resting place of General William Campbell and his wife Elizabeth Henry Campbell Russell, sister to Patrick Henry.
- **Lincoln Theatre** - Opened in 1929 on Main Street in Marion, the theatre interior is designed to suggest an ancient Mayan temple and features six large paintings depicting scenes from American and local history.
- **Hungry Mother State Park** - Named after a woman named Molly who died from starvation and “Hungry Mother” was the only words her child could speak when it went looking for help.
- **Civil War Battlefields** - Throughout the County, battlefields are marked to represent the fields during the Civil War where battles raged.
- **Museum of the Middle Appalachians** - This museum on Palmer Street in Saltville shows the history of Saltville from prehistoric time to the present.
- **Settlers Museum of Southwest Virginia** - This museum demonstrates life for settlers during the mid-1700s.
- **Smyth County Museum** – Founded in 1961 with the mission to preserve and protect the history of this region through the collection, protection, display, and interpretation of artifacts and outreach programs.
- **Madam Russell House and Church** – Elizabeth Russell, Patrick Henry’s sister, was considered a pioneer in the Methodist denomination. The church is named in her honor and a replica of her log dwelling.
- **Smyth County Courthouse/Marion Downtown** – The Courthouse was completed in 1834. Commerce building shortly began surrounding the courthouse and grew the area.



- Octagon House – Abijah Thomas House or the Octagon House was built in the 1850s and is an 8-sided hybrid of architectural styles. It spans 6,000 square feet and has 17 rooms and 10 closets.
- Saltworks – Salt furnace that were used to dissolve the salt brine to produce salt from the Saltville area.
- H.L. Bonham House – built in 1911 is listed on the National Register of Historic Places and is the home for the Smyth County Chamber of Commerce and Visitor's Center.

Critical Infrastructure

Government and privately-owned critical infrastructure exists within Smyth County. Sectors represented include commercial facilities; communications; critical manufacturing; dams; emergency services; energy; financial services; food and agriculture; government facilities; healthcare and public health; information technology; transportation systems; and water and wastewater systems. For more information, see the secure Critical Infrastructure and Key Resources Annex in the EOP's Prevention, Protection, and Preparedness Unit.

Land Use

The land use plan or "future land use" map, adopted in 1994, revised in more detail for 2010, provides a general guide for future development in the County. The plan indicates the most likely and most desirable area for growth yet recognizes that other areas may be appropriate for some development. The future land use map is closely related to the future water and sewer maps done under the Public Facilities section. The plan is a generalized picture of the County's potential. It does not represent any actual regulation of land uses but was developed to encourage development in the appropriate places. In essence, it is a visual portrayal of the land use objectives, and the land use plan is a part of this document. Figure 7 shows the Future Land Use map, and the following is a description of the land use categories shown on the map.

- **Prime Agricultural Areas:** Although the County has approximately 43 percent of its acreage in farms, only a small portion of that is located on what the Natural Resource Conservation Service classifies as prime agricultural soils. Largely due to the slopes in the County, most farms do not contain prime soils. These soils are generally located along low-lying river bottoms in the County. There are three primary areas of concentrated prime farmland characterized by not only existing farm use and good soils, but also large tracts and sparse population density:
 - o 1) Rich Valley,
 - o 2) Rye Valley including a large area east of Sugar Grove and a smaller area in and around Teas along the upper South Fork of the Holston River, and
 - o 3) a small portion of the lower South Fork of the Holston area below the Thomas Bridge area.

As contained in the goals and objectives, the County should preserve these prime agricultural areas and protect them from conflicting land uses. These areas would not be appropriate for residential subdivisions and other types of development.

Rural Residential Areas: The future land use map indicates that most of the County is classified as Rural Residential. The primary land uses of this area are agriculture and low-density residential land uses (often located in stretches along secondary roads). The rural areas are expected to continue as a mixture of farming and low-density residential areas. These areas of the County are areas in which public water may already be present to serve existing residences, however the provision of public sewer may or may not be likely depending on the density of homes. The County would prefer to discourage intensive commercial uses from these areas due to the lack of services and inadequate road access, however small neighborhood-scale businesses would be appropriate if they are not nuisances to the surrounding residents.

Within the rural areas of the County, there are several existing communities or small cross-roads settlements that contain concentrations of homes as well as businesses that serve the surrounding countryside. These communities are serving an important function by providing opportunities for rural residential development and commercial services needed by the area residents. Depending on their location, terrain, and utility services, these rural service areas have some potential for future growth, however they are somewhat "off the beaten path" from the more accessible growth area communities.

Because much of Smyth County is composed of narrow creek valleys and ridges, there is not the same pattern of "crossroads" communities "per se" that one might find in other less mountainous rural counties. Often, our rural communities are "strung-out" along a mile or two of roadway, however there are some that can be definitely defined as "rural service centers."

Most prominent would be the community of Sugar Grove that is a primary node of commercial and residential activity. Located in the middle of the farming area of Rye Valley, Sugar Grove has a true identity as a commercial center for the surrounding farmers and residents. Due to its population density, Sugar Grove is termed a Census Designated Place by the Census Bureau for the 2000 Census. Another rural service center indicated on the map is the Adwolfe/Thomas Bridge community that has experienced residential growth due to water and land availability. This area is also a Census Designated Place due to its population density.

The Rural Residential category on the Land Use Plan includes both rural service centers as well as many communities that have developed in a linear pattern along the County's secondary roads, such as Walkers Creek, Cleghorn Valley, Scratch Gravel Road, and Hutton Branch. These areas may be served by

both water and sewer in the future yet are not as accessible as the growth areas and would not have the road capacity to support growth other than low-density residential and small neighborhood-type commercial land uses.



Urban Residential Areas: The lack of higher density housing in the County is a problem that has been identified – this being duplexes, townhouses, condominium, and apartment developments. Some areas of the County just outside the town limits that would be appropriate for this kind of higher density growth due to the presence of both water and sewer facilities, and good road access. The Land Use Plan shows several of these areas including just East and West of the Marion town limits, the area just North of Exit 37 at Seven Mile Ford, the Apple Valley area near Chilhowie, and the lower portion of the Allison Gap area. By promoting development in and around these higher density areas, the County can attempt to minimize costly infrastructure extensions to serve outlying areas that would not be appropriate for high density. In addition, the concentration of urban development in and around the three towns should help preserve the rural character of the County.

Commercial/Industrial Growth Areas: Areas designated as commercial and industrial areas generally have served and are expected to continue to serve as the primary business centers of the County. The Commercial/Industrial growth areas include areas already densely developed in and around the towns, and along the Interstate 81 corridor and at the interchanges. Businesses should be encouraged to locate within these designated growth areas of the County. The Land Use Plan recommends commercial and industrial growth for the area around the seven existing interstate interchanges in Smyth County, as well as the proposed interchange at McMullin. The plan recognizes the existing and potential traffic volume carried by the interstate through the county and the potential the County has for "capturing" a larger percentage of travel-related expenditures by interstate users. The purpose of the designation of these growth locations on the Land Use Map is to reserve the most suitable commercial and industrial properties in the County and, in addition, to plan growth in areas where sufficient public facilities and services exist and where commercial and industrial development will be conveniently located near major transportation routes.

Of the existing Interstate interchanges, some have partially developed while others are prevented from development due to terrain, lack of services, or lack of land availability. The County should provide needed services and encourage well-planned developments at the interchanges where it is feasible. The Future Land Use map includes other strategic commercial locations such as the Route 107 corridor between Chilhowie and Saltville, and smaller community commercial areas like Midway and Sugar Grove.

The Future Land Use Map includes existing industrial areas such as Mountain Empire Industrial Park in Atkins, and heavier, resource dependent industries such as General Shale in Groseclose and the rock quarry on Bear Creek Road in Atkins. The Land Use Plan also shows some potential industrial growth areas that have been identified by the County from previous studies. As reflected in the plan goals and objectives, the County should actively promote these areas for development and work with the towns as well as property owners and development interests to bring about needed infrastructure improvements.

- **Conservation/Recreation Areas:** A large proportion of the County is comprised of federal and state natural resource conservation lands that are shown on the Future Land Use Map. These public lands offer extensive woodlands, excellent streams and lakes for fishing and other recreational activities such as camping and hiking, wildlife habitations with a variety of flora and fauna, and mountain and valley scenery. The natural resources of these areas should be protected from potential adverse effects from conflicting land uses. The Future Land Use Map labels these natural resource lands as Federal/State Conservation lands.

There are areas in private land ownership adjoining the National Forest and state park land that should be developed with precautions taken to protect the natural environment. Generally, these adjacent areas are steeply sloped woodlands. However, due to the nature of their scenic location, they may be desirable for recreational development such as second home subdivisions or campgrounds. Examples of such development have already occurred in the Camp and Laurel Valley areas of the County. Extreme care should be used in any proposed development, particularly in environmentally sensitive areas, to avoid adverse effects from erosion and sedimentation and to protect the scenic qualities of the landscape.

The Future Land Use Map shows these areas as already developed for recreational use. In addition, the Future Land Use Map shows the entire Laurel Valley/Konnarock area as Conservation/Recreation. This area would be ideal for further development of recreation activities, and Agri-tourism businesses such as Christmas tree farming, horse stables, and wineries.

The establishment of Route 16 as a scenic highway provides challenges to the County to protect the aesthetic quality of that roadway. Careful consideration should be given to controlling development along the corridor, especially undeveloped areas and areas adjacent to the Hungry Mother State Park and Mount Rogers National Recreation Area. The "Park Boulevard" area between the Town of Marion and the state park should be planned as a scenic gateway to the park, as was originally envisioned when the park was established. A biking path has recently been completed along this route to encourage more local use of the park and enhance tourism.

- **Institutional/Public Service Land Uses:** This land use category on the Future Land Use Map includes a number of different types of land uses such as the County waste transfer station and former landfill property, the Game and Inland fisheries property on Route 16 South, school properties such as the Smyth Career and Technology Center at Seven Mile Ford, and the major AEP substation and adjacent proposed power plant site at Broadford. This is a miscellaneous land use category, but it is important to show on the future land use map due to the importance of these types of land uses for the County's future.

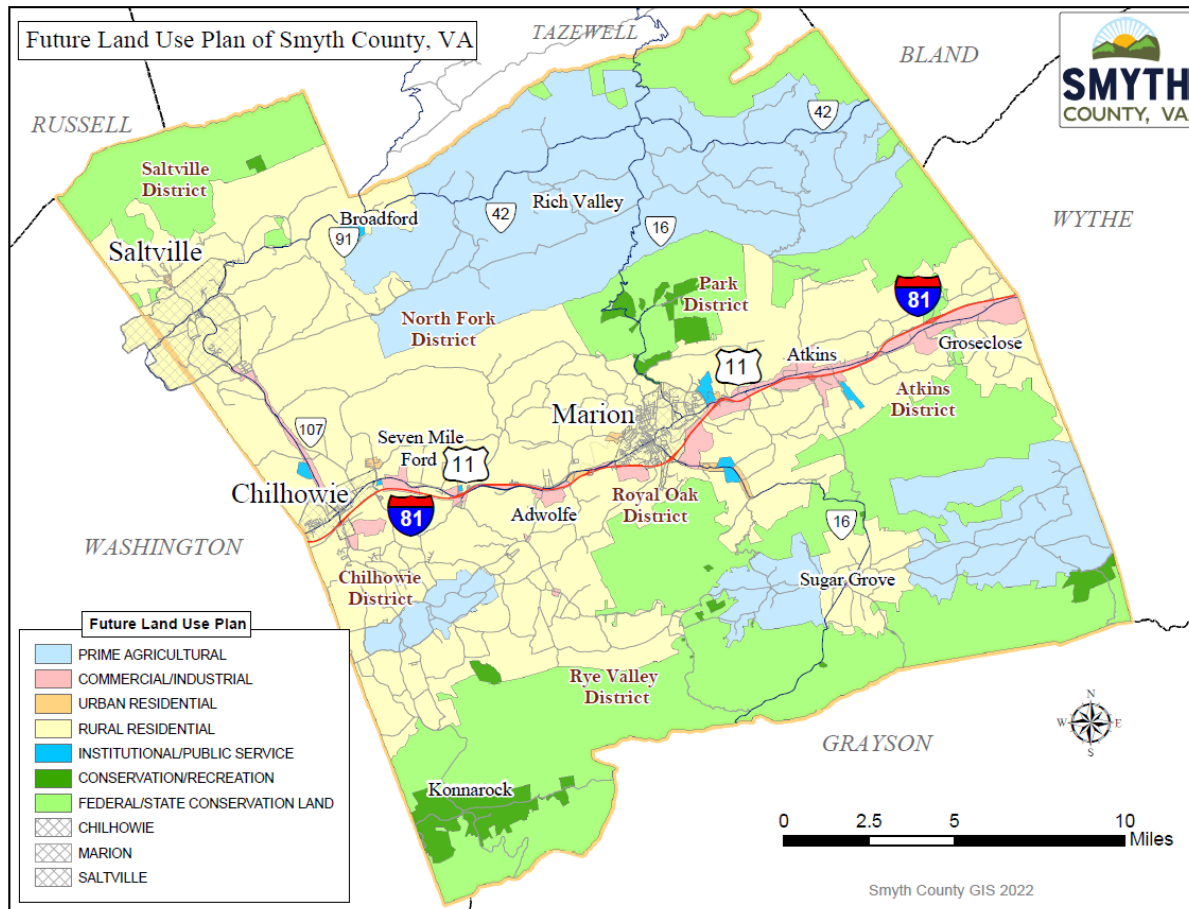


Figure 7: Maps “Future Land Use Plan of Smyth County, VA”

Land Use Strategies:

- o Use the Future Land Use Map (based on the land use goals and objectives) as a guide for planning and development-related decision making.
- o Periodically review and revise the current County ordinances related to land use as necessary to better accomplish the objectives of the Comprehensive Plan.
- o Coordinate water, sewer, and road improvements with the land use objectives and Future Land Use Map and adopt a five-year capital improvement program to implement projects.
- o Continue the use-value ("land use") taxation program for agricultural, forested, horticultural, and open space lands in the County, but evaluate the effectiveness of the program as a tool for agricultural land preservation and consider the use of updated soil mapping or other changes to improve the program.

- Promote the Agricultural and Forestal District Program and other voluntary conservation programs, such as conservation easements, as a means for landowners to preserve productive farmlands and forested areas.
- o Prepare a land use study of the Route 16 corridor, a Virginia by-way, to implement orderly development patterns and to maintain scenic quality: particularly protecting the entrance and viewshed of the state park
- o Involve the County Planning Commission as an active participant in all land use and physical development planning and decision-making. Encourage a closer working relationship between the Planning Commission and the following agencies: Evergreen Soil and Water Conservation District, County Extension Service, County Health Department, all three town planning commissions, Va. Department of Transportation, County water authorities, U. S. Forest Service, Hungry Mother State Park, Dept. of Game and Inland Fisheries, and the Smyth County School Board.
- o Support the creation of Planned Unit Developments (PUD's).

Climate

The average annual rainfall in Smyth County is 45.86 inches. The wettest months are May through August, a period that experiences approximately 4.6 inches of rain per month as opposed to the monthly average for the remainder of the year of 3.5 inches. Average annual snowfall is 18 inches although the higher elevations in the County experience larger average accumulations. The growing season ranges from a low of approximately 140 days in the Northeast portion of the County to a high of approximately 180 days in the Southwest portion.

The prevailing winds in the County are from a generally westerly direction with Southerly and Northerly winds occurring less frequently. The mountains, along with the prevailing Westerly winds, generally protect the County from severe storms originating in the Atlantic Ocean.



PLANNING ASSUMPTIONS

This plan was developed with the following assumptions

- County agencies assigned responsibilities in the Smyth County EOP have developed and will maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their task.
- County agencies are prepared to fulfill responsibilities assigned to them in the Smyth County EOP, supporting plans, and joint operations or departmental plans.
- County agencies capabilities to carry out response and recovery task are enhanced through the development, maintenance, and testing of agency continuity plans.
- Coordinating NGOs and PSPs have internal plans or procedures specific to their assigned roles and responsibilities outlined in the Smyth County EOP.
- Incidents, including large scale emergencies or events, require full coordination of operations and resources, and may:
 - o Occur at any time with little or no warning.
 - o Require significant information sharing across multiple jurisdictions and between public and private sectors.
 - o Involve single or multiple jurisdictions (localities) and/or geographic areas.
 - o Have significant countywide and or statewide, national impact and/or require significant intergovernmental coordination.
 - o Involve multiple, highly varied hazards or threats on a community, local, area, countywide, regional, statewide, or national scale.
 - o Result in mass casualties; displaced persons; property loss; environmental damage; and disruption of the economy and normal life support systems, essential public services, and basic infrastructure. These effects may be minimized by the proactive notification and deployment of state resources in anticipation of or in response to major incidents in coordination and collaboration with local, private, state, and federal entities.
 - o Require resources to assist individuals with access and functional needs.
 - o Impact critical infrastructures across sectors.
 - o Exceed the capabilities of the County, region, and state agencies as well as NGOs and PSPs (to include private sector infrastructure owners and operators).

- o Attract a sizeable influx of public, private, and voluntary resources, including independent and spontaneous volunteers.
 - Require short-notice asset coordination and response.
 - o Require prolonged, sustained incident management operations and support activities for long-term community recovery and mitigation.
- The factors influencing the need for federal involvement in response and recovery may include, but are not limited to:
 - o Severity and magnitude of the incident.
 - o County needs exceeding available resources. Incident type or location. The need to protect the public health, welfare, or the environment.
 - o The economic ability of the County and/or the affected entities within to recover from the incident.
- The combined expertise and capabilities of the County at all levels, Private Sector Partnerships (PSPs), and Nongovernmental Organizations (NGOs) will be required to prepare for, respond to, mitigate, and recover from incidents of major or catastrophic proportions.
- Localities have a plan as part of an emergency management program that reflects current doctrine and protocol, and includes provisions for the needs and requirements of the population, such as children, individuals with disabilities or access and functional needs, service animals, and household pets.
- The negative effects on County residents and its economy from natural disasters such as floods, winter storms, earthquakes, and wildfires may increase due to the increased urban development in vulnerable areas, industrial expansion, traffic congestion, and widespread use and transport of hazardous materials. These factors may also increase the risk of human-caused emergencies such as hazardous materials accidents, gas pipeline accidents, power failures, resource shortages and environmental contamination. In addition, The County's proximity to places of interest can increase the potential for terrorism related incidents.
- Citizens will work to be self-reliant for at least a 24 hour period after a storm unless directly affected with emergent situations.
- Finally, it is understood that all **disasters start and end with the locality**. Smyth County will be the first and last entity on scene and with that assumption, the County should be the most involved and proactive in the prevention, protection, mitigation, response, and recovery of incidents throughout the County and with its citizens. The Smyth County Department of Public Safety will lead the charge of being proactive and making all efforts to reduce the effects of incidents.



THREAT AND HAZARD IDENTIFICATION AND RISK ASSESSMENT

The Smyth County Threat and Hazard Identification and Risk Assessment (THIRA) is a strategic analysis of hazards that pose a significant threat to the community. The THIRA is conducted every four years beginning in 2022. With a landscape that ranges from rural to somewhat suburban, the County is vulnerable to a variety of direct impacts during a significant event. As being apart of the Mountain Empire of Virginia on the 81 Corridor, the County is also susceptible to indirect impacts resulting from an incident in a neighboring jurisdiction.

The THIRA evaluates and analyzes past experience, historical information, probability, projected impacts, and resource availabilities. By recognizing and understanding the risks that the community faces, Smyth County places itself in a position to make better resource management decisions. The purpose of the THIRA is to:

- Determine plausible and significant community threats and hazards in order to assess risks through subject matter expertise;
- Provide a detailed analysis of resources that are available to the community and/or could be obtained through mutual aid, business processes, or procurement of new resources; and
- Evaluate Smyth County's resource capabilities across 5 mission areas; Prevention, Protection, Mitigation, Response, and Recovery.

The THIRA is composed of a four-step process that:

- Identifies threats and hazards of concern
- Gives the treats and hazards context
- Establishes capability targets, and
- Applies the results

This process standardizes the risk analysis by helping the County map and link risks to the core capabilities identified by the National Preparedness System. The analysis generates desired outcomes, capability targets, and resources required to achieve capability targets.

A whole community, all-inclusive planning approach is imperative in achieving a thorough analysis. County agencies, private-sector partners, and non-profit organizations will be asked to participate in the THIRA process to provide subject matter expertise for each threat and hazard identified. Stakeholders are tasked with analyzing capabilities and providing potential resources to resolve planning and/or resource gaps.

In order to provide a comprehensive assessment, an array of resources were used to identify threats and hazards. Experience, historical reference, documentation from past incidents, likely



hood of occurrence, and probably of impacts were used to certify that potential threat and hazards would be identified and assessed.

The THIRA provides an in-depth analysis of threats and hazards unique to the County. The assessment produces a detailed examination of plausible and significant threats and hazards. It emphasizes resource capabilities and areas of improvement. The results of the assessment are compared to and associated with the National Preparedness Goal's Core Capabilities.

The THIRA process was developed using a whole community, all-inclusive planning approach. Smyth County Department of Public Safety and partner agencies will use this document to prioritize areas of improvement in order to achieve success. This assessment is the cornerstone of future planning initiatives designed to decrease the County's vulnerability and increase community resilience.



CONCEPT OF OPERATIONS

This portion of the EOP describes how Smyth County will manage and coordinate an effective and efficient multi-discipline response to a significant event. It also defines local, state, and federal authority and interaction.

The Coordinator of Emergency Management (Coordinator) is responsible for the day-to-day administration of the County's Emergency Management Program. The foundation of the program and ultimately its success relies on the ability to establish, maintain, and enhance relationships that foster efficient and effective collaboration with partners through all mission areas of emergency management.

In addition to other programmatic responsibilities, a primary mission of the County's Emergency Management is gathering, compiling, analyzing, and reporting situational awareness. Whether during normal day-to-day operations or in anticipation of a significant event, department personnel consistently monitors a number of trusted sources of information to ascertain updated intelligence regarding severe weather, special or high-profile events, large scale public safety emergencies, or potential threats. This situational awareness is regularly and frequently shared with the Director. When a significant event is imminent, Smyth County Department of Public Safety (SCPS) will generate an Informational Bulletin that describes the event, on-going actions, and anticipated actions. This document is distributed to County leadership, operations, and mission-critical partners.

When an event threatens to have significant impacts on the County, the Coordinator develops an operational plan based on the latest intelligence available. This plan includes the following elements:

- Any emergency protective actions that may be required or indicated;
- A determination as to whether or not the EOC will be activated, and if so, at what level;
- If an EOC activation is indicated, what personnel will be activated; and
- Any additional operational considerations.

A briefing is prepared for the Director who will consider the recommendations made by the Coordinator and provide input and endorse the plan. The Coordinator will ensure that all personnel impacted by the activation are notified. SCPS staff will typically develop an EOC Incident Action Plan (IAP) for the first operational period.

EOC operations are divided into two twelve hours shifts referred to as operational periods. Activities are coordinated and directed by the Smyth County Department of Public Safety Emergency Operations Center Policies and Procedures Guide and this EOP. The EOC Manager will ensure that the Virginia EOC (VEOC) is notified of the local activation by submitting a Virginia Department of Emergency Management (VDEM) Situation Report (Sit-Rep). Throughout each operational period,

personnel will follow the planning process as described in the EOC Policy and Procedure Guide. This includes the Development of an EOC IAP and distribution of a local Sit-Rep.

While maintaining updated situational awareness regarding the incident, strategic goals are developed and prioritized by the Director and Policy Group. Operational objectives and tasks are generated by EOC personnel necessary to achieve these goals. Personnel develop tactical and operational plans that accomplish the objectives. This process continues and repeats itself until the significant event is resolved. As the event begins to de-escalate, personnel within the EOC will develop demobilization plans that will address on-going actions, unmet needs, and what specific conditions will trigger the closure of the EOC.



Smyth County

Emergency Operations Plan

EOC Planning P

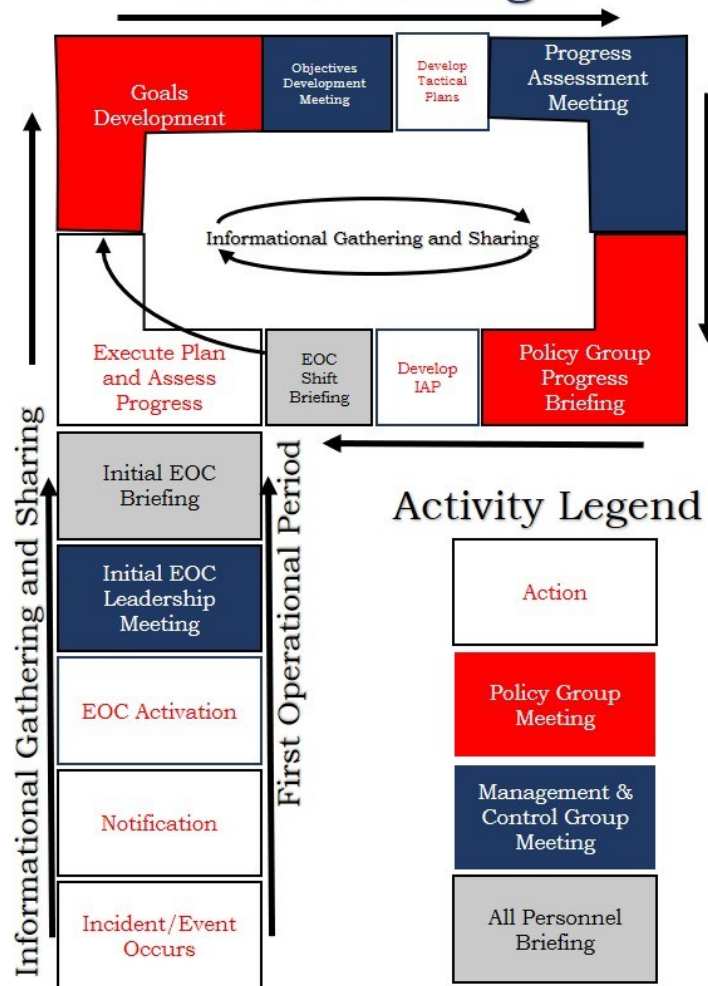


Figure 8: Smyth County Planning P

Restoration of essential services is a primary focus during an EOC activation. If unmet needs still exist following restoration, the focus transitions to that of community recovery. Prior to the full demobilization of the EOC, community recovery actions will be initiated. These actions may include:

- Identification and prioritization of recovery issues;
- Development and executing of long-term community recovery plans; and
- Authorization and establishment of recovery work-groups who will lead the recovery effort following the closure of the EOC.

SCPS will produce an After-Action Report (AAR) following a Partial, Virtual, or Full Activation of the EOC or as requested by the Director. This report will serve as a retrospective analysis of the event and includes a detailed timeline and narrative. The AAR also includes areas for improvement and strengths that were demonstrated during the event in an effort to improve further responses and continue successful practices. The resulting areas for improvement are captured and assigned in a corrective action document that ensures identified enhancements are completed.

All agencies identified in the ESF Annex will participate in various activities during all mission areas of Emergency Management (Prevention, Protection, Mitigation, Response, and Recovery). These activities may include:

- Development of Countywide and agency-specific plans, policies, and procedures that directly support the execution of the EOP;
- Actively participate in training and exercises that enhance the emergency management program; and
- Engage the community at-large by providing preparedness outreach and education.



SYSTEM STATUS AND ACTIVATION LEVELS

Smyth County Department of Public Safety determines and reports any change in status of the emergency management system or EOC activation level.

SCPS System Operational Status

The SCPS System Operational Status refers to the posture of the department, the County and its primary partners. The status is an indication of the level of activation associated with a significant event:

Normal – Level 1 – Green	The County is operating in a normal, day-to-day capacity. Incidents or events are handled by existing resources without im-
Elevated – Level 2 – Yellow	Elevated operations level is put into effect when the threat of an incident is forecasted for our area. This could be anything from weather, civil, terrorist, or a scheduled event. Any event that might put a strain on resources that are used on a normal operations level. During this level, preparations should be elevated and directed to the incident ahead. Normal operations should be continued.
Response – Level 3 – Red	A significant event has occurred. Operational activities may include on-scene liaison support, impact area assessments,
Recovery – Level 4 – Purple	Recovery operations begin directly after the dangers or threats of danger from an incident have halted. This is the transition phase between upgrades of levels and return to normal operations. This is a time that each department should take to review responses and learn from the experience. This should be a mandatory 4-day level after an elevation of levels.

EOC Activation Levels

Not Activated	Normal situational awareness monitoring
Monitoring	Increased monitoring capability for a specific incident or event. This will typically involve SCPS staff and representatives
Partial Activation	Select activation of personnel and ESFs that may be engaged in a significant event.
Full Activation	Activation with more than half of the
Virtual Activation	Activations of any level that is done by assigning rooms in Microsoft Teams for EOC members to complete work.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section identifies individual and groups who have functional and/or operational responsibilities before, during, or immediately following a significant event. The Director may engage any County department and assign specific tasks or missions even if the department is not preidentified in this EOP. Expanded guidance related to assignment of responsibilities resides within the ESF Annex.

Elected Officials

Smyth County is governed by a seven-member Board of Supervisors. The Chairperson and Vice-Chairperson of the Board of Supervisors are voted on by the Board of Supervisors during the first meeting of the calendar year. Supervisors are elected from each of the seven electoral districts in the County. During an emergency, the Board of Supervisors:

- Actively participates in the delivery of public information messaging as provided by and only in coordination with the Public Information Officer and/or Joint Information Center;
- Endorses a declaration of local emergency pursuant to the process described in Title 44 of the Code of Virginia; and
- Communicates with the Government Liaison Officer to share incident information and to provide input regarding the current situation.



Prior to a significant event, preparedness activities conducted by the Board of Supervisors include, but are not limited to:

- Endorses the Coordinator of Emergency Management as recommended by the Director of Emergency Management;
- Adopts and promulgates the EOP pursuant to the process described in Title 44 of the Code of Virginia;
- Attend trainings to the use of NIMS and ICS as set forth by SCPS (FEMA IS-908); and
- Supports and promotes the Emergency Management Program and its mission to facilitate, maintain, and enhance a comprehensive and integrated emergency management program in an effort to cultivate and sustain an engaged and resilient community through partnerships and collaboration.

Each of the three incorporated towns within Smyth County elects a Mayor and Town Council from among their citizens. During a significant event, these elected officials:

- Actively participate in the delivery of public information messaging as provided by and in coordination with the Public Information Officer; and
- Communicate with the Government Liaison Officer to share incident information and to provide input regarding the current situation.

There are five Constitutional Officers elected by the citizens of Smyth County. The unique powers and authorities assigned to each seat are described in the Code of Virginia. For the purpose of this document, each of the following Constitutional Officers not already identified in the ESF Annex, may be asked by the Director to engage directly in the operation. This engagement may be in the form of resources, personnel, facilities, or guidance.

- Clerk of the Circuit Court
- Commissioner of the Revenue
- Commonwealth's Attorney
- Sheriff
- Treasurer





Guide for the Board of Supervisors/Town Councils		
 <p>The Emergency Operations Plan (EOP) guides our actions.</p>		<p>The Emergency Operations Center (EOC) may be activated to respond to events.</p> 
<p>First Task</p> <ul style="list-style-type: none"> ☐ Make sure you and your family/loved ones are safe. ☐ Check in with your profession, make sure task are complete. ☐ Make Safe and Calculated decisions based on knowledge from County updates. 		<p>DON'T DOs</p> <ul style="list-style-type: none"> ☐ Respond to the scene of the incident. ☐ Release information to the public without coordinating with SCPS ☐ Call 911 for further information.
<p>IF THE EOC IS ACTIVATED</p> <p>If Safe, you can report to the Join Information Center (Boardroom or other designated) and check in with the Government Liaison Officer.</p> <p>RESULT</p>		
<p>The Government Liaison Officer (GLO) is the primary contact for elected officials making sure you are informed and will provide the talking points for releasing information</p>	<p>The Public can rely on us for consistent, timely, actionable, and on point information that can save live!</p>	<p>Elected Officials share approved messages, communicate with their constituents and provide feedback to the GLO.</p>
<p>What should you do BEFORE an incident?</p> <ul style="list-style-type: none"> ➢ Take FEMA IS 908 ➢ Take the Tour of the Emergency Operations Center. ➢ Take the Encouraged Training by SCPS. ➢ Encourage Residents and Businesses to: <ul style="list-style-type: none"> ➢ Make A Plan ➢ Register for Smyth Alerts 	 <p>SMYTH COUNTY, VA</p> <p>Text SMYTH to 888777 For Emergency Alerts</p>	<p>What should you do AFTER an incident?</p> <ul style="list-style-type: none"> ➢ Endorse any declared local emergency. ➢ Tour damaged areas and meet the residents and businesses ➢ Encourage constituents to be good neighbors by checking on people who might need help. ➢ Continue to share communications from the PIO and GLO

Figure 9: Guide for the Board of Supervisors/Town Councils

Director of Emergency Management

As stipulated in the Code of Virginia, the Director is the final authority during all significant events. As such, the Director declares local emergencies, authorizes emergency protective actions, manages and controls certain commodities and services, requests resources from other localities, authorizes the use of County facilities for alternative functions, and amends or suspends certain human resources policies. In addition, the Director performs the following duties during a significant event:

- Designates a qualified individual to serve as the Government Liaison Officer;
- Determines the need to convene the Policy Group; and
- Develops and communicates strategic goals relevant to the successful resolution of the significant event.

Prior to a significant event, preparedness activities conducted by the Director include but are not limited to:

- Appoints the Coordinator of Emergency Management and seeks endorsement from the Board of Supervisors;



- Provides strategic direction for SCPS including the endorsement of planning initiatives, considerations for grants procurements, and input associated with multi-discipline operational incidents; and
- Supports and promotes SCPS and its missions to facilitate, maintain, and enhance a comprehensive and integrated emergency management program in an effort to cultivate and sustain an engaged and resilient community through partnerships and collaboration.

Appointment of the Director

Per the Code of Virginia §44-146.19 Section A-5:

In Smyth County and in York County, the chief administrative officer for the county shall appoint a director of emergency management, with the consent of the governing body, who shall appoint a coordinator of emergency management with the consent of the governing body.

Coordinator of Emergency Management

The Coordinator of Emergency Management (Coordinator) manages the day-to-day operations of the emergency management program. During significant events, the Coordinator serves as the EOC Manager and performs the following duties:

- Presents emergency protective action recommendations to the Director;
- Assigns qualified staff to Management and Control positions based on size, scope, and complexity of the significant event;
- Facilitates development of Strategic Goals with the Director and Policy Group;
- Serves as the conduit for guidance and direction from the policy group to the Management and Control Group;
- Directs the Management and Control Group and ensures that all EOC staff and processes are managed effectively and efficiently; and
- Authorizes and approves all key plans and documents.

Prior to a significant event, preparedness activities conducted by the Coordinator include but are not limited to:

- Ensures the Emergency Operations Center is in a constant state of readiness;
- Executes strategic direction from the Director and Governing body including the development of planning initiatives, management of grant procurements, and coordination associated with multiple-discipline operational incidents; and
- Supports and promotes the Emergency Management Program and its mission to facilitate, maintain, and enhance a comprehensive and integrated emergency management program in an effort to cultivate and sustain an engaged and resilient community through partnerships and collaboration.

Emergency Support Functions (ESFs)

ESFs are a nationally recognized organizational model utilities by all-hazards jurisdictions. They represent the actions the County expects to perform in response to a significant event. ESFs are comprised of personnel from County departments, agencies, and offices; external governmental partners; and non-governmental organizations. The ESF Annex provides guidance and direction related to missions and task for each of the 16 ESFs identified in Smyth County. During a significant event, each ESF:

- Develops and executes detailed plans and procedures necessary in order to respond to, recover from, and mitigate significant events;
- Supports the EOP by achieving missions and assignments identified in the ESF Annex;
- Tracks all ESF resources assigned, prioritizes their utilization, and forecasts additional requirements; and
- Maintains all relevant event documentation including cost, resource utilization, and employee workforce information.

Prior to a significant event, preparedness activities conducted by each ESF include but are not limited to:

- Develops, maintains, and exercises plans and procedures requisite to support the functional requirements;
- Identifies necessary resources; and
- Negotiates and maintains any mutual aid agreements that may be necessary to successfully achieve missions and assignments.



Private Sector and Non-Governmental Organizations

Private Sector Partners (PSP) and Non-Governmental Organizations (NGO) serve as critical community partners. They provide integral services and are a restoration priority. In order to successfully respond to and recover from a significant event, each private sector entity and NGO:

- Develops and maintains emergency preparedness plans and procedures; and
- Maintains knowledge of local emergency operation plans.

Citizens

Citizens are the foundation of the County's response to, recovery from, and preparation for a significant event. Each action taken is done so with the citizen's welfare and safety as the focus. Success is governed by the level of participation at the citizen level. A true partnership between the County and its community are necessary for an effective response and recovery. To enhance the opportunity for success, each citizen:

- Develops, maintains, and exercises personal and family preparedness plans;
- Participates in affiliated voluntary programs that aid during response and recovery such as Medical Reserve Corps (MRC).
- Services as a good neighbor by checking on those who are vulnerable or who have unmet needs.

DISASTER DECLARATIONS

A disaster declaration falls into one of three specific categories. Each has unique characteristics and provides enhanced support and additional authority during the declaration period:

Local Emergency Declaration

A declaration of local emergency is recommended when the severity of the events warrants coordinated actions of the local government to combat such threatened or actual disaster, protect the health and safety of persons and property, and provide emergency assistance to the victims of such an event. Activation of the EOC and execution of the EOP may be warranted even when a local emergency is not declared. If local resources become overwhelmed, a State-Wide Mutual Aid request may be warranted.

Smyth County will adhere to all declaration processes and procedures defined in Title 44 of the Code of Virginia. A local emergency may be declared by the Director of Emergency Management designee. All declarations must be confirmed by the local elected body (Board of Supervisors) pursuant to timelines identified in the Code.

A local emergency declaration empowers the County to respond in a nimble and efficient manner. As defined in Title 44 of the Code of Virginia, during a local emergency, the County may:

- Control, restrict, allocate, or regulate the use, sale, production, or distribution of food, fuel, clothing, and other commodities;
- Enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law.

State Declaration

A State of Emergency is declared by the Governor when the safety and welfare of the people of the Commonwealth require the exercise of emergency measures due to a threatened or actual disaster. This declaration provides the County access to resources and assistance from the departments and agencies of the Commonwealth. These requests are coordinated by the Director or designee through the VEOC.

Federal (Presidential) Declarations

Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Declaration of Emergency or Major Disaster is authorized by the President of the United States at the request of the Governor of the Commonwealth of Virginia. The request from the Governor should illustrate that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the state and local governments. Assistance programs that are available through a Federal Emergency or Major Disaster Declaration include:

- Individual Assistance consisting of financial assistance, direct assistance, and disaster loans;
- Public Assistance for state and local governments and certain non-profit organizations; and
- Hazard Mitigation grant program to help communities implement mitigation measures following a Presidential Major Disaster Declaration.

DIRECTION, CONTROL, AND COORDINATION

This section describes the manner in which direction and control of personnel and resources are managed and how multi-jurisdictional coordination is achieved. Expanded guidance related to direction, control and coordination resides within the ESF Annex.

Each department or organization identified in the ESF Annex as a primary or support agency will identify and provide sufficient personnel to staff the ESF throughout the EOC activation. These representatives will report to the EOC upon notification and be prepared to manage and coordinate



all assigned missions and tasks. EOC personnel will meet minimum training requirements pursuant to National Incident Management System (NIMS) compliance and as identified in the Smyth County Emergency Operations Center Policies and Procedures Guide. In addition, it is implied that at least one representative per operational period will be authorized to act on behalf of the department, specifically, to make decisions related to the deployment of departmental personnel and resources.

ESFs will exercise direction and control over resources and personnel supplied by the primary and support agencies. However, overall coordination and tracking of these resources will be administered by the Management and Control Group and the Planning Section. For the purpose of this document, resources and personnel obtained through mutual aid will be considered resources of the primary agency. All resources provided in response to a mutual aid request from another jurisdiction will be supplied with the primary or support agencies but tracked and coordinated by Management and Control Group.

During EOC activations, primary and support agencies will develop and execute plans, policies, and procedures under the direction of the ESF Coordinator in order to achieve ESF missions and assignments. In addition, all agencies that comprise an ESF will participate in the preparation, maintenance, and exercising of operational plans that have been identified as an overarching responsibility of the ESF. Certain operational plans that address significant, multi-discipline issues will be incorporated into this EOP as a functional, support, or incident annex.



Smyth County Emergency Operations Center Organization Chart



SMYTH
COUNTY, VA

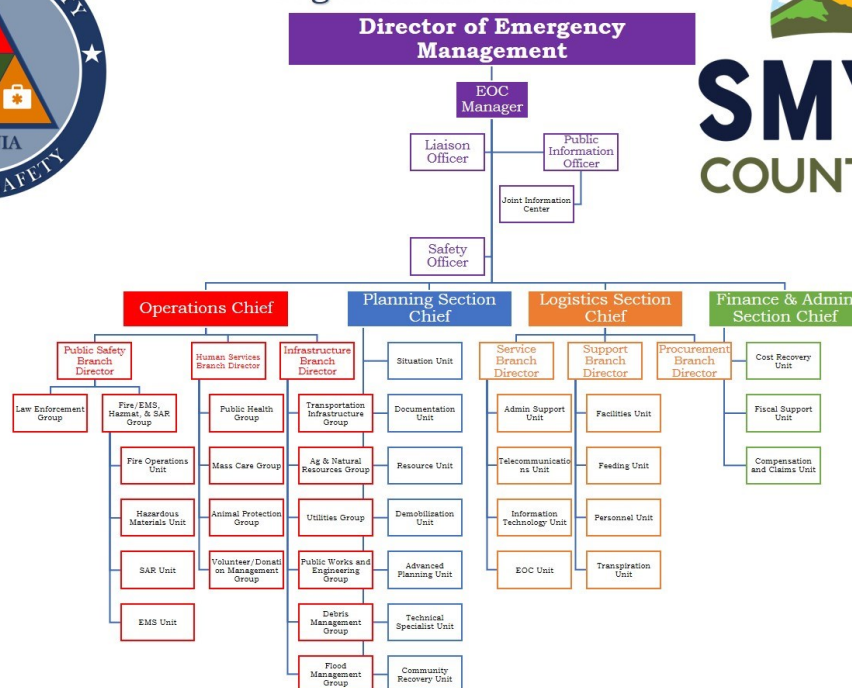


Figure 10: EOC Organizational Chart

INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

This section describes the type of information collected, the analysis performed, and dissemination methods. Expanded guidance related to information resides within ESF 5 Emergency Management.

Situational awareness information and incident intelligence is gathered, compiled, and analyzed by EOC personnel. The primary tool to capture and document the information is Microsoft Teams, in the group created for the event. Sources of incident information vary and may include:

- Trusted agents (National Weather Service, local utilities, etc.);
- Field Personnel;
- Public Safety Communications;
- Regional information-sharing tools; and
- Other verified sources.



The information collected is analyzed to identify current hazards requiring action, situational trends, and unmet needs that will be the focus of on-going planning initiatives. Additionally, this information is vetted by EOC leadership and critical data is shared internally and with surrounding jurisdictions when there is a regional impact.

During each operational period, two documents are generated based on the compilation of analyzed information. The Sit-Rep provides a detailed description of the event at a specified point in time. It serves as a snapshot of conditions and provides a summary of actions taken to date. The EOP IAP is a planning tool that is developed for each operational period. The IAP is a forward-looking plan that identifies goals and objectives that should be achieved during the subsequent operational period. When completed, these two official-use-only documents are shared with a pre-determined distribution list managed by SCPS.

COMMUNICATIONS

This section describes communications methods utilized internally and externally during a significant incident. Expanded guidance related to communications resides within the ESF Annex and Communications Plan.

Internally, a robust public safety network comprised of digital two-way voice and data systems allows for interoperable communications both within the County and with regional partners. Additional, redundant systems are provided through partnerships with the local amateur radio emergency services (ARES) group as well as Mountain Empire Amateur Radio (MEAR) group.

Externally, the focus is on delivery of emergency public information. Through various plans, policies, and procedures, it is the goal of the County to provide coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods. These messages are designed to effectively relay information regarding any threat or hazard, recommended protective actions and assistance that is available. In addition to traditional methods, including social media, this process may also utilize the Integrated Public Alert and Warning System (IPAWS) and Smyth Alert, a notification system through Everbridge utilized to send citizens emergency information, local information, and weather alerts.

ADMINISTRATIVE GUIDE

This section defines administrative standards that support emergency operations during a significant event. Standards addressed include mutual aid, staff augmentation, and general administration. Expanded guidance for certain standards resides within the Annexes.

National Preparedness Goal

Presidential Policy Directive/PPD-8 is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats and hazards that pose the greatest risk to the security of the

nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. This document supports the National Preparedness Goal, directed by PPD-8, to create a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk. Using the 32 core capabilities across all five mission areas: Prevention, Protection, Mitigation, Response, and Recovery, the National Preparedness Goal is achieved.

National Incident Management System

In February of 2003, Homeland Security Presidential Directive-5 (HSPD-5) Management of Domestic Incidents called for the establishment of a “National Incident Management System” (NIMS). This system developed a comprehensive, nation-wide systematic approach to incident management. The components of NIMS include:

- Resources Management;
- Command and Coordination; and
- Communications and Information Management.

The Smyth County Board of Supervisors adopted NIMS on April 14, 2015. As a compliant jurisdiction, personnel acquire and maintain education, training, and required certifications necessary to respond in a safe and efficient manner during a significant event. In accordance with ICS, the local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control incident operations. A process has been developed to foster effective communication between the incident and the EOC.

RECORD OF DISTRIBUTION

The Smyth County Emergency Operations Plan will be distributed to executive leadership and key personnel throughout the county and to others deemed appropriate. Additional copy request can be obtained through the Smyth County Department of Public Safety.

Table P-2

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Emergency Support Function Matrix

 Emergency Support Function Matrix	Transportation	Communications	Public Works/ Engineering	Firefighting	Emergency Management	Mass Care	Logistics	Public Health & Medical Services	Search & Rescue	Oil & Hazardous Material Response	Agriculture & Natural Resources	Energy	Public Safety & Security	Long-Term Recovery	External Affairs	Finance and Administration	VOAD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Smyth County																	
County Administrator (Director)					S	S	S					P				P	
Smyth County Public Safety	S		S	S	P	S	S	S		P				P	S	S	P
Public Information Officer															P		
PSAP		P		S											S		
Finance																P	
Social Services						P											
Information Technology		S			S										S		
Water & Sewer			S														
Building/Zoning			P														
Animal Control											S						
Sheriffs' Office	S		S						S				P		S		
Building and Grounds		S				P											
Public Schools	S		S			S											
Attorney			S														
Town of Marion																	
Town Manager			S														
Public Works			S														
Police	S		S	S		S			S				S				
Fire and EMS				S													
Town of Chilhowie																	
Town Manager			S														
Public Works			S														
Police	S		S	S		S			S				S				
Fire and EMS				S													
Town of Saltville																	
Town Manager			S														
Public Works			S														
Police	S		S	S		S			S				S				
Fire and EMS				S													
"P" Denotes primary responsibility / "S" Denotes supporting responsibility																	



Emergency Support Function Matrix

 Emergency Support Function Matrix	Transportation	Communications	Public Works/ Engineering	Firefighting	Emergency Management	Mass Care	Logistics	Public Health & Medical Services	Search & Rescue	Oil & Hazardous Material Response	Agriculture & Natural Resources	Energy	Public Safety & Security	Long-Term Recovery	External Affairs	Finance and Administration	VOAD
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17
Virginia Agencies																	
State Police	S								S				S				
Department of Transportation	P		S														
Department of Emergency Management		S			S	S	S		P	P				P	S		
Extension Services											P						
Department of Health			S			S		P			S				S		
211		S															
Environmental Quality			S							S							
Department of Conservation & Recreation			S						S								
Department of Fire Programs				P						S							
Department of Forestry				S					S								
SWVA EMS Council								S									
VDACS											S						
Private Sector																	
Red Cross						S		S									S
Appalachian Power												S					
District 3/Mt Lynx	S																
Telephone/Utilities		S										S					
Cell Providers		S															
MEARS		S				S											
County Water Authorities			S														
Mt Rogers Comm. Services						S		S									
Ballad Health								S									
Local Media															S		
"P" Denotes primary responsibility / "S" Denotes supporting responsibility																	



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Emergency Support Function [Annex]

ESF-1 Transportation

ESF Coordinator:	Primary Agency:
VDOT Representative	Virginia Department of Transportation
Section:	Supporting Agencies:
Operations	Smyth County Department of Public Safety
Branch:	Smyth County Sheriff's Office
Infrastructure	Town Police Departments
Group:	Smyth County School Board
Transportation Infrastructure	Town Public Works
	Virginia State Police
	Mountain LYNXs Transit
	District Three Governmental Cooperative

INTRODUCTION

The purpose of **ESF1** is to provide emergency transportation resources for the response to and recovery from any disaster or emergency within Smyth County including coordinator of transportation resources in support of evacuation.

Scope and Policies

- This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). **ESF 1** is a functional annex to the Emergency Operational Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations.
- **ESF1** applies to all individuals and organizations involved in transportation activities required to support disaster response and recovery operations in Smyth County.
- **ESF1** specifically addresses:
 - Movement of people, resources, and domestic pets
 - Assessment of impact of emergency situation of transportation infrastructure
 - Coordination of resource movement



- Traffic restrictions and transportation safety
 - Restoration of Transportation services
 - Mutual aid and private sector transportation resources
- All emergency response and recovery operations conducted under **ESF1** will be in accordance with the National Incident Management System (NIMS).
- **ESF1** primary and supporting agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF1** agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- **ESF1** activity will be directed towards satisfying the needs of responding agencies requiring transportation routes to perform their assigned disaster missions.
- **ESF1** will utilize available primary and supporting agency capabilities.
- **ESF1** encompasses the full range of transportation services or resources that may be required to support emergency response operations; and the transport of critical supplies, equipment, and evacuations, including those residents with access and functional needs.
- **ESF1** is not responsible for the movement of goods, equipment, animals, or people, but may be tasked to assist **Mass Care ESF6, Logistics Management ESF7, and Agriculture and Natural Resources ESF11**, as needed. Coordination for this support will take place at the EOC or Incident Command Post (ICP).
- **ESF1** will serve as the coordination point for information collection regarding the status of transportation infrastructure, services, and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with the Financial Annex to the Smyth County Emergency Operations Plan.

Relevant Laws, Statutes, Plans, and Policies

Concepts of Operations

- The Smyth County Department of Public Safety monitors incidents and threats to the region and will notify the primary agency of incidents impacting or potentially impacting the transportation systems and infrastructure. The primary agency will contact supporting agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the primary agency will issue notifications to supporting agencies and agency emergency personnel in accordance with internally established protocols and checklist.

- Upon activation of the EOC, the primary agency will provide representation to the EOC to coordinate transportation requirements and issues.
- Once the EOC is activated, all requests for transportation support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- **ESF1** will monitor the status of the regional transportation systems and infrastructure in coordination with regional transportation organizations, and provide updates to EOC Command as requested.
- **ESF1** will provide technical assistance to EOC Command in determining the most viable transportation networks to, from, and within the disaster area, as well as alternate means to move resources within the area affected by the disaster.
- **ESF1** will coordinate with **Public Works and Engineering ESF3** for emergency access debris removal.
- **ESF1** will coordinate the activities of the agencies listed above to:
 - Facilitate traffic movement during a large-scale evacuation and re-entry. The following major thoroughfares and streets will be utilized whenever possible:
 - Interstate 81 North/South
 - State Highway 16
 - State Highway 107
 - Provide transportation services and other available resources as needed in support of EOC operations.
 - Maintain open communication with supporting agencies as to the condition of local roads and resources.
 - Ensure the restoration and recovery of transportation services after the emergency has abated.
- **ESF1** will document cost of operations for the purposes of reimbursement.
- **ESF1** operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

Maps and Supporting Data

- Transportation Infrastructure
- Evacuation routes
- Fuel storage locations



Emergency Support Function [Annex]

ESF-2 Communications

ESF Coordinator:

Smyth County PSAP Manager

Section:

Operations

Branch:

Infrastructure

Group:

Communications Infrastructure

Primary Agency:

Smyth County PSAP

Supporting Agencies:

Smyth County Information Technology

Local Telephone Services Providers/Wireless Cellular Providers/Internet Providers

Amateur Radio (Mountain Empire Amateur Radio MEARS)

Smyth County Facilities Maintenance Department

Virginia Information Technologies Agency

Virginia 2-1-1

Virginia Department of Emergency Management

INTRODUCTION

The purpose of **ESF2** is to provide emergency communications resources and capabilities for the response to and recovery from any declared disaster or emergency within the County and provide technical assistance in the assessment and restoration of the telecommunications and Information Technology (IT) infrastructure.

Scope and Policies

- All emergency response and recovery operations conducted under **ESF2** will be in accordance with National Incident Management System (NIMS).
- **ESF2** encompasses the full range of communications and information system services that may be required to support emergency response and recovery operations, and provide timely information to the public.
- **ESF2** provides support for systems including the Smyth County 911 Center and ancillary systems, telephones, pagers, mobile communication devices, and associated IT systems and other technical resources.
- **ESF2** will collect, analyze, and distribute information on the impact and status of the telecommunications and IT System infrastructure.

- **ESF2** will actively engage the supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF2** will provide the authority and governance protocols for access to communications and IT systems, resources, and data.
- **ESF2** will ensure that radios, telephones, related IT resources, network capability, and communications capability essential to emergency services are maintained and operational.
- **ESF2** will facilitate the provision of available communications and IT staff and/or contract resources, technical assets, and IT capabilities needed to support emergency operations.
- **ESF2** will serve as the coordination point for the restoration of the communications and IT infrastructure and support Smyth County agencies with the restoration and reconstruction of agency-based telecommunications equipment and IT systems in accordance with the IT Department's Continuation of Operations Plans and approved agency continuity plans.
- All departments/agencies assigned responsibilities within **ESF2** will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their task.
- **ESF2** will work with Facilities Maintenance to allow access to secured areas to permitted personnel.

Relevant Laws, Statutes, Plans, and Policies

- Smyth County Department of Public Safety Communication Plan

Concept of Operations

- As an incident or threat escalates, **ESF2** will issue notifications to supporting agencies and agency emergency and/or functional support personnel (as necessary) in accordance with established protocols and checklist.
- Upon activation of the Emergency Operations Center, **ESF2** will provide representation to coordinate communications and IT system requirements and issues.
- **ESF2** will monitor the status of the communications and IT systems and associated infrastructure and provide updated to EOC command, supporting agency emergency management, and the County leadership team as appropriate.
- All request for communications support will be submitted to the EOC for coordination, validation, and/or action. Normal communications operations supporting public safety incident response will not be unduly affected.
- In the event of a large-scale disaster or emergency, **ESF2** will prioritize restoration of services based on the priorities and incident objectives established by the EOC Director.



- **ESF2** will request supporting agencies to provide assets in order to meet operational requirements. If necessary, mutual aid and/or private sector resources will be acquired to augment city resources through the EOC Logistics Section.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

Maps and Supporting Data

- List of Maps/Layers
- Fiber/Cable network map
- Tower locations and Radio Coverage maps
- Radio system information, connectivity to regional/state system
- Regional radio caches

Emergency Support Function [Annex]

ESF-3 Public Works and Engineering

ESF Coordinator:	Primary Agency:
Director of Smyth County Department of Building and Zoning	Smyth County Department of Building and Zoning
Section:	Supporting Agencies:
Operations	Smyth County Department of Water and Sewer
Branch:	Smyth County Department of Public Safety
Public Works and Engineering	Smyth County Sheriff's Office
Teams:	Town Police Departments
Damage Assessment	Smyth County School Board
Debris Management	Smyth County Attorney
	Town Governments
	Town Public Works
	Thomas Bridge/Rye Valley Water Authorities
	Virginia Department of Environmental Quality (DEQ)
	Virginia Department of Health (VDH)
	Virginia Department of Conservation and Recreation (DCR)
	Virginia Department of Transportation (VDOT)

INTRODUCTION

The purpose of **ESF3** is to provide essential public works and public utilities services including stormwater, sanitary sewer, potable water, and solid waste, during and following an emergency or disaster as well as to provide debris clearance and removal as well as damage assessment operations for the county's assets and infrastructure.

Scope and Policies

- All emergency response and recovery operations conducted under **ESF3** will be in accordance with the National Incident Management System (NIMS).
- **ESF3** will collect, analyze, and distribute information on the impact and status of critical infrastructure and systems, including water distribution, sanitary sewer collection, sewer treatment, stormwater, and vital Public Works/Public Utilities (PW/PU) facilities.
- **ESF3** will support the damage assessment process by assessing damage to stormwater, sanitary sewer, water distribution, and solid waste systems and facilities.



- Damage assessment information is provided to the EOC through the ESF Coordinator.
- **ESF3** is responsible for debris management and removal from public properties and public rights of way.
- **ESF3** will perform abatement and/or removal of standing hazards, i.e. damaged infrastructure or leaning trees from public properties and public rights of way.
- The primary departments will actively engage the ESF supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF3** encompasses the full range of public works, public utilities, and engineering services that may be required to support emergency response operations and provide critical public works and public utilities services to impacted residents.
- **ESF3** will maintain documentation for reimbursement in accordance with the Financial Annex to the Smyth County Emergency Operations Plan.

Relevant Laws, Statutes, Plans, and Policies

- Smyth County Codified Ordinances
- Smyth County Debris Management Plan

Concept of Operations

- In conjunction with information received from the EOC, the primary departments monitor incidents and threats to the County and maintains situational awareness on the city facilities and critical infrastructure.
- As an incident or threat escalates, the primary departments will issue notifications to supporting departments/agencies and departmental emergency personnel in accordance with established protocols and checklist.
- Upon activation of the EOC, the primary departments will provide representation to facilitate action on requirements and issues. All requests for debris removal will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF.
- **ESF 3** will be responsible for deploying assessment teams for preliminary damage assessment.
 - Public Works-Building Maintenance personnel are assigned damage assessment responsibilities for County owned facilities and submitting reports to the EOC.
 - Smyth County School Board- Building Maintenance personnel are assigned damage assessment responsibilities for school owned facilities and submitting reports to the EOC.

- Public Utilities- Personnel are assigned damage assessment responsibilities for facilities and submitting reports to the EOC.
- Building Inspectors- Personnel will provide support for damage assessments of residential/commercial property and submit reports to the EOC.
- Damage to school facilities, parks, and water and sanitary sewer facilities will be assessed by those respective agencies or hired contract support, and assessment information submitted to the EOC. The supporting agency will provide support for this function if required.
- **ESF3** Coordinator will designate a Debris Removal Coordinator who will be responsible for deploying all county and contracted private debris removal resources in coordination with the Virginia Department of Transportation (VDOT) and affected public utilities.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

Maps and Supporting Data

- Water and Sewer Pump Station Map
- Planned debris management sites
- Emergency Disaster Response Contract
- Debris Management Plan
- Stormwater Management Areas/Plans
- Well/Septic Tank Locations
- Landfill information
- Wastewater treatment
- Water distribution lines
- Damage assessment procedure/Crisis Track



Emergency Support Function [Annex]

ESF-4 Firefighting

ESF Coordinator:

Virginia Department of Fire Programs Region
4 Chief

Section:

Operations

Branch:

Public Safety

Group:

Fire, Hazmat, & SAR

Primary Agency:

Smyth County Department of Public Safety

Supporting Agencies:

Town Fire Departments

Smyth County 911 Center

Smyth County Mutual Aid Agencies

Town Police Departments

Virginia Department of Fire Programs (VD FP)

Virginia Department of Forestry (VD OF)

Virginia Department of Game and Inland Fisheries (VD GIF)

INTRODUCTION

The purpose of **ESF4** is to detect and suppress wildland, rural, and urban fires resulting from or occurring with natural, technological, or man-made disasters.

Scope and Policies

- All emergency response and recovery operations conducted under **ESF4** will be in accordance with National Incident Management System (NIMS) and Incident Command System (ICS).
- **ESF4** addresses three main priorities: (1) life safety for the public and response personnel, (2) incident stabilization, and (3) the protection of property.
- **ESF4** will manage and coordinate firefighting activities, including the detection and suppression of fires on all private and public lands, and provide resource support to rural and urban firefighting operations.
- **ESF4** provides assistance in controlling fires and wildfires, coordinates mutual aid among fire departments as needed, and assists with EOC operations, as needed.
- Mutual aid support for firefighting activities is provided by the surrounding counties of Wythe, Washington, Grayson, Bland, Tazewell, and Russell. A statewide mutual aid agreement (MAA) exists throughout the Commonwealth of Virginia among all participating fire service agencies.

- The primary agency will actively engage the ESF supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.
- All departments/agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their task.

Relevant Laws, Statutes, Plans, and Policies

- Smyth County Automatic Aid Plan
- Smyth County Mutual Aid Agreements

Concept of Operations

- The primary agency monitors incidents on a continuous basis and routinely responds to incidents and emergencies. Most incidents will be managed by the on-scene incident commander (IC) who established the on-scene incident command post (ICP).
- As an incident or threat escalates or the initial event has resulted in multiple emergencies, primary and supporting agencies may activate their assigned Emergency Support Functions (ESF). In this event of multiple emergencies, the primary agency may transition command to an Area Command and/or a central ICP when it is expected that operations will continue for several operational periods and/or to provide overall management to several individuals incidents.
- Where multiple incident command post is established, an area command should be established to oversee these multiple incidents, provide coordination support, and ensure integration of agency administrator policies and procedures.
- In the event that size, scope, or complexity of the individual event(s) exceeds the capability of the local ICS(s), and Incident Management Team (IMT) may be requested to support the Area Command or ICP(s).
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- Coordination with all support departments, agencies, and organizations that may support **ESF4** will be performed to ensure operational readiness prior to, during, or after an incident, emergency, or disaster.
- The Virginia Department of Forestry (VDOF) will support **ESF4** and have primary responsibility for coordinating all wildland fire suppression. VDOF will function under its own statutory and internal guidelines. Smyth County Department of Public Safety will support VDOF by protecting structures and property as assigned and will provide a liaison officer to the incident command staff.



- **ESF4** will assist in establishing staging areas and coordination of assigned resources to an incident or a staging area.
- State agencies used in support of **ESF4** will be committed on a mission type basis when requested and in accordance with the Commonwealth of Virginia Emergency Operations Plan (COVEOP). **ESF4** will utilize mutual aid agreements to obtain additional fire resources, as needed.
- Ensure all **ESF4** personnel integrate National Incident Management System (NIMS) principles in all planning. As a minimum, primary action officers for all **ESF4** agencies will complete the Federal Emergency Management Agency's (FEMA) NIMS Awareness Course or an equivalent course.

Maps and Supporting Data

- Fire and EMS Station Locations and ESN areas

Emergency Support Function [Annex]

ESF-5 Emergency Management

ESF Coordinator:	Primary Agency:
Smyth County Emergency Services Coordinator	Smyth County Department of Public Safety
Section:	Supporting Agencies:
Management and Control Planning	Southwest Virginia Incident Management Team Smyth County Department of Information Technology (IT) Smyth County Administration Office Virginia Department of Emergency Management

INTRODUCTION

The purpose of **ESF5** is to coordinate and collaborate with our partners to reduce the impact of emergencies and disasters through a comprehensive emergency management program.

Scope and Policies

- All emergency operations conducted by **ESF5** will be in accordance with the Incident Command System (ICS) and National Incident Management System (NIMS).
- **ESF5** is focused on providing coordination and support to the various departments, agencies, and supporting organizations engaged in emergency operations. The PIO designated by the SCPS communications plan is responsible for releasing information to the public. **ESF5** will provide relevant information to **ESF15** for use in informing the public.
- **ESF5** is focused on the response phase of operations. As the situation stabilizes and transitions to recovery, the EM role transitions to **ESF14**.
- SCPS, as the primary agency for **ESF5**, will actively engage the supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF5** is responsible for:
 - Managing the Emergency Operations Center (EOC) activities and ensuring that the EOC is adequately staffed to accomplish its mission of providing coordination and support to other County agencies involved in incident management of natural or man-made disasters or significant planned events and determining critical resource deployment based on the overarching needs of the city.



- Providing technical assistance and support to the Emergency Services Coordinator in determining the need to establish shelters, reception centers, or other mass care facilities; developing and distributing protective action guidance; and recommending emergency declarations and evacuations as necessary.
- Managing the overall emergency related information collection process.
- Providing operational information to the various departments, agencies, and supporting organizations engaged in emergency operations.
- Staffing the Planning Section in the EOC to ensure the incident management planning process is effective and efficient, situational awareness is accurate and timely, and WebEOC components are staffed and functional.
- Serving as the primary point-of-contact with the Virginia Department of Emergency Management (VDEM) and the Commonwealth EOC.
- Coordinating and managing all request for Geographic Information Systems (GIS) support to emergency operations.
- Coordinating and managing event impact on populations with access and functional needs, including accessible emergency alerts, evacuation transportation, and sheltering activities.
- Facilitating incident planning at the EOC and publishing the Incident Action Plan (IAP) for each operational period. The IAP provides the objectives to be accomplished by the EOC for the upcoming operational period.
- Tracking the status of the EOC's assigned objectives to ensure completion.
- Maintaining documentation of disaster activities and costs for accountability. Recovery funds may be made available for disaster related expenses (see the Financial Recovery Annex) to this Plan.
- Facilitating all emergency management and business continuity initiatives, including planning, training, exercises, outreach, and coordination with volunteers, non-governmental organizations, and other groups.
- The primary agency will actively engage the ESF support agencies in planning, training, and exercises to ensure an effective operation upon activation.
- All departments/agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.

Relevant Laws, Statutes, Plans, and Policies

- Emergency Operations Center SOP.
- Joint Information Center SOP.

Concept of Operations

- SCPS, as the primary agency, monitors incidents and threats to the County on a continual basis. As an incident or threat escalates, the public safety staff will issue notifications and alerts in accordance with established protocols and checklists.
- As needed, SCPS will virtually or physically activate the EOC to the monitoring level to enhance monitoring capabilities, ensure that timely information is collected and disseminated to key decision makers, and prepare for a possible partial or full activation of the EOC.
- Depending upon the scope and magnitude of the incident, SCPS may deploy designated staff to the incident scene to serve as a field observer reporting to the EOC.
- The Emergency Services Coordinator will brief the Director of Emergency Management (County Administrator) on a regular basis and recommend activation of the EOC as appropriate.
- Upon activation of the EOC, SCPS, as the primary agency, assumes responsibility for managing EOC operations. The Emergency Services Coordinator ensures that VDEM is notified of the EOC activation.
- The Planning Section Chief, in consultation with the EOC Commander, will establish operational periods as the basis for determining the planning process and situation reporting. The Planning section will prepare and distribute the EOC meeting schedule on a regular basis and facilitate the planning process and all associated activities.
- SCPS, as the primary agency will determine the need to open response facilities such as shelters, reception centers, or a family assistance center. Shelter management and staffing activities are discussed in **ESF6**.
- The Planning Section in the EOC will actively collect, analyze, summarize, and distribute information on the situation to all departments and agencies and other supporting partner agencies and organizations, as needed. All ESFs in the EOC shall provide the Planning Section's Situation Unit current information concerning the event and shall immediately report critical information to the EOC Commander.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

Maps and Supporting Data

- EOC Layout
- Alternate EOC Locations



Emergency Support Function [Annex]

ESF-6 Mass Care, Housing, and Human Services

ESF Coordinator:	Primary Agency:
Smyth County Department of Social Services Director	Smyth County Department of Social Services
Section:	Supporting Agencies:
Operations	Smyth County Department of Public Safety Smyth County Administrator's Office Local Law Enforcement
Branch:	Mount Rogers Health District/Virginia Department of Health
Human Services	Amateur Radio Emergency Services (ARES)
Groups:	Smyth County Public Schools
Mass Care	Mount Rogers Community Services Board
Animal Protection	American Red Cross Virginia Department of Emergency Management Virginia Department of Social Services Virginia Department of Housing and Community Development

INTRODUCTION

The purpose of **ESF6** is to provide basic, immediate support to disaster victims in Smyth County, including shelter, food, and emergency relief supplies and support.

Scope and Policies

- **ESF6** is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). **ESF6** is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. **ESF6** applies to all individuals and organizations involved in mass care activities required to support disaster response and recovery operation in Smyth County. Specifically, **ESF6** addresses:
 - Short-term and immediate needs of disaster victims. Recovery and long-term issues will be managed through **ESF 14**.
 - The full range of non-medical mass care services:
 - Sheltering.

- Organizing feeding operations.
- Providing emergency relief supplies.
- Providing emergency first aid at designated sites.
- Collecting and providing information on disaster victims to family members.
- Coordinating bulk distribution of emergency relief items.
- Coordinating and providing assistance to individuals with functional needs.
- All emergency response and recovery operations conducted under **ESF6** will be in accordance with the National Incident Management System (NIMS).
- **ESF6** encompasses the full range of non-medical mass care services to include sheltering, organization feeding operations, collecting and providing information on disaster victims to family members, and coordinating bulk distribution of emergency relief items.
- **ESF6** is responsible for coordinating and providing sheltering assistance to county residents with medical needs.
- **ESF6** will establish a Family Assistance Center (FAC)/Family Reception Center (FRC) when directed by the Director of Emergency Management.
- The focus of **ESF6** is on the short-term and immediate needs of the disaster victims. Recovery and long-term housing issues will be managed through the Smyth County Recovery Plan (SCRCP).
- The primary agency, in conjunction with SCPS, will actively engage the supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF6** agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, expansion or improvement of operations and securing of primary and supporting agency capabilities.
- **ESF6** will serve as the necessary manpower, materials, and services.
- **ESF6** will utilize available coordination point for information collection regarding the status of mass care services and operations.
- **ESF6** is responsible for making reasonable accommodations for sheltering of diverse populations, including those with communication or mobility limitations, those with conditions that may require assistance with daily activities but do not require hospital admission or hospital sheltering, those who are transportation dependent and those who present themselves accompanied by pets or services animals.
- **ESF6** will coordinate with **ESF8** for public health and medical support.
- **ESF6** will coordinate with **ESF14** for long-term recovery support.
- **ESF6** will coordinate with **ESF17** for volunteer and donations management support.



- Staging of facilities and supplies may occur before the incident when the incident is anticipated.
- To accommodate persons with special medical needs in the shelter, these individuals must be able to care for themselves or bring a personal caregiver.
- Information about persons identified on shelter list, casualty list, hospital admission, etc., will be made available to family members to the extent allowable under confidentiality regulations.
- **ESF6** will maintain documentation for financial reimbursement.

Relevant Laws, Statutes, Plans, and Policies

Concept of Operations

- Smyth County Department of Public Safety monitors incident and threats to the region and will notify the primary agency of incidents impacting or potentially requiring mass care services. The primary agency will contact supporting agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the primary agency will issue notifications to supporting agencies in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the primary agency will provide representation to the EOC to coordinate mass care requirements and issues. The primary agency will request representatives from the other supporting agencies as needed.
- Once the EOC is activated, all request for mass care support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- In the event of an incident requiring sheltering, the EOC will consult with the appropriate partnering agencies to determine if a shelter is to be opened, select the shelter site(s), and notify **ESF6** primary agency to initiate activities.
- **ESF6** will be activated to provide coordinating and management for mass care activities dependent upon the expected needs associated with the scope and magnitude of incidents or potential incidents. This includes
 - Sheltering:
 - Smyth County will provide sheltering if the need is short term and within its capabilities. The provision of emergency shelter includes the use of:
 - Pre-identified shelter sites in existing structures.

- Creation of temporary facilities.
- Similar facilities outside the affected disaster area, should further evacuation be necessary.
- For mass evacuations directed by state officials, the Virginia Departments of Social Services (VDSS) will designate facilities and operate the shelters for people who evacuate out of their home jurisdiction.
- Feeding
 - The provision for feeding emergency victims may be accomplished through a combination of fixed sites, mobile feeding units, delivery to homes and food distribution.
- Emergency Relief Supplies
 - The provision of emergency relief items, limited to urgent needs, are distributed through sites established within the affected area.
- Human Services
 - Following a large-scale or mass-casualty incident, Family Reception Center (s)/Family Assistance Center(s) may be established to provide support and information to victims and families. Services include disaster welfare inquiries, reunification services, behavioral health, mass fatality issues, conducting investigations with the Medical Examiners Officer, working with other agencies for financial and other assistance. In certain circumstances, if there are victims as a result of the incident or emergency, as defined in §19.0-11.01 of the Code of Virginia, The Emergency Management Coordinator will immediately contact the Virginia Department of Criminal Justice Services (DCJS) and the Virginia Criminal Injury Compensation Fund (VCICF) to deploy assistance.
- The primary agency will provide representation to the EOC to coordinate sheltering, temporary housing, and other mass care requirements and issues.
- The primary agency will request representatives from supporting agencies as needed.
- The Primary agency will coordinate the staffing and services for shelters and reception centers to meet immediate needs. The determination to open shelters will be made by the Coordinator and/or Director of Emergency Management.
- Smyth County Sheltering Protocols defines the framework within which the County agencies and organizations will collaborate when the decision is made to open various facilities such as Reception Centers, Evacuations Shelters, Pet-Friendly Shelters, Medical-Friendly Shelters, or a Family Assistance Center/Family Reception Center.



- **ESF6** will collect information on shelter activities, populations, and related information and provide it to the EOC as requested.
- **ESF6** will establish and operate feeding sites to serve disaster victims as determined by the Coordinator of Emergency Management.
- When directed, the primary agency will establish and operate a Family Assistance Center/ Family Reception Center to provide assistance to the families of disaster victims within Smyth County. The FAC will be activated, established, and operated as outlined by the Smyth County Family Assistance Center Plan.
- Coordination activities will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

Maps and Supporting Data

- Primary/secondary shelter locations
- Pet Sheltering aids/locations
- County evacuation plan
- Transportation inventory

Emergency Support Function [Annex]

ESF-7 Logistics Management and Resource Support

ESF Coordinator:	Primary Agency:
Director, Smyth County Maintenance and Facilities Department	Smyth County Maintenance and Facilities Department
Section:	Supporting Agencies:
Logistics	Smyth County Administration Office
Finance and Administration	Smyth County Department of Public Safety
Procurement Unit	Virginia Department of Emergency Management
Planning	
Resource Unit	

INTRODUCTION

The purpose of **ESF7** is to provide logistical and resource guidance and support following an emergency or disaster.

Scope and Policies

- Resource support involves the provision of services, personnel, equipment, commodities, and facilities by Smyth County government to county departments, and if possible, cities, and special purpose districts during the response and recovery phases of an emergency or disaster. Medical supplies and personnel are addressed in **ESF8**.
- The County Administrator may be the authority for decisions on resources priorities and distribution.
- Equipment, supplies, and personnel needed by departments should be acquired by the requesting department first, then from other departments and local sources. Resources needs beyond the capacity of the local level will be forwarded to the Commonwealth of Virginia or through the State to the Federal Government.
- The Smyth County Department of Finance may operate under existing authorities and regulations.
- **ESF7** is not intended to replace or supplant the purchasing authorities of the individual city departments and agencies. Rather, **ESF7** will provide technical assistance in locating, distributing and procuring critical resources and supplies through the Logistics Section in the Emergency Operations Center (EOC). However, once a Single Point Order decision has been



made, ALL requests for additional resources must be made through the Logistics Section of the EOC.

- **ESF7** will maintain a list of anticipated essential material resources and a list of potential suppliers in order to obtain resources more expeditiously during a major disaster of emergency.
- **ESF7** will locate, procure, and distribute resources to support the incident as requested through the Logistics Section in the EOC, and in accordance with the operational priorities established by the EOC Command.
- **ESF7** agencies will participate in planning, training, and exercises as coordinated by SCPS to ensure an effective operation upon activation of the EOC.
- All emergency response and recovery operations conducted under **ESF7** will be in accordance with the National Incident Management System (NIMS).
- The primary agency will actively engage the ESF supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.
- All departments/agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, Standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.

Relevant Laws, Statutes, Plans, and Policies

- Smyth County Procurement Policies
- Smyth County Finance and Administration Plan

Concept of Operations

- As an incident or threat escalates, the primary agency will issue notifications to supporting agencies and agency emergency and/or functional support personnel (as necessary) in accordance with established protocols and checklist.
- Upon activation of the Logistics Section at the EOC, the primary agency will provide representation to assist with resources requirements and procurement support.
- The primary function of **ESF7** will be the emergency acquisition of resources (including the coordination of their delivery), as provided by County Ordinance.
- The Logistics Section of the EOC will manage all requests for resources and logistical support for the incident(s), and provide the coordination of specific requirements for **ESF7** action and documentation. The institution of Single Point Ordering will require all resource requests not already in progress at the incident level, to be managed through the EOC for purposes of coordinating, tracking, and allocating.

- Equipment and materials will be obtained from both intra-departmental and inter-departmental inventories. Inter-departmental requests will be submitted and routed through **ESF7** under the Logistics Section. Requests unable to be filled in the locality inventories may be procured by **ESF7** from commercial vendors. Coordination for resource reallocation will be accomplished within the EOC, which will facilitate resource ordering with the Virginia Department of Emergency Management (VDEM), as necessary.
- The Logistic Section maintains list of vendors and suppliers of equipment, materials and services needed during disaster response and recovery actions.
- **ESF7** will conduct operations in accordance with all local, state and federal laws and regulations.
- The primary and supporting agencies will provide available resources based upon the priorities established by the EOC.
- The Logistics Section will request supporting agencies to provide available assets in order to meet operational requirements. If necessary, private sector sources will be acquired to augment the locality resources.
- The Assistant County Administrator will serve as the primary agency for the Procurement Unit Leader for **ESF7** under the EOC Finance Section. The primary agency will coordinate with supporting agencies regarding the development of enabling SOPs maintained under separate cover.
- The Procurement Unit will coordinate with the Smyth County Finance Director regarding funding issues and recordkeeping required for federal reimbursement, when applicable.
- The Procurement Unit will negotiate all contracts and leases required for the immediate response and recovery period.
- Prepared numbered purchase orders (Pos) and pre-selected vendors likely to remain operational will be maintained by **ESF7** agencies.
- Operations will continue at the EOC until the local emergency declaration is terminated.

Maps and Supporting Data

- Vender list and contact info
- Applicable warehousing space
- MAAs/MOUs with other localities
- County-owned property map



Emergency Support Function [Annex]

ESF-8 Public Health and Medical Services

ESF Coordinator:	Primary Agency:
Mount Rogers Health District Emergency Manager	Mount Rogers Health District/Virginia Department of Health
Section:	Supporting Agencies:
Operations	Smyth County Department of Public Safety
Branch:	Southwest Virginia Emergency Medical Services Council
Public Safety	Mount Rogers Community Services Board
Group:	Smyth County Administrator's Officer
Health and Medical	Ballad Health
	Southwest Virginia Community Health Systems
	Local Health Groups
	American Red Cross

INTRODUCTION

The purpose of **ESF8** is to ensure a comprehensive medical and public health response following a disaster or emergency.

Scope and Policies

- All emergency response and recovery operations coordinated by ESF 8 will utilize the Incident Command System (ICS) during response and incorporate the National Incident Management System (NIMS) into all plans, protocols, training, and exercises.
- SCPS will actively engage the agencies in **ESF8** related preparedness activities such as planning, training, and exercises, to ensure an effective response.
- SCPS will actively engage key non-governmental stakeholders, including the private medical provider community and other partners, including the public, in **ESF8** related preparedness activities as needed.
- SCSP will coordinate private and public emergency medical services basic and advanced life support response during emergencies and disasters.
- **ESF8** will assist the Medical Examiners office with the establishment and maintenance of evidence documentation and the "chain of evidence" in regards to discovery or receipt of human remains.
- **ESF8** will enhance the common operating picture.

Relevant Laws, Statutes, Plans, and Policies

Concept of Operations

- **ESF8** will coordinate the resources necessary to provide public health and wellness during a significant event.
- **ESF8** will manage mass fatality incidents and coordinates with partner agencies under direction of local plans.
- **ESF8** will coordinate the operation of special medical need shelters for those impacted by a significant event.
- **ESF8** will manage the response to a potential or actual infectious disease outbreak that constitutes a public health emergency and other events that may require emergency medical countermeasures.
- **ESF8** will provide counseling and mental health services.
- **ESF8** will coordinate efforts to manage hospital and other acute care surge during a significant event.
- **ESF8** will monitor and report status of critical health care facilities during a significant event.

Maps and Supporting Data



Emergency Support Function [Annex] **ESF-9 Search and Rescue**

ESF Coordinator:	Primary Agency:
VDEM Search Operations Coordinator	Virginia Department of Emergency Management
Section:	Supporting Agencies:
Operations	Local Law Enforcement Agencies
Branch:	Virginia State Police
Public Safety	Virginia Department of Wildlife Resources
Group:	Virginia Department of Emergency Management
Fire, Hazmat & SAR Law Enforcement	

INTRODUCTION

The purpose of **ESF9** is to provide guidance and direction regarding the locating, rescuing, and/or recovering lost, missing stranded, or trapped persons.

Scope and Policies

- All emergency response and recovery operations conducted under ESF 9 will be in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS).
- **ESF9** coordinates the rapid deployment of search and rescue resources that integrate a broad range of professional and technical specialists who respond to provide specialized life-saving assistance. Mission assignments are divided into three primary operational environments of Search and Rescue:
 - Structural Collapse (Urban) Search and Rescue (US&R)
 - Waterborne Search and Rescue
 - Land Search and Rescue

It is understood that certain skill sets may have crossover to one or more of the three operational environments of Search and Rescue.

- The **ESF9** response is scalable to meet the specific needs of each incident, based upon the nature and magnitude of the event, the suddenness of onset, and the capability of US&R/SAR resources. Response resources are drawn from **ESF9** primary and support agencies.
- The ESF 9 primary agency during operations is dependent upon the nature of mission. For ground search operations, such as open spaces in parks and neighborhoods, the Law Enforcement departments can serve as the primary agency for SAR of missing or lost persons. For collapsed structures, confined spaces, technical rescues, and water rescues, the Fire Departments (in coordination with the EMS Departments) is the primary agency.
- The primary agency will actively engage the **ESF9** supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF9** encompasses the coordination of regional and state rescue US&R/SAR resources during disasters and other large-scale emergencies. **ESF9** will coordinate incoming mutual aid resources in support of search and rescue operations.
- **ESF9** will establish staging areas and logistical support bases for requested mutual aid resources in coordination with all first response agencies.

Concept of Operations

- The primary agency monitors incidents on a continuous basis and routinely responds to incidents involving search and/or rescue operations. Most incidents will be managed by the on-scene incident commander (IC).
- The primary agency responsible for US&R/SAR will coordinate and liaise with all responding emergency services agencies, local or otherwise.
- Searching for a lost or entrapped person is an emergency. **ESF9** agencies need to appreciate a sense of urgency in responding to any lost or entrapped person call. The primary agency must anticipate that they may not be able to quickly locate the lost subject and that supporting agencies need to be put on alert or requested early. This is particularly important in challenging weather conditions, as darkness approaches, or with a subject with medical problems.
- SCPS is responsible for assisting the IC with requests for personnel and equipment for SAR operations.
- All SAR operations can be subject to litigation. It is imperative that operations are conducted and documented in a professional manner.
- Urban search and rescue (US&R) capabilities are limited to the training and equipment at their disposal at the time of a mission.
- A large collapsed structure or multiple structural collapses will likely result in the request of regional, State or FEMA US&R Task Force support, as appropriate.



- At the request of local officials, **ESF9** at the state level will coordinate the state US&R/SAR response. Whenever possible, **ESF9** will stage assets before actual requests are forwarded. When local assets are exhausted, or in anticipation of large-scale disasters beyond the County's capability, **ESF9** at the state level will coordinate procurement of other state or federal assets. **ESF9**, at the local level, will integrate the use of all US&R/SAR personnel and resources made available.
- Where multiple incident command posts are established, an area command should be established to oversee these multiple incidents, provide coordination support, and ensure integration of agency administrator policies and procedures.
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- In the event that size, scope, or complexity of the individual event(s) exceeds the capability of the local ICP(s), an Incident Management Team (IMT) may be requested to support the Area Command or ICP(s).
- Upon activation of the EOC, the primary agency will provide representation to address strategic level SAR requirements and issues.
- At the EOC, **ESF9** will coordinate ICP requests for support from other departments and agencies, and state and/or federal resources through the EOC Logistics Section. **ESF9** may provide briefings to the senior policy group on incident operations and agency activities and issues.

Maps and Supporting Data

- TBD

Emergency Support Function [Annex]

ESF-10 Hazardous Materials Response

ESF Coordinator:	Primary Agency:
VDEM Regional Hazmat Officer	Smyth County Public Safety
Section:	Supporting Agencies:
Operations	Virginia Department of Emergency Management
Branch:	Department of Environmental Quality
Public Safety	State Fire Marshalls Office
Group:	
Fire, Hazmat & SAR	

INTRODUCTION

Provide a coordinated response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials (HAZMAT) incidents.

Hazardous materials are defined under Virginia Law (Title 44-146.34) as: substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas.

Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, corrosive materials, chemical and biological substances, and radioactive materials.

Scope and Policies

- The scope of **ESF10** includes the appropriate actions to prepare for and respond to a threat to public health, welfare, or the environment caused by actual or potential oil and hazardous materials incidents.
- All emergency response and recovery operations conducted under ESF 10 will be in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS).
- The SCPS as the primary agency will actively engage the ESF supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.



- **ESF10** encompasses the response to, containment of, and monitoring the clean-up of oil and HAZMAT releases that occur concurrently with a major disaster or emergency or are of a significant scope and magnitude as to require a significant multi-agency response.
- **ESF10** coordinates the division and specification of responsibilities among the primary and supporting local agencies and on-site response organizations, personnel, and resources that may be used to support response actions.
- For purposes of this document, HAZMAT includes chemical, biological, radiological, and nuclear releases whether accidental or intentional.
- Operations will be conducted under the auspices of the SCPS Hazardous Materials Response Plan that is published separately. The Plan is compatible with the Smyth County Emergency Operations Plan.
- Incidents with a terrorism nexus (or suspected nexus) will involve additional coordination with local, state, and federal agencies.
- **ESF10** will establish staging areas and logistical support bases for requested mutual aid resources and other resources in coordination with all first response agencies.

Concept of Operations

- Smyth County Public Safety is the primary agency responsible for the coordination of all ESF 10 administrative, management, planning, preparedness, prevention, mitigation, response, and recovery activities to include developing, coordinating, and maintaining the **ESF10** standard operating procedures (SOPs) and standard operating guidelines (SOGs) which detail both radiological and non-radiological responsibilities. **ESF10** supporting agencies will assist the primary agency in the planning and execution of the above.
- **ESF10** personnel will be trained on the principles of the National Incident Management System (NIMS) and integrate those principles into all **ESF10** planning and response operations.
- HAZMAT incidents may result in fire, explosions, radiation dangers, contamination, and toxic fumes. Firefighters are generally accepted as having the greatest expertise, training, and capability to combat these dangers.
- Coordination with all supporting and other appropriate departments/agencies and organizations will be performed to ensure operational readiness in time of emergency.
- Following notification of a release of HAZMAT, the responding SCPS Chief responding to an emergency shall become the incident commander (IC). The Incident Command System (ICS) shall be used throughout the management of an incident. All supporting agencies and their communications shall be coordinated and controlled through the IC, assisted by the senior officials present for each agency. An Incident Command Post (ICP) will be established to manage both personnel and material to mitigate the hazard.

- The IC will coordinate, integrate, and manage the effort to detect, identify, contain, and minimize releases and prevent, mitigate, or minimize the threat of potential releases through the use of primary and support agency resources.
- Should a declaration of emergency be declared, the Emergency Operations Center (EOC) may be activated to coordinate efforts of other county, state, and federal agencies.
- When the IC orders an evacuation, refer to **ESF6** (Mass Care) for shelter and care of evacuees. The IC will coordinate evacuation efforts through SCPS and law enforcement agencies will secure the defined areas.
- The FBI is the lead agency for crisis and consequence management regarding suspected or confirmed terrorism or weapons of mass destruction (WMD) incidents involving chemical, biological, or radiological agents.
- In the event of multiple emergencies, the primary agency may transition command to a central ICP when it is expected that operations will continue for several operational periods and/or to provide overall management to several individual incidents.
- The ICP will include Command and General staff ICS section positions as appropriate for managing incident operations. A written Incident Action Plan (IAP) is to be developed for each operational period. The ICP will provide situational briefings to the EOC, if activated.
- Where multiple incident command posts are established, an area command should be established to oversee these multiple incidents, provide coordination support, and ensure integration of agency administrator policies and procedures.
- In the event that size, scope, or complexity of the individual event(s) exceeds the capability of the local ICP(s), an Incident Management Team (IMT) may be requested to support the Area Command or ICP(s).
- In incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established.
- Upon activation of the EOC, the primary agency will provide representation to address strategic level HAZMAT response requirements and issues.
- At the EOC, **ESF10** will provide direction and guidance, coordinate ICP requests for support from other departments and agencies, and coordinate requests for state and/or federal resources through the Logistics Section at the EOC.
- At the EOC, **ESF10** will provide briefings to the senior policy group on incident operations and agency activities and issues.

Maps and Supporting Data

- Tier II Reports



Emergency Support Function [Annex]

ESF-11 Agriculture and Natural Resources

ESF Coordinator:	Primary Agency:
Smyth County Cooperative Extension Agent	Smyth County Cooperative Extension
Section:	Supporting Agencies:
Operations	Smyth County Animal Control
Branch:	Local Veterinary Offices
Infrastructure	Virginia Department of Agriculture and Consumer Services
Group:	Virginia Department of Health
Agriculture and Natural Resources	

INTRODUCTION

Protect agricultural, natural, and cultural resources and historic properties and resources. Provide for food safety and security and animal and plant disease response. Support the welfare and protection of the Virginia Aquarium and Marine Science Center's animal collection during an emergency response or evacuation situation.

Scope and Policies

- This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many emergency and disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). **ESF11** is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in resource protection to support disaster response and recovery operations in the County. Specifically, this ESF addresses:
 - Food safety and security;
 - Natural resources preservation;
 - Cultural resources and historic properties protection and restoration; and
 - Animal welfare at the Virginia Aquarium and Marine Science Center.

- An act of food tampering within the supply chain, particularly an act directed against large sectors of the food industry in the United States will have major consequences that may overwhelm the capabilities of state and local jurisdictions.
- A major focus of **ESF11** is food security for a significant food emergency. A food-related emergency involves the unintentional or deliberate contamination, threatened or actual, of food that impact human health. For purposes of this ESF, a food-related emergency does not apply to food incidents routinely handled by the Commonwealth of Virginia Health Departments. This ESF is focused on food emergencies that may involve a large number of people in a small area or that are widespread, involving multiple localities and/or states.
- Food related emergencies may result from a variety of factors:
 - Natural disasters or man-made events that affect food or impact human health (e.g., hurricane, floods, power outages) that result in the loss of food due to spoilage or contamination;
 - Unintentional contamination of food that results in a public health threat or food-borne disease such as improper processing or production; and,
 - Deliberate contamination of food to cause harm to the public or the economy.
- The Department of Agriculture, Virginia Department of Agriculture and Consumer Services, and Virginia Cooperative Extension Service are the primary points of contact and coordination with the agriculture community.
- All emergency response and recovery operations conducted under **ESF11** will be in accordance with the National Incident Management System (NIMS).
- **ESF11** primary and supporting agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF11** agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.
- **ESF11** activity will be directed toward satisfying the preservation of regional resources affected by the disaster.
- **ESF11** will utilize available coordinating and cooperating agency capabilities.
- **ESF11** operations will be in accordance with local, state and federal codes and policies.
- **ESF11** will serve as the coordination point for information collection regarding the status of resource protection and restoration operations.
- Documentation will be maintained as appropriate for reimbursement in accordance with the Financial and Administration Plan in the SCEOP.



Concept of Operations

- SCPS monitors incidents and threats to the region and will contact supporting agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the primary agency will issue notifications to supporting agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the primary agency will request representation at the EOC to coordinate resource protection requirements and issues.
- Once the EOC is activated, all requests for resource protection support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- For food safety and security, VDH conducts food safety surveillance to identify food emergencies and will conduct a food-borne illness investigation. If a criminal act is suspected, the incident will be referred to the SCSO. Relevant state and federal departments and agencies will be engaged. Primary and supporting agencies will work together to ensure that unsafe foods are removed from shelves. Restaurants, wholesale and grocery stores, schools, and other businesses that produce and distribute food or meals will be notified immediately in case of suspicious food outbreaks.
- For natural resource preservation, SCPS coordinates activities to preserve natural resources with the support of Department of Conservation and Recreation and Virginia Cooperative Extension Service. Efforts will focus on natural heritage resource protection, air and water quality protection, forest protection, and endangered plant, animal and insect species protection.
- For cultural resources and historic properties, SCPS coordinate activities to preserve cultural resources and historic properties with the support of various non-profit and community organizations to fulfill salvage needs to preserve historical artifacts and data. Historical structures are subject to special consideration during damage assessment. Guidance and direction will be received from state and federal agencies for the salvage of cultural materials and structural rehabilitation of historic sites during the recovery period.
- **ESF11** will ensure the necessary resources are secured to augment the recovery phase to completion.
- **ESF11** agencies will document costs of operations and submit to the EOC Finance and Administration Plan for the purposes of reimbursement.
- **ESF11** operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

Maps and Supporting Data

- Map of farms and associated crops;
- Museum Sites;
- Inventory/location of cultural resources and historical sites; and
- Database of restaurants countywide



Emergency Support Function [Annex]

ESF-12 Energy

ESF Coordinator:

County Administrator (or Designee)

Section:

Operations

Branch:

Infrastructure

Group:

Energy

Primary Agency:

Office of the County Administrator

Supporting Agencies:

American Electric Power Company

INTRODUCTION

Emergency Support Function (ESF) 12 – Energy is intended to collect, evaluate, and share information on energy system infrastructure damages and estimate the impacts of energy system outages within the impacted areas.

Scope and Policies

- The term “energy” includes producing, refining, transporting, generating, transmitting, conserving, building, distributing, maintaining, and controlling energy systems and system components.
- All emergency response and recovery operations conducted under **ESF12** will be in accordance with the National Incident Management System (NIMS).
- Upon activation, the primary functions of **ESF12** are to collect, analyze, and provide information on the status of energy resources within the County including fuel, natural gas, and electrical supply distribution.
- **ESF12** will monitor restoration efforts and provide status reports to the EOC, County leadership, and **ESF15** during each operational period.
- The restoration of normal operations of energy facilities and distribution systems is the primary responsibility of the infrastructure owners.

- **ESF12** will establish and maintain contacts with appropriate private sector representatives to obtain information on energy facilities and distribution systems and the status of restoration.
- **ESF12** responsibilities also includes reviews and recommendations regarding the County's Generator Program, which provides generator backup and support to designated critical infrastructure.
- All departments/agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.

Concept of Operations

- Upon activation of the EOC and this ESF, the coordinating agency will provide representation to collect information on the status of the energy facilities and distribution systems.
- Operations will continue at the EOC until the local emergency declaration is terminated or as otherwise directed.

Maps and Supporting Data

- APCO Outage Maps
- County facilities with generator(s) map
- County-owned fueling locations



Emergency Support Function [Annex] **ESF-13 Law Enforcement**

ESF Coordinator:

Smyth County Sheriff (or Designee)

Section:

Operations

Branch:

Public Safety

Group:

Law Enforcement

Primary Agency:

Smyth County Sheriffs' Office

Supporting Agencies:

Local Police Departments

Virginia State Police

INTRODUCTION

Provide for the protection of life and property and the maintenance of law and order through the coordination of law enforcement activities in anticipation of and following a major emergency or disaster.

Scope and Policies

- All emergency response and recovery operations conducted under **ESF13** will be in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS).
- **ESF13** encompasses the coordination of law enforcement resources during disasters, other large-scale emergencies, and special events to provide for access control and security of the affected area(s), traffic control and management for evacuations and reentry, intelligence analysis and management, and security for designated response and recovery sites.
- Judicial system liaison and support services are to be provided by the Office of the Sheriff.
- Animal emergency planning and sheltering operations will be coordinated by the Smyth County Animal Control.
- In the event National Guard resources are deployed to the County to augment law enforcement and security, the EOC will coordinate and manage the use of those resources.
- For incidents that are the result of (or suspected to be) an act of terrorism, the Federal Bureau of Investigation will be the primary agency for the criminal investigation.

- The primary agency will actively engage the ESF supporting agencies in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF13** will coordinate incoming mutual aid resources in support of law enforcement and security operations.
- **ESF13** will establish staging areas and logistical support bases for requested mutual aid resources supporting public safety and security activities.
- All departments/agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contracts to successfully accomplish their tasks.

Concept of Operations

- The primary agency monitors incidents on a continuous basis and routinely responded to emergency incidents. Most incidents are managed by the on-scene incident commander (IC).
- During incidents with multi-agency and/or multi-jurisdictional involvement, a unified command will be established whenever possible.
- Upon activation of the Emergency Operations Center (EOC), the primary agency will provide representation to address locality public safety requirements and issues. The primary agency will ensure supporting agencies are notified and activated as needed.

Maps and Supporting Data



Emergency Support Function [Annex]

ESF-14 Long-Term Community Recovery

ESF Coordinator:

VDEM Region 4 RAM

Section:

Planning

Unit:

Community Recovery Unit

Primary Agency:

Smyth County Public Safety

Supporting Agencies:

Virginia Department of Emergency Management

INTRODUCTION

Provide the framework for coordination of local, state, and federal programs and resources to facilitate long-term community recovery from the consequences of a significant emergency or disaster and mitigating the impacts of future incidents. The agencies listed have been identified as having a supporting role in recovery. For a more detailed discussion of recovery operations, please refer to the Smyth County Recovery Plan (SCRCP).

Scope and Policies

- This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). **ESF14** is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in long-term recovery and required for Smyth County to recover from the emergency or disaster. Specifically, this ESF addresses:
 - Analysis of the incident's impact on the region;
 - Coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community;
 - Analysis and review of mitigation program implementation.
- All recovery operations conducted under **ESF14** will be in accordance with the National Incident Management Systems (NIMS).
- **ESF14** coordinating and cooperating agencies will actively engage in planning, training, and exercises to ensure an effective operation upon activation.
- **ESF14** agencies will be responsible for their own continuity of management, the protection of personnel and facilities, conservation of supplies, rerouting, expansion or improvement of operations and securing of necessary manpower, materials, and services.

- **ESF14** activity will be directed toward satisfying the needs of responding agencies requiring transportation routes to perform their assigned disaster missions.
- **ESF14** will utilize available primary and supporting agency capabilities.
- **ESF14** applies to all agencies and organizations with assigned disaster responsibilities in the EOP.
- **ESF14** encompasses the full range of services or resources to support comprehensive economic, social, and physical recovery and reconstruction for the whole community.
- **ESF14** will serve as the coordination point for information collection regarding the status of recovery and mitigation.
- Documentation will be maintained as appropriate for reimbursement in accordance with Financial and Administration Plan to the SCEOP.
- Long-term recovery includes any activities designed to return life to normal or an improved state following a disaster of emergency. This includes resumption of businesses, employment, and rebuilding efforts.
- Specific recovery operations following any emergency or disaster will be determined by the specific event. Several federal and state agencies may be involved, depending upon the incident and whether the event is declared a federal disaster.
- Recovery operations include restoration of County facilities and services. Smyth County departments and agencies are responsible for restoring essential services as outlined in their individual Continuity Plan.
- Recovery activities may begin concurrently with response operations and generally will begin in the EOC. There is no clear line of demarcation between the “response phase” and “recovery phase.”
- The designated primary agency for each recovery support function will manage recovery operations within the County. Close liaison is maintained with voluntary agencies supporting individual and family recovery needs to share information and to coordinate efforts when appropriate.
- With the approval of the City Manager’s Office, the City may establish a Recovery Center to provide initial planning and coordination for recovery activities while the EOC is still operational.
- **ESF14** activities will continue well beyond the termination of the local emergency declaration and the de-activation of the EOC.
- **ESF14** is responsible for the following activities. Details regarding these functions are outlined in the SCRP.



- Coordinating with VDEM on implementation of Commonwealth and federal recovery programs.
- Establishing and operating recovery facilities to include Service and Information Centers.
- Providing logistical support and coordinating County agency representation at Disaster Recovery Centers (FEMA/commonwealth managed facilities).
- Providing assistance to displaced disaster victims in locating temporary housing.
- Establishing an Unmet Needs Committee to address the needs of disaster victims not addressed by programs available from local, commonwealth, or federal government assistance programs.
- Preparing and processing requests for reimbursement for disaster related costs.
- Providing grants management for the federal public assistance and hazard mitigation programs, if authorized for the County.
- Providing administrative and logistical support to the preliminary damage assessment process.
- Completing and documenting damage assessment.

Concept of Operations

- Depending upon the scope and magnitude of the incident, the primary agency may activate **ESF14** and establish a Smyth County Recovery Center (SCRC) concurrently with activation of the EOC. The major functions of the SCRC during the response phase are to begin planning for the recovery process, supporting damage assessments, and ensuring documentation of disaster related expenditures.
- As determined by the County Administrator, **ESF14** will establish and operate one or more Service and Information Centers (SIC). The SIC is a facility established within the affected community to provide social services, information, and referrals to residents impacted by the disaster.
- Agency representation at the SIC will be determined based upon the scope of the incident and the projected needs of the community impacted.
- In the event that multiple SICs are needed due to the geographical extent of the incident, Emergency Service Numbers (ESNs) or the Board of Supervisors Districts will be used as a base for sub-dividing the County.
- In the event of a federal declaration, SCPS will serve as the primary point-of-contact with VDEM and FEMA in implementing federal disaster relief programs and assistance.

- Recovery programs authorized under a federal disaster declaration are administered by VDEM as outlined in the Commonwealth of Virginia Emergency Operations Plan, Volume 2.
- Depending upon the program, the County may need to provide logistical and administrative support, and technical assistance, or to serve as a sub-grantee for grants management (public assistance and hazard mitigation). **ESF14** will coordinate such support to VDEM.
- The Federal Emergency Management Agency (FEMA) and VDEM may establish one or more Disaster Recovery Centers (DRCs) in the County following a federal disaster declaration. A DRC is a facility within or near the disaster area at which disaster victims (individuals, families, or businesses) learn about forms of assistance available, meet with Federal, State, and local representatives and, in some cases, apply for disaster aid.
- When feasible, the DRC will be established at an existing Service and Information Center.
- **ESF14** activities will continue well beyond the termination of the local emergency declaration and the de-activation of the EOC. Incident Command will transition to the designated coordinating agency for recovery operations.
- Depending upon the scope and magnitude of the incident, the recovery process may last several years. Many long-term recovery tasks require the cooperation of many public and private agencies and require activities beyond the scope of the EOP. For this reason, The Smyth County Recovery Plan (SCRП) was developed and will be activated to address any activities beyond the scope of this EOP.
- For detailed information regarding the roles and responsibilities of those agencies involved in the recovery process, please refer to the Smyth County Recovery Plan.

Maps and Supporting Data

- TBD



Emergency Support Function [Annex]

ESF-15 External Affairs

ESF Coordinator:

Smyth County Public Information Officer

Section:

Management and Control

Public Information Officer

Primary Agency:

Smyth County Department of Public Safety

Supporting Agencies:

Smyth County 911 Center

Smyth County Department of Information Technology

Smyth County Sheriff's Office

Virginia Department of Emergency Management

Virginia Department of Health

Local Media

INTRODUCTION

The purpose of **External Affair ESF15** is to provide timely and accurate information to the public, media, the private sector, and local elected officials and employees during emergencies and to provide protective action guidance as appropriate to save lives and protect property.

Scope and Policies

- This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). ESF 15 is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. ESF 15 applies to all individuals and organizations involved in communication activities required to support disaster response and recovery operations in Smyth County. Specifically, this ESF addresses:
 - Emergency public information and protective action guidance
 - Community relations
 - Media relations
 - Government relations (local, state, and federal officials)
- All emergency response and recovery operations conducted under ESF 15 will be in accordance with the National Incident Management System (NIMS).

- When more than two jurisdictions are involved in emergency operations, a County Public Information Officer will be designated to coordinate the release of information to the media and public regarding the emergency. Public information communications specialist from departments across Smyth County, as well as other regional entities' public information staff, will support the County Public Information Officer. A rotating schedule will be established to ensure appropriate staffing levels. This policy does not prevent Public Safety supervisors from providing basic information after coordination with ESF 15 nor does it preclude other agencies Public Information Officers (PIOs) or Public Safety Information Officers (PSIOs) from responding to media inquiries at the scene. In the event that an incident commander/official releases time sensitive information at the scene, he or she will ensure that the same information is conveyed to ESF 15.
- It is critical that all points of information release are coordinated to ensure that the public receives accurate, current and consistent information.
- ESF 15 encompasses the full range of external affairs functions including public information, community relations, and governmental affairs.
- Public information includes providing incident-related information through agency-specific tools, the media and other sources to individuals, families, businesses, and industries directly or indirectly affected by the incident.
- Community relations activities include identifying and communicating with community leaders (i.e., grassroots, political, religious, business, labor, and ethnic) and neighborhood advocacy groups to ensure a rapid dissemination of information, identify unmet needs and establish an ongoing dialogue and information exchange.
- Government affairs include establishing contact with elected officials, or their representatives, representing the affected areas to provide information on the incident and the status of response and recovery activities. It also includes coordinating responses to inquiries from elected officials.
- The ESF 15 primary agencies and respective public information offices and supporting agencies will take part in training, planning, and exercises to ensure an effective operation upon activation.
- Public education about disaster preparedness is a critical component of ESF 15 and will be conducted on a year-round basis and is outlined by the Smyth County Public Safety Communication Plan.
- Depending on the situation, ESF 15 may establish a Joint Information Center (JIC) that may include representatives from the primary and supporting agencies as needed. Depending on the nature of the incident, technical experts may be needed from a variety of agencies. ESF 15 will work with the Planning Section at the EOC to identify and secure support from needed subject matter experts.



- A “Virtual JIC” or VJIC may be implemented to coordinate and share information among the departments and agencies and other supporting agencies. This will be established, maintained, and coordinated by the ESF Coordinator.
- If the EOC is activated on a partial or full basis, a physical JIC will automatically be established in the EOC. It may be activated for EOC monitoring level activities, based on the decision of the primary agency. For a prolonged incident, the JIC will be established in the Smyth County Board of Supervisors boardroom at 121 Bagley Circle Suite 100, Marion, Virginia.
 - A media work/release room will be in the actual boardroom and the JIC will be in the board conference room.
- ESF 15 will utilize all available communication tools during an emergency, including but not limited to public information/press releases, social media (both agency-specific social media sites and general community emergency sites), the cable television emergency message system, organizational websites, mass notifications system, news conferences, local media, VDOT advisory boards and radio, community meetings, and if necessary door-to-door contacts.
- Primary agencies will facilitate the process of developing a “common message” and communications strategy to ensure the consistency of information provided to the public, communities, and the private sector.
- In the event of a mass fatality incident, ESF 15 will provide support to the Family Assistance Center (FAC) to include family and media briefings, website postings, social media updates, and public information outreach and will facilitate communications with family members.

Relevant Laws, Statutes, Plans, and Policies

- Smyth County Department of Public Safety Communications Plan
- JIC SOP

Concept of Operations

- For emergency response operations involving only one or two agencies such as fire and police, the on-scene Incident Commander determines the need for notifications and all public information is coordinated through the primary agency’s public information office.

- As an incident or threat escalates to involve more than two agencies or a local emergency is declared, regional PIOs will coordinate all public information in cooperation with incident management and all agencies involved. Prior to (or in the absence of) an activation of the Emergency Operations Center (EOC), coordination of public information will be through the primary agency.
- The primary agency will coordinate and share information with other departments and agencies through established protocols and procedures.
- ESF supporting agencies will notify the ESF 15 primary agencies and determine the need to activate a Joint Information Center (JIC). Other agencies and departments will provide representatives to the JIC as requested. Depending on circumstances, a Virtual JIC may be used instead of or in conjunction with a physical JIC.
- The JIC will operate as the coordination center for all public information activities related to the incident.
- The JIC will continue operations until the EOC is de-activated or as otherwise directed.
- The primary agency will ensure that information is posted if the Regional JIC is activated.



Emergency Support Function [Annex]

ESF-16 Finance and Administration

ESF Coordinator:	Primary Agency:
Assistant County Administrator (Operations)	Smyth County Administration Office
Section:	Supporting Agencies:
Finance and Administration	

INTRODUCTION

Emergency Support Function (ESF)-16 Finance and Administration provides guidance and direction to designated agencies responsible for coordinating fiscal and administrative services during a significant event.

Scope and Policies

- **ESF16** Finance and Administration coordinates the resources necessary to provide fiscal and administrative services during a significant event. Activities within the scope of ESF-16 functions include: coordinates incident related procurements and acquisitions; ensures all incident related costs are monitored and tracked; and provides guidance and direction on administrative workforce matters.
- **ESF16** reports to and takes direction from the Finance and Administration Section Chief.
- **ESF16** provides informational updates to the Planning Section.
- **ESF16** develops plans, policies, and procedures necessary to resolve finance and administration issues during the significant event.
- **ESF16** documents information and actions related to finance and administration missions and assignments.
- **ESF16** utilizes current methods and procedures to process requests for assistance.
- **ESF16** is responsible for the overall ESF leadership and coordination associated with fiscal and administrative services during a significant event.
- **ESF16** ensures all incident purchases, contracts, leases, and other fiscal agreements are properly documented and assists in emergency procurement.

Concept of Operations

- Reference the Financial and Administration Plan for Concept of Operations

Maps and Supporting Data

- TBD



Emergency Support Function [Annex]

ESF-17 Volunteer and Donations Management

ESF Coordinator:	Primary Agency:
Smyth County Public Safety Designee	Smyth County Public Safety
Section:	Supporting Agencies:
Operations	American Red Cross
Branch:	The United Way
Human Services	
Group:	
Volunteer Management	

INTRODUCTION

Coordinate the process to effectively use volunteers and donated goods during a disaster or emergency situation.

Scope and Policies

- This ESF annex is intended to provide a flexible organizational structure capable of meeting the various requirements of many disaster scenarios with the potential to require activation of the Emergency Operations Center (EOC). **ESF17** is a functional annex to the Emergency Operations Plan (EOP). Specific operating procedures and protocols are addressed in documents maintained by the participating organizations. This ESF applies to all individuals and organizations involved in the management of donations and volunteers to support disaster response and recovery operations in the County. Specifically, this ESF addresses:
 - Assessing, prioritizing, and coordinating requests for volunteers;
 - Managing recruitment, reception, and deployment of volunteers;
 - Manage offers of, reception, and distribution of goods; and
 - Manage offers of, reception, and distribution of financial donations.
- All emergency response and recovery operations conducted under **ESF17** will be in accordance with the National Incident Management System (NIMS).

- **ESF17** agencies assigned responsibilities within this ESF will develop and maintain the necessary plans, standard operating procedures, mutual aid agreements, and model contract to successfully accomplish their tasks.
- **ESF17** primary and supporting agencies will actively engage in training and exercises to ensure an effective operation upon activation.
- **ESF17** activities will be directed toward satisfying the needs of responding agencies requiring volunteer and donations support to perform their assigned disaster missions.
- Agencies will actively encourage individuals interested in volunteering time and personal skills to affiliate with a recognized VOAD member organization or to participate through the Citizens Emergency Response Team (CERT) programs to maximize their involvement in relief activities.
- Donations of cash or requested items to established disaster relief organizations will be encouraged rather than the donation of unsolicited clothing, food or other items.
- **ESF17** will utilize available primary and supporting agency capabilities.

Concept of Operations

- The Coordinator monitors incidents and threats to the region and will notify the primary agency of incidents impacting or potentially impacting the transportation systems and infrastructure. The primary agency will contact supporting agencies and organizations as necessary to collect additional information.
- As an incident or threat escalates, the primary agency will issue notifications to supporting agencies and agency emergency personnel in accordance with internally established protocols and checklists.
- Upon activation of the EOC, the primary agency will provide representation to the EOC to coordinate volunteer and donations management support.
- Once the EOC is activated, all requests for volunteer support by other regional departments and agencies will be submitted to the EOC for coordination, validation, and/or action.
- **ESF17** will coordinate requests for volunteers and donations from community agencies and other ESFs with calls from the public who wish to volunteer or donate.
- **ESF17** will coordinate with **ESF15**—External Affairs to send appropriate information to the public about ongoing efforts to solicit and receive volunteers and in-kind and cash donations.
- **ESF17** will coordinate with **ESF5** – Emergency Management to use a community information line to collect information relevant to volunteer and donations management.



- **ESF17** will ensure the hours volunteered and skills-based volunteering are properly documented and submitted to the EOC.
- **ESF17** will, as needed, establish and manage a volunteer reception center.
- **ESF17** will, as needed, establish and manage an in-kind donation site.
- **ESF17** will, as needed, establish and manage a financial donation site.
- **ESF17** will monitor the status of the volunteer and donation management systems and provide updates to EOC Command as requested.
- **ESF17** will demobilize volunteer and donation management sites and centers in coordination with the EOC.
- **ESF17** agencies will maintain records of relevant costs and expenditures, and forward them to the EOC or applicable agency.

Maps and Supporting Data

- TBD

Smyth County Public Safety

Training and Exercise Plan

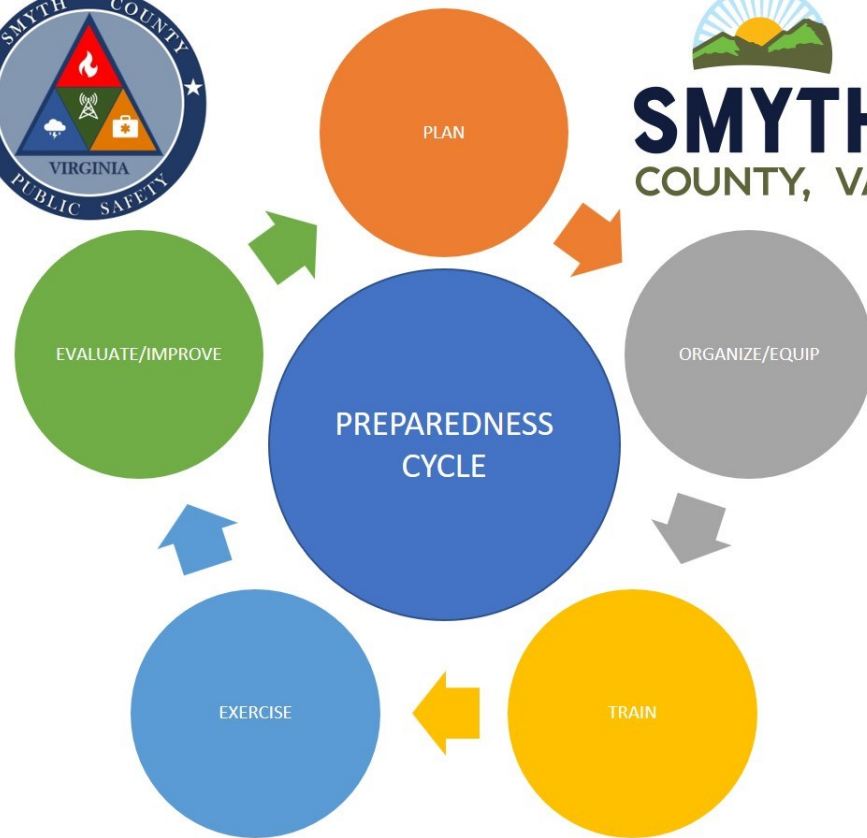
INTRODUCTION

The Purpose of the Smyth County Department of Public Safety Training and Exercise Plan is to define the Smyth County Emergency Management Program's training and exercise priorities for 2023 through 2024. Rationale for the priorities are based on existing strategic guidance, threat assessments, regulations and or state, federal, and programmatic requirements, and from corrective actions of previous exercises and real-world events. This plan identifies specific training and exercises that align with Program priorities and strategic goals. Included in this plan is a schedule of proposed activities for 2023 through 2024. This plan was developed to support the County's Emergency Management Program's training and exercise doctrine of building and improving capabilities and validating plans through a progressive building block approach.

DEVELOPMENT OF TRAINING AND EXERCISE PRIORITIES

The following factors are crucial in the development of Program priorities and constitutes the training and exercise needs assessment:

- Data, analyses, and outcomes of the Threat and Hazards Identification and Risk Analysis (THIRA);
- Areas for improvement captured from real-world and or exercise corrective actions, identified and or perceived areas for improvement;
- Training and exercise planning workshops / Integrated Preparedness Planning workshops;
- Internal and external sources that include local, regional, state, and federal plans, strategies, or reports including those from private and or nonprofit sectors.
- Input from key stakeholders including the Local Emergency Planning Committee (LEPC);
- Standards and regulations that include requirements for grants, accreditation, mandates, and or regulations; and
- Includes an all-hazards, whole of community approach.



THIRA

A key component for the creation of training and exercise objectives is the review of hazards and vulnerabilities identified in the County Threat Hazard Identification and Risk Assessment (THIRA). The Training and Exercise Plan incorporates an assessment of what vulnerabilities identified in the County's THIRA can be addressed by training and exercising specific plans or capabilities.

Top hazards identified and capabilities prioritized from the SHIVA and THIRA are as follows:

- Public Information and Warning;
- Operational Coordination;
- Community Resilience;
- Logistics and Supply Chain Management;
- Mass Care Services; and
- Situational Assessment

AFTER-ACTION REPORTS, IMPROVEMENT PLANS, AND CORRECTIVE ACTIONS

The improvement planning process begins with recording observations during major exercises and actual incidents, determining root cause, and then developing strategies to address the root cause. This process often yields corrective actions that are applied to planning and equipment, or that are training and exercise based. Further analysis based on the aggregate of findings can yield results indicating trends that may be addressed through trainings and or exercises.

The Improvement Plan (CAP/IP) portion of the After-Action Report (AAR) will:

- Identify corrective actions for improvement,
- recommend actions for correction,
- designation of lead agency responsible for oversight of the corrective action,
- timeline for their implementation and assignment to responsible parties,
- priority level for each item, and
- and completion status of the corrective action.

The AAR is developed with direct input from involved personnel, stakeholders, and partner agencies. Drafts are reviewed by the LEPC and SCPS partners and then approved through the Smyth County Public Safety Committee.

After the approval and adoption of an AAR and CAP/IP, all improvement plan items are documented into the CAP/IP tracking spreadsheet. This tracking system allows for prioritization and status reporting of each entry and allows SCPS to generate reports by varying fields including but not limited to status, priority, completion date, etc. This documentation tool and process ensures that all open Improvement Plan items are tracked to resolution.

TRAINING AND EXERCISE PLANNING WORKSHOPS

On an annual basis, the County will conduct a collaborative workshop that assesses, modifies, or adds to strategies that have been developed for the Training and Exercise Plan. The workshop also serves as a forum to coordinate training and exercise activities across organizations to maximize the use of resources and prevent duplication of effort. The County also participates in local, regional, and State workshops as they are available to further economize resources and to participate in the coordination of external activities that affect the County's training and exercise priorities and goals.



INTERNAL AND EXTERNAL DATA

County Plans

Some department plans are a key component to the County's Emergency Management program. As such, these plans are required to be trained and evaluated/validated on a regular, cyclical basis.

Key Plans

- Smyth County Emergency Operations Plan (SCEOP);
- Debris Management Plan;
- Damage Assessment Plan;
- Public Information and External Communications Plan (PIEC);
- Continuity Plan (COOP);
- Active Threat Plan;
- Emergency Finance and Administration Plan;
- Emergency Operations Center SOP;
- Evacuation and Sheltering Plan;
- Public and Individual Assistance Plan; and
- Hazardous Material Response Plan.

Plan authors are responsible for;

- ensuring that their plans are validated and that stakeholders are trained in their use,
- and communicating any scheduled training and exercises to the County Emergency Management Training & Exercise Coordinator.

SCPS Emergency Management Program Strategic Plan

The strategic plan provides the vision, mission, guiding principles of the County's Emergency Management program as well as the strategic priorities, goals, and methods of implementation for achieving those goals. The Training and Exercise Plan is developed in alignment with the strategic goals of the plan.

Virginia Department of Emergency Management/Commonwealth of Virginia Training and Exercise Plan

The Virginia Department of Emergency Management provides a training and exercise plan that similarly provides a forecast and schedule of training and exercises across the state and region.

SCPS contributes to the development of this plan through participation in regional training and exercise planning workshops as well as VDEM training and exercise planning workshops. Offerings may provide an opportunity for the County to integrate training and or exercise activities with the State.

PLAN MAINTENANCE

SCPS has the primary responsibility for this document and will ensure it is reviewed on a regular basis. This plan is maintained through a defined and regular cycle of updates and revisions. Updates to this plan are conducted annually and include administrative changes and or non-substantive edits. Revisions occur every three years and are largely the result of an evaluation process that may yield substantive changes that require a rewrite of the plan. Evaluations are based on the factors described in section Development of Training and Exercise Priorities. This plan is a living document that is reviewed and updated at minimum annually, or more often should the need arise. Revisions normally occur on a three-year cycle. The review and approval process are an extension of the updates and revisions completed by various stakeholders of the whole community. The SCPS Training & Exercise Coordinator is responsible for facilitating the overall review and approval process for this document. This document is an external plan as defined by the SCPS and follows the maintenance process, which includes a method and schedule for evaluation and revision, as described therein.

TRAINING AND EXERCISE APPROACH

Training

SCPS uses a systematic approach to training, adopting a blend from the National Incident Management System (NIMS) Training Program and instructional system design principles that build effective training in five phases; Analyzing, Designing, Developing, Implementing, and Evaluating (ADDIE). The NIMS Training Program is a critical component of a comprehensive SCPS training program, which requires a continuous cycle of planning, equipping, training, exercising, evaluating and correcting. The ADDIE model allows SCPS to determine instructional needs and priorities, develop solutions, implement those solutions, and assess training effectiveness. The information contained in the phases are based on and derived from accepted adult learning theories and current instructional development practices. Although adherent to these models, SCPS is not restricted to them as some training goals may be better addressed through a different model. Training records related to NIMS, ICS, and the EOC are collected, maintained, and preserved by each respective department or agency according to their respective policies. Departments are required to provide training records and documentation related to training that is relevant to the County's Emergency Management Program upon request to meet local, State, and or Federal requirements.

Exercises

SCPS abides by Homeland Security Exercise and Evaluation Program (HSEEP) principles in its approach to exercises and evaluations. HSEEP provides a common approach to exercise program



management, design and development, conduct, evaluation, and improvement planning. HSEEP allows for the development, execution, and evaluation of exercises that address the priorities established in this plan. Including training requirements in the planning process, SCPS and County departments can address known shortfalls prior to exercising capabilities. Exercises assess and validate plans, equipment, tools, systems, facilities, personnel skills and knowledge, and address areas for improvement. Exercise evaluation assesses the ability to meet exercise objectives and capabilities by documenting strengths, areas for improvement, and corrective actions. Upon request, SCPS provides documentation for exercises and or real-world incidents and events to VDEM for regulatory compliance. The Training & Exercise Coordinator is the primary responsible party for providing said documentation. Through improvement planning in an After-Action Report/Improvement Plan (AAR/IP), SCPS and County departments can take the corrective actions needed to improve plans, build and sustain capabilities, and maintain readiness.

Corrective Action and Improvement Planning

Corrective action and improvement planning are the cornerstone of the County's ability to build and develop effective, robust plans, and capabilities. Observing and collecting data during and after exercises, EOC activations, and coordinated events provides for effective evaluation. Improvement plan development goes through a process in which data are; collected from direct observation and surveys; analyzed and assessed for scope, priority, and capability element; then compiled into an actionable improvement plan with tasks, assignees, and due dates. The development of improvement plans with corrective actions are monitored and implemented as part of the County's goal of improving our preparedness and response capability. Identified issues, trends, and corrective actions influence and inform the annual strategic planning process.

SCPS Consolidated Training and Exercise Calendar

County departments' training and exercise schedules are updated continuously during the year. To manage the dynamic nature of training and exercise scheduling, the County uses an on-line calendar and schedule that is accessible to County employees through the County's Microsoft Teams application. The use of the Microsoft Teams allows for dynamic posting, tracking, and updating of training and exercise impacting the County's emergency management program. All key stakeholders can push (to the calendar) scheduled training and exercise offerings that are available to staff from other departments. External agency offerings may be added by SCPS staff. The calendar allows users, "one stop shopping" for all emergency management training and exercise offerings across the County. The scope of this calendar is limited to non-public education training and exercise offerings (i.e., internal customer focused.) Public education and volunteer offerings will continue to be posted and maintained on the SCPS public facing website. Although the State maintains a training and exercise calendar, significant regional or state offerings may be added to the calendar based upon anticipated level of interest and need within the County.

TRAINING AND EXERCISE AUDIENCES

Elected Officials and Senior Staff (Higher Response Elements)

Senior and elected officials are provided regular orientation and overview of emergency management responsibilities by the Coordinator. In this briefing, information on the County's Emergency Management Program, background on their executive level responsibilities, senior level decision making process and considerations during emergencies, and legal requirements are all discussed. Similar orientations are provided to new Council members and their staff to ensure that they are familiar with their roles and responsibilities with respect to emergency declarations and legal authorities during emergencies.

Smyth County EOC and JIC Personnel (Lateral Response Elements)

SCPS offers a series of courses to prepare Department and Agency representatives to the County's Emergency Operations Center for their role in strategic incident management. This includes individuals who could respond to the EOC during activations and/or have a role in their department's response. This also includes Joint Information Center (JIC) staff which is comprised of communications professionals. This series of courses uses a building block approach to build the skill sets that are used during a disaster or other emergencies.

EOC Support Volunteer Staff

Volunteers are trained to support in several EOC functions. One significant capability is the ham/amateur radio, ARES group. As such, ARES members and EOC Support Volunteers will be required to complete training identified in the training matrix below. It is the responsibility of the volunteer to maintain their individual training records. The Volunteer Coordinator is responsible for the credentialing of all volunteers serving in this role.

SCPS Staff

SCPS staff members are subject to a rigorous level of trainings and exercises due to their core function as emergency managers. At minimum, training requirements include the NIMS/ICS curriculum, including the 700 series, FEMA Professional Development Series (PDS), and the Emergency Management Basic Academy.



Matrix by Audience and Course

	SCPS Staff	EOC/JIC Staff	Elected Officials	EOC Volunteers
Training Matrix				
Tier I				
IS 908/SC Equivalent			◇	
SCEOC 101	◇	◇	◇	◇
EOC in Practice	◇	◇		◇
JIC 101	◇	◇		◇
JIC in Practice	◇	◇		◇
Tier II				
IS 100	◇	◇		◇
IS 200	◇	◇		◇
IS 700	◇	◇		◇
IS 800	◇	◇		◇
Tier III				
ICS 300	◇	◇		
ICS 400	◇			
ICS 191	◇			

Events Calendar

Visual calendar that illustrates the delivery of exercise series and training curricula according to a building-block model. The calendar also illustrates the role of training and exercise in a comprehensive planning cycle for the Countywide Emergency Management Program. It considers the cycle, mix, and range of training and exercises. Emergency Management Performance Grant (EMPG) or match funded activities are also included.

SCPS Sample of Yearly Calendar												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC
Activities, Events, & Workshops							HM Park Festival; Marion Downtown RV Fair		Salisbury Labor Day; Chilhowie Apple Festival	Marion Chili Cookoff; Halloween	Election Day	
Trainings	EOC 101, JIC 101			EOC in Operations						JIC in Operations		
Exercises												
Plans												
										YEAR:		

EXTERNAL TRAINING AND EXERCISE OFFERINGS

Emergency Management Institute

The Emergency Management Institute (EMI) serves as the national focal point for the development and delivery of emergency management training to enhance the capabilities of federal, state, local, and tribal government officials, volunteer organizations, and the public and private sectors to minimize the impact of disasters. EMI programs and activities include State and local delivery of courses, the Independent Study program, the Virtual Tabletop Exercise series (VTTX), and many functional certifications such as the Master Exercise Practitioner Program (MEP) and the Emergency Management Professional Program (EMP).

National Training and Education Division

Training and Exercise Integration/ Training Operations (TEI/TO) serves the nation's first responder community, offering more than 125 courses to help build critical skills that responders need to function effectively in mass consequence events. NTED primarily serves state, local, and tribal entities in 10 professional disciplines, but has expanded to serve private sector and citizens in recognition of their significant role in domestic preparedness. NTED draws upon a diverse group of



training providers, also referred to as training partners, to develop and deliver NTED approved training courses. These training providers include the National Domestic Preparedness Consortium (NDPC), the Rural Domestic Preparedness Consortium (RDPC), the Naval Postgraduate School (NPS), and Center for Domestic Preparedness (CDP), among others. NTED also provides oversight to the Competitive Training Grants Program (CTGP) which awards funds to competitively selected applicants to develop and deliver innovative training programs addressing high priority national homeland security training needs.

National Domestic Preparedness Consortium

The NDPC is a DHS/FEMA training partner providing high-quality training to emergency responders throughout the United States and its territories under DHS/FEMA's Homeland Security National Training Program Cooperative Agreement. Trainings and exercises provided by consortium members may be leveraged to meet some of the County's training and exercise goals.

Center for Domestic Preparedness: The Center for Domestic Preparedness (CDP) develops and delivers advanced training for emergency response providers, emergency managers, and other government officials from state, local, and tribal governments. The CDP offers more than 50 training courses at its resident campus in Anniston, Alabama focusing on incident management, mass casualty response, and emergency response to a catastrophic natural disaster or terrorist act. Training at the CDP campus is federally funded at no cost to state, local, and tribal emergency response professionals or their agency.

Columbia University: National Center for Domestic Preparedness the National Center for Disaster Preparedness at the Earth Institute works to understand and improve the nation's capacity to prepare for, respond to and recover from disasters. NCDP focuses on the readiness of governmental and non-governmental systems; the complexities of population recovery; the power of community engagement; and the risks of human vulnerability, with a particular focus on children.

Louisiana State University – National Center for Biomedical research and Training (LSUNCBRT): The National Center for Biomedical Research and Training at Louisiana State University offers DHS certified courses covered under DHS's Homeland Security National Training Program.

Nevada National Security Site – Counterterrorism Operations Support (NNSS-CTOS): Training courses and exercises conducted at the NNSS, municipality-hosted locations, and online, provide state and local first responders with the tools they need to protect their communities from nuclear and radiological threats. With FEMA/NPD concurrence, CTOS coordinates the development and delivery of preventive radiological/nuclear detection and interdiction training with the Domestic Nuclear Detection Office (DNDO), the DHS entity charged with this responsibility.

New Mexico Tech – Energetic Materials Research & Testing Center (NMT-EMRTC): The Energetic Materials Research and Testing Center (EMRTC), a major research and training division of New Mexico Tech, is internationally recognized and has over 60 years of experience in explosives

research and testing. EMRTC specializes in the research, development, testing, and analysis of energetic materials for both corporate and government clients.

Texas A&M Engineering Extension Service – National Emergency Response and Rescue Training Center (TEEX-NERRTC): NERRTC assists and plays a major role in DHS/FEMA's establishing and maintaining the concept of a culture of preparedness and has sharpened its focus on that concept by incorporating an all-of-nation / whole community, risk-driven, capabilities-based approach to preparedness. NERRTC provides training in eleven core competency areas across the community: cybersecurity, crisis communications, executive and elected officials education, hazardous materials awareness and operations, health and medical services, incident management, infrastructure protection, search and rescue, threat and risk assessment, and training gap analyses and public works.

University of Hawaii – National Disaster Preparedness Training Center (UH-NDPTC): Uniquely positioned geographically and culturally, the NDPTC works collaboratively to develop and deliver training and education in the areas of disaster preparedness, response, and recovery to governmental, private, tribal, and non-profit entities, and under-represented/under-served communities. It incorporates urban planning and environmental management, emphasizing community preparedness and addressing the needs of vulnerable at-risk populations.

Transportation Technology Center, Inc. – Security and Emergency Response Training Center (TTCI-SERTC): Security and Emergency Response Training Center offers hands-on training based on OSHA 29 CFR 1910.120 (q) and NFPA Standard 472 requirements including Hazmat Awareness, Operations, Technician, Specialist Level Courses and Incident Commander as well as advanced refresher courses. Also, the WMD Technician Course has been approved for funding by the United States Office for Domestic Preparedness.

National Fire Academy

The National Fire Academy (NFA) is the nation's premier provider of leadership skills and advanced technical training fostering a solid foundation for local fire and emergency services stakeholders in prevention, preparedness and response. The NFA employs resident and off-campus classroom, blended and distance learning options – including a national distribution system of accredited state and metropolitan fire training systems and colleges and universities to reach America's first responders. All NFA courses receive college credit recommendation through the American Council on Education and continuing education units through the International Association for Continuing Education and Training.



APPENDIX A – CORE CAPABILITIES

Planning

Mission Areas: All

Description: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives.

Public Information and Warning

Mission Areas: All

Description: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate.

Operational Coordination

Mission Areas: All

Description: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities.

Forensics and Attribution

Mission Area: Prevention

Description: Conduct forensic analysis and attribute terrorist acts (including the means and methods of terrorism) to their source, to include forensic analysis as well as attribution for an attack and for the preparation for an attack in an effort to prevent initial or follow-on acts and/or swiftly develop counter options.

Intelligence and Information Sharing

Mission Areas: Prevention, Protection

Description: Provide timely, accurate, and actionable information resulting from the planning, direction, collection, exploitation, processing, analysis, production, dissemination, evaluation, and feedback of available information concerning physical and cyber threats to the United States, its people, property, or interests; the development, proliferation, or use of WMDs; or any other matter bearing on U.S. national or homeland security by local, state, tribal, territorial, Federal, and other stakeholders. Information sharing is the ability to exchange intelligence, information, data, or knowledge among government or private sector entities, as appropriate.

Interdiction and Disruption

Mission Areas: Prevention, Protection

Description: Delay, divert, intercept, halt, apprehend, or secure threats and/or hazards.

Screening, Search, and Detection

Mission Areas: Prevention, Protection

Description: Identify, discover, or locate threats and/or hazards through active and passive surveillance and search procedures. This may include the use of systematic examinations and assessments, bio surveillance, sensor technologies, or physical investigation and intelligence.



Access Control and Identity Verification

Mission Area: Protection

Description: Apply and support necessary physical, technological, and cyber measures to control admittance to critical locations and systems.

Cybersecurity

Mission Area: Protection

Description: Protect (and if needed, restore) electronic communications systems, information, and services from damage, unauthorized use, and exploitation.

Physical Protective Measures

Mission Area: Protection

Description: Implement and maintain risk-informed countermeasures, and policies protecting people, borders, structures, materials, products, and systems associated with key operational activities and critical infrastructure sectors.

Risk Management for Protection Programs and Activities

Mission Area: Protection

Description: Identify, assess, and prioritize risks to inform Protection activities, countermeasures, and investments.

Supply Chain Integrity and Security

Mission Area: Protection

Description: Strengthen the security and resilience of the supply chain.

Community Resilience

Mission Area: Mitigation

Description: Enable the recognition, understanding, communication of, and planning for risk and empower individuals and communities to make informed risk management decisions necessary to adapt to, withstand, and quickly recover from future incidents.

Long-Term Vulnerability Reduction

Mission Area: Mitigation

Description: Build and sustain resilient systems, communities, and critical infrastructure and key resources lifelines so as to reduce their vulnerability to natural, technological, and human-caused threats and hazards by lessening the likelihood, severity, and duration of the adverse consequences.

Risk and Disaster Resilience Assessment

Mission Area: Mitigation

Description: Assess risk and disaster resilience so that decision makers, responders, and community members can take informed action to reduce their entity's risk and increase their resilience.

Threats and Hazards Identification

Mission Area: Mitigation

Description: Identify the threats and hazards that occur in the geographic area; determine the frequency and magnitude; and incorporate this into analysis and planning processes so as to clearly understand the needs of a community or entity.



Critical Transportation

Mission Area: Response

Description: Provide transportation (including infrastructure access and accessible transportation services) for response priority objectives, including the evacuation of people and animals, and the delivery of vital response personnel, equipment, and services into the affected areas.

Environmental Response/Health and Safety

Mission Area: Response

Description: Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

Fatality Management Services

Mission Area: Response

Description: Provide fatality management services, including decedent remains recovery and victim identification, working with local, state, tribal, territorial, insular area, and Federal authorities to provide mortuary processes, temporary storage or permanent internment solutions, sharing information with mass care services for the purpose of reunifying family members and caregivers with missing persons/remains, and providing counseling to the bereaved.

Fire Management and Suppression

Mission Area: Response

Description: Provide structural, wildland, and specialized firefighting capabilities to manage and suppress fires of all types, kinds, and complexities while protecting the lives, property, and the environment in the affected area.

Infrastructure Systems

Mission Area: Response, Recovery

Description: Stabilize critical infrastructure functions, minimize health and safety threats, and efficiently restore and revitalize systems and services to support a viable, resilient community.

Logistics and Supply Chain Management

Mission Area: Response

Description: Deliver essential commodities, equipment, and services in support of impacted communities and survivors, to include emergency power and fuel support, as well as the coordination of access to community staples. Synchronize logistics capabilities and enable the restoration of impacted supply chains.

Mass Care Services

Mission Area: Response

Description: Provide life-sustaining and human services to the affected population, to include hydration, feeding, sheltering, temporary housing, evacuee support, reunification, and distribution of emergency supplies.

Mass Search and Rescue Operations

Mission Area: Response

Description: Deliver traditional and atypical search and rescue capabilities, including personnel, services, animals, and assets to survivors in need, with the goal of saving the greatest number of endangered lives in the shortest time possible.



On-Scene Security, Protection, and Law Enforcement

Mission Area: Response

Description: Ensure a safe and secure environment through law enforcement and related security and protection operations for people and communities located within affected areas and also for response personnel engaged in lifesaving and life-sustaining operations.

Operational Communications

Mission Area: Response

Description: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces.

Public Health, Healthcare, and Emergency Medical Services

Mission Area: Response

Description: Provide lifesaving medical treatment via Emergency Medical Services and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations.

Situational Assessment

Mission Area: Response

Description: Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response.

Economic Recovery

Mission Area: Recovery

Description: Return economic and business activities (including food and agriculture) to a healthy state and develop new business and employment opportunities that result in an economically viable community.

Health and Social Services

Mission Area: Recovery

Description: Restore and improve health and social services capabilities and networks to promote the resilience, independence, health (including behavioral health), and well-being of the whole community.

Housing

Mission Area: Recovery

Description: Implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience.

Natural and Cultural Resources

Mission Area: Recovery

Description: Protect natural and cultural resources and historic properties through appropriate planning, mitigation, response, and recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and best practices and in compliance with applicable environmental and historic preservation laws and executive orders.



APPENDIX B – CORE CAPABILITIES BY MISSION AREA

Core Capabilities by Mission Area				
Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operation Coordination				
Intelligents and Information Sharing		Community Resilience	Infrastructure Systems	
Interdiction and Disruption		Long-Term Vulnerability Reduction	Critical Transportation	Economic Recovery
Screening, Search, and Detection		Risk and Disaster Resilience Assessment	Environmental Response/Health and Safety	Health and Social Services
Forensics and Attribution	Access Control and Identity Verification	Threats and Hazards Identification	Fatality Management	Housing
	Cybersecurity		Fire Management and Suppression	Natural and Cultural Resources
	Physical Protective Measures		Logistic and Supply Chain Management	
	Risk Management for Protection Programs and Activities		Mass Care Services	
	Supply Chain Integrity and Security		Mass Search and Rescue Operations	
			On-Scene Security, Protection, and Law Enforcement	
			Operations Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Awareness	



Smyth County Public Safety

Public Information and External Communications Plan (PIEC)

INTRODUCTION

Coordinating public information and external communications efforts is a top priority for Smyth County Department of Public Safety (SCPS) and a critical part of strengthening our relationship with the communities, organizations, and partners of the County. To fulfill this goal, SCPS must do so in an efficient, reliable, and proactive manner. Approaching communications in a strategic manner will help increase awareness of County policies, programs, and services, and will strengthen and expand citizens engagement and pride across our communities. Strengthened communications leads to increase our citizens' quality of life. Getting the information to our citizens is critical, but opening the dialogue between government and citizens is equally as important. Public access to the government and informed citizens is the cornerstones of the democratic process.

PURPOSE

Before, during, and after an incident, coordinated and timely communication to the public is critical. Effective communication can save lives and property, and can promote credibility and public trust. PIO(s) are key members of Incident Command System (ICS) and Emergency Operations Center (EOC) organizations, and they work closely with officials who are part of Multiagency Coordination Groups (MAC Groups). PIO(s) advise the Incident Commander (IC), Unified Commander (UC), and EOC director on public information relating to incident management. This Plan is intended to simplify access to the workings and information of the SCPS. This document will establish guidelines, policies, and means for accomplishing effective communication.

NIMS OVERVIEW

Communications across the nation experience a diverse range of threats, hazards, and events. The size, frequency, complexity, and scope of these incidents vary, but all involve an array of personnel and organizations coordinating efforts to save lives, stabilize the incident, and protect property and the environment.

Every day, jurisdictions and organizations work together to share resources, integrate tactics, and act collaboratively. Whether these organizations are in close proximity or across the country, their success depends on a common, interoperable approach to sharing resources, coordination and managing incidents, and communicating information. NIMS defines this comprehensive approach.

NIMS guides people and organizations in all levels of government, NGOs, and the PSPs to work together to prevent, protect against, mitigate, respond to, and recovery from incidents. The system gives stakeholders across the whole community the shared vocabulary, structures, and processes to successfully deliver the capabilities described in the National Preparedness System (NPS). NIMS



defines the operational systems – including the ICS, EOC structure, and MAC Groups – that guide how personnel work together during incidents. NIMS applies to all incidents, from planned events to traffic accidents to major disasters.

COMMAND AND COORDINATION

NIMS describes Command and Coordination systems, principles, and structures that provide a standard, national framework for incident management. Regardless of an incident's size, complexity, or scope, effective command and coordination—using standard, flexible processes and systems—helps save lives and stabilize the situation. NIMS Command and Coordination consists of four areas of responsibility:

- Tactical activities to apply resources on the scene;
- Incident support, typically conducted at EOCs, through operational and strategic coordination, resource acquisition, and information gathering, analysis, and sharing;
- Policy guidance and senior-level decision-making; and
- Outreach and communication to keep the media and public informed about the incident.

At all levels of incident management, public information personnel are responsible for gathering, analyzing, and proactively disseminating information to ensure accurate, timely updates on the incident or event. PIO functions are:

- Proactively develop accurate, accessible, and timely information for use in press/media briefings, written media releases, or web and social media posts;
- Monitor information from traditional media, the web, and social media that is relevant to incident planning and forward it as appropriate;
- Understand and advise incident command on any necessary limits on information release;
- Obtain the IC's approval of public materials;
- Conduct and prepare officials for media briefings;
- Arrange for tours, community outreach events, interviews, and briefings;
- Make information about the incident available to incident personnel;
- Participate in planning meetings; and
- Identify and implement rumor control methods.

COMMUNICATION GOALS

The communication goals listed below will be used to focus our communication efforts:

- Build and promote a solid understanding of the SCPS's responsibilities, services, programs and events, and the associated benefits provided to our citizens.
- Build and maintain trust with media outlets, ensuring they understand we can be counted on to provide them with accurate and truthful information in a timely manner.
- Build and maintain trust with town governments and local civic groups to extend the County footprint through the networks that these entities currently function.
- Listen to the responses and requests of residents obtained from public meetings, social media platforms, and other outlets where residents provide such feedback.
- Find new, innovative, and more effective ways to increase resident engagement in media content across the Smyth County.

PRODUCTS OF COMMUNICATION

Communications can use multiple products of media to convey the message of the County to its communities. The choice of one or multiple products can help reach the masses and achieve getting the right message to the right people at the right time. Two types of products exist: External and Internal. External products are the products that are for consumption by external partners including citizens, media, and other jurisdictions. Internal products are the products used within the organizations in order to keep all levels of the operations up to date and on a central message. Here is a list of products and a quick definition and audience type for each. A sample of each product will be in Appendix B. The products are:

External Products

- **Statements:** Used in lieu of a news release. Issued in print or electronic, less detailed than a press release. Good to use when there have been multiple media calls on the same topic;
- **News Release:** Used when there is a factual report of an activity or incident of news value;
- **Fact Sheet:** Used when there is a need to provide more detail then possible in a news release;
- **Media Advisory:** Used to invite the media to an event or news conference. Provides basic information (what, where, when, and why); provides directions;
- **Web and Social Media Products:** These are quick hitters providing information as needed or providing direction to other external products;
- **Article:** Used to communicate campaigns or prevention topics in a published platform. Not used for quickness in emergencies;



- **Surveys:** Surveys will be conducted on a yearly bases to add to the general statistics of the years progress. All surveys will be created through Microsoft Forms and will be published in all media forms. A typical survey will be open for the duration of 45 days. After closing a survey, all the information will be collected and published in a report. Surveys can be opened for longer by direction of administration or the Board of Supervisors. Surveys will offer a mailing option upon request and will offer paper surveys that will be provided during public relations events. Published survey links will be provided to all local media; and
- **Brochures, Fliers, and other Handouts:** Used to provide background information to supplement a news release, provides photos or graphics, etc. Can be used when other products cannot reach communities, Handouts can be passed out door to door to provide community outreach or emergency information or guidance.

Internal Products

- **Internal Documents:** Documents such as ICS Forms, Briefs, Plans, IAPs, etc. are documents that are for internal use only and should not be released to external partners unless requested formally or during after-action reports. These documents are stored in the Joint Information System and should be available upon accesses as granted; and
- **Talking Points:** Used to prepare individuals for an interview. Written as sound bites – concise and simple to understand.

PHASES OF COMMUNICATION

Public Information and External Communications for Smyth County Public Safety will fall under four categories:

- Normal Operations – Green;
- Mitigation/Planning Operations – Yellow;
- Response Operations – Red;
- Recovery Operations – Purple;

Normal Operations - Green

Normal Operations are the overview of daily operations for public safety. Normal Operations can be published through any of the SCPS's media options that are listed but not limited to:

- Social Media (Facebook, Instagram, Twitter, etc.)
- Text
- Email
- Local Media
- Press Release
- Web Page

- Media Boards
- Print Media

These communications would consist of but not limited to:

- Recognitions
- “Feel Good” Stories
- Campaign Literature and Information
- Updates on ongoing projects/events/task not addressed by campaigns or other communications

Mitigation/Planning Operations - Yellow

Mitigation/Planning Operations are communications that are published in the efforts to mitigate, plan, or inform citizens of imminent threats. These communications are in cooperation with normal campaigns but is more focused on an event that threatens Smyth County. M/P communications should have the imminent threat listed with the time range of event, ways to mitigate the threats such as planning, supplies needed, ways to stay informed and/or evacuations information. M/P communications should be released as soon as the threat is verified. Erroring with caution is better than a lack of information. The sooner citizens and partners are aware of threats, the longer they have to prepare and mitigate loss and citizens wellbeing.

Response Operations - Red

Active operations are the communications that are performed during a large-scale County emergency. These communications are described in the Smyth County Emergency Operations Plan (EOP). When the EOP is activated, all County communications will go through the designated Public Information Officer, the Joint Information Center, and the EOC. This is to prevent conflicting and multiple points of contact and have a unified structure. All communications will be given in a timely and efficient manner. Information will be disseminated via mass notification system, local media, social media, and the County webpage. The target audience will be decided by the Public Safety Department (Director/PIO).

Recovery Operations - Purple

Recovery Operations are the communications following an Active Operations until normal operations resume. Information will give citizens updates on recovery from the active operations until the notice is released that all operations are back to normal. These notifications are but not limited to:

- Sheltering Information
- Closures
- Funding Opportunities
- Reunification Center Locations/Times
- Updates/Summaries on Operations
- Debris Information



CAMPAIGNS

Smyth County Public Safety will perform weekly, monthly and yearly campaigns to get targeted information out to its citizens and partners. This is an effective way to flood media with messages to reach as many individuals in as many ways as possible. Campaigns help to get the SCPS's policies, services, and programs as well as awareness and mitigation messaging out to individuals. SCPS will work with the town governments, civic organizations of Smyth County, and other County partners to produce content and push information out to the mass.

Campaigns will have numerical goals that will be set prior to starting. Media statistics will be used to measure the percent of audience that has been reached by each campaign. These statistics will be used to improve and advance the communications plan and the ability to reach our target.

Yearly Campaign List Example

January

New Year's Day
National Blood Donation Month
Snow Removal Safety

February

National Heart Month
Presidents Day
Valentine's Day

March

Daylight Savings
St Patrick's Safety
National Severe Weather Awareness Week / Flooding/Tornado
Spring Yard Work Safety

April

National Volunteer Month
Easter

May

EMS Week
Summer Travel/Vacation Safety
Mother's Day
National Hurricane Preparedness Week
Military Appreciations
Memorial Day

June

National Safety Month

Flag Day

Father's Day

First Day of Summer/ Summer Safety

July

4th of July/ Firework Safety

August

Back to School

Yard Clean-up Safety

September

Labor Day

Patriots Day

National Suicide Prevention Week

National Preparedness Month

Chimney and Heater Safety

October

National Fire Prevention Week

Columbus Day

Halloween/ Halloween Safety

November

National Gratitude Month

Movember/ No Shave November

Daylight Savings End

Veterans Day

Thanksgiving Day/ Cooking Safety

Black Friday/ Shopping-Crowd Safety

December

National Ugly Christmas Sweater Day

Christmas

New Year's Eve/ New Year's Eve Safety

AUDIENCE IDENTIFICATION

This plan recognizes its primary target audience to include citizens, local media, employees of the County area, and local partner. Secondary audience includes visitors, other governmental officials, potential business recruitment, and potential future residence.



The Target Audience for any particular piece of SCPS communication will depend on the type of message, nature of the messenger, available communications resources and tools, and the particular environmental circumstances at the time. Specific audiences are then more narrowly focused from the general grouping, taking into consideration any targeted campaign, which tools should be used, and any strategic message.

PUBLIC INFORMATION OFFICIAL MEETING

A quarterly meeting will be held at the direction of the Smyth County Public Safety Director and PIO to compile all the information that needs to be disseminated to citizens, local partners, and local media for the upcoming quarter. Not all information has to be broadcast to all entities involved, but this meeting will be for informational purposes as well as to provide a boost to much needed information into different networks. This meeting will be open to all Smyth County partners. Standing invitations will be to the following organizations:

- Smyth County Administration
- Town of Marion
- Town of Chilhowie
- Town of Saltville
- Smyth County Sheriffs' Office
- Smyth County Emergency Services Department
- Smyth County School Board
- Virginia Department of Emergency Management
- Virginia Department of Transportation
- Virginia State Police
- Mount Roger Health District/Virginia Department of Health
- Ballad Health
- Southwest Virginia Community Health Services
- Emory and Henry College
- Civic Leagues and Organizations
- Smyth County Ministerial Associations

COMMUNICATIONS PARTNER MEETING

A quarterly meeting will be held in coordination with the Public Information Official Meeting of local media contacts to distribute information of upcoming campaigns, announcements, and events to local media. This meeting will be given the ability for local media to also meet the players in the communities of Smyth County. Standing invitations will be to the following organizations:

- Smyth County News and Messenger
- The Saltville Progress
- Bristol Herold Courier
- WMEV Radio Station

- Three Rivers Media
- WCYB
- WJHL

INTEGRATED PUBLIC ALERT AND WARNING SYSTEM (IPAWS)

IPAWS is a Federal Emergency Management Agency system that will be used by Smyth County through a Memorandum of Understanding (MOU). Smyth County's Alerting Authority will be the Emergency Services Coordinator. This person will obtain the FEMA training and will control all Alerts to be sent through IPAWS. No other individuals in the County government will be able to originate a message to send to Alert Aggregators/Gateways. The system will be tested as needed.

SECURITY

This plan will set forward parameters to mitigate potential security threats and a procedure of response to if a security breach occurs.

Account Access

SCPS Communications will have levels of access to all types of accounts. The types of access are as follows:

Administrator: An administrator will have full access to social media and has the ability to make decision for each account as it aligns to this plan. Administrator shall have training in HIPPA, FOIA, and Public Relations. All inquires on media will be directed to administrators.

Editor: An editor will be granted the ability to post new content as well as edit already published material. All content will be subject to approval by an Administrator prior to publishing.

Contributor: A Contributor will create content and shall get approval from administrators to publish.

Email Accounts

SCPS will provide all communications to employees with an official Smyth County email account. All communications and official publications will be provided by official email accounts. Use of personnel email accounts will be prohibited.

Passwords

Smyth County Public Safety wants to practice upmost security by promoting the protection of passwords by individuals. If accounts can be linked to personnel accounts, but it will require approval by an administrator prior to linking. Passwords will be kept secret for all individual accounts. For shared accounts or accounts that multiple people will be signing into one account, passwords and access will be given only to administrators.



Smyth County Public Safety

Emergency Operations Center Standard Operating Procedure

INTRODUCTION

The Smyth County Department of Public Safety (SCPS) continuously strives to improve mitigation, preparedness, response, and recovery operations throughout Smyth County. These efforts include this version of the County's Emergency Operations Center (EOC) Staff Manual. The lessons learned from previous events, results of research on EOC Operations, staffing requirements, and the particular emergency management needs of Smyth County community as a whole are incorporated into this manual.

Over the last few years, there has been a marked increase in the levels of disaster preparedness. This has been matched by the renewed dedication on the part of Smyth County, SCPS, and disaster response officials to work collaboratively to protect lives and property in our County. Due to the great potential for personal harm, property damage, economic loss and disruption of community activities, everyone with a role in disaster management and operations must remain perpetually vigilant and proactive; we can never be over-prepared. By providing a strong, detailed EOC Staff Manual, EOC management, operations, and staffing, can provide fluid support to the response community and expedite recovery operations.

PURPOSE

This plan is the guiding document for activation and operation of the Smyth County EOC in preparation for, or response to, an actual or perceived event affecting the jurisdiction. This plan provides information and instruction for EOC staff to function in an effective, well-coordinated manner in accordance with Federal, State, and Local governance as well as recognized discipline-specific best practices.

This document provides instruction for the management, organization and coordination necessary to provide effective response and recovery efforts. It addresses the five major functions of an EOC:

- Command/Management;
- Operations;
- Planning;
- Logistics; and
- Finance/Administration.

It explains how these functions relate to each other and support the overall event. The purpose of the EOC is to provide a centralized location where public safety, emergency response, and support agencies coordinate planning, preparedness and response activities.

SCOPE

These guidelines herein address incident or events which may cause damage of sufficient severity to warrant County EOC activation. EOC Standard Operating Procedures (SOP) address Smyth County's planned response to emergencies associated with:

- Planned events;
- Natural disasters;
- Technological incidents;
- Civil/political disorders; and
- Response to acts of terrorism and/or weapons of mass destruction.

EOC SOPs do not address individual agency policies and procedures, nor are they to be a substitute for training of individuals assigned to the EOC by those agencies.

These guidelines are applicable to those who have designated responsibilities during the activation of the operation of an EOC.

AUTHORITIES

The Smyth County Emergency Management Program under the SCPS is governed by several Local, State, and Federal authorities. Paramount to disaster response and recovery efforts in the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Title II, Section 201 (42 U.S.C. 5135), Subsection A. This Act establishes the necessity for emergency management and for emergency situations to be coordinated at the local level. Title 44 of the Code of Virginia and local emergency management authorities are derived from this Federal Guidance.

An additional significant Federal requirement was assigned on 28 February 2003 through the Homeland Security Presidential Directive (HSPD) #5 issued by President George W. Bush, directing the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). The goal of the NIMS is to provide a consistent nationwide template for all levels of government and private sector organizations to effectively work together in preparation, response, and recovery from domestic incidents. NIMS provides a foundation of concepts, principles, terminology, and organization which when used properly, enables the effective management of any type of incident, natural or manmade, accidental or intentional (including acts of terror).



Federal department and agencies are required to adopt and use NIMS as they carry out their responsibilities in response to incidents. This Presidential Directive also states adopting and complying with NIMS at the State, tribal, and local level is a condition of Federal preparedness assistance.

The Emergency Services Director (Director) has the responsibility for coordinating the emergency management system and organizations for Smyth County. The Director makes routine decisions and advises local officials on available courses of action for major decisions.

The Emergency Services Coordinator (Coordinator) is responsible for the EOC function and services as the EOC Manager and also acts as a liaison with neighboring counties, the Commonwealth, and Federal emergency agencies.

The EOC is the central point for emergency management operations. Coordination and supervision of services flow through the EOC Manager to provide for the efficient management of resources.

ASSUMPTIONS

The EOC is the central point for emergency management operations. Coordination and supervision of services flow through the EOC Manager and EOC Section Chiefs to provide for the efficient management of resources.

- Incidents are typically managed at the lowest possible organizational and jurisdictional level.
- Incident management activities will be initiated and conducted using the principles in NIMS.
- The combined expertise and capabilities of government at all levels, the private sector, and non-governmental organizations will be required to prevent, prepare for, respond to, and recover from Incidents of Critical Significance. The Smyth County EOC will be activated to support local government and/or agency response as needed.
- Incidents of Critical Significance will require SCPS to coordinate operations and/or resources, and may:
 - o Occur at any time with little or no warning in the context of a general or specific threat or hazard;
 - o Require significant information-sharing at the unclassified and classified levels across multiple jurisdictions and between the public and private sectors;
 - o Involve single or multiple jurisdictions;
 - o Have significant regional impact and/or require significant regional information sharing, resource coordination, and/or assistance;

- o Span the spectrum of incident management to include prevention, preparedness, response, and recovery;
- o Involve multiple, highly varied hazards or threats on a local, regional, State or Federal scale;
- o Result in numerous casualties, fatalities, displaced persons, property loss, disruption of normal life support systems, essential public services, basic infrastructure and significant damage to the environment;
- o Impact critical infrastructures across sectors;
- o Overwhelm capabilities of local governments and private sector infrastructure owners and operators;
- o Attract a sizeable influx of independent, spontaneous volunteers and unsolicited supplies;
- o Require extremely short-notice asset coordination and response timelines; and
- o Require prolonged, sustained incident management operations and support activities.
- Deployment of resources and incident management actions during an actual or potential terrorist incident are conducted in coordination with the Federal Bureau of Investigation (FBI).
- Departments and agencies at all levels of government and certain NGOs, such as the American Red Cross (ARC), may be required to deploy to Incidents of Critical Significance on short notice to provide timely and effective mutual aid and/or intergovernmental assistance.
- Departments and agencies support the mission in accordance with established authorities and guidance and are expected to provide:
 - o Initial and/or ongoing response, when warranted, under their own authorities and funding;
 - o Alert, notification, pre-positioning, and timely delivery of resources to enable the management of potential and actual Incidents of Critical Significance;
 - o Proactive support for catastrophic or potentially catastrophic incidents using protocols for expedited delivery of resources; and
 - Finally, it is understood that all **disasters start and end with the locality**. Smyth County will be the first and last entity on scene and with that assumption, the County should be the most involved and proactive in the prevention, protection, mitigation, response, and recovery of incidents throughout the County and with its citizens. The Smyth County Department of Public Safety will lead the charge of being proactive and making all efforts to reduce the effects of incidents.



- For Presidentially Declared Incidents of Critical Significance, State and/or Federal support is delivered in accordance with relevant provisions of the Stafford Act. (Note: all presidentially declared disasters and emergencies under the Stafford Act are considered Incidents of Critical Significance, not all Incidents of Critical Significance necessarily result in disaster or emergency declarations under the Stafford Act.)

IMPLEMENTATION

Implementation of this plan is intended only within the jurisdictional boundaries of Smyth County. The EOC guided by this plan provides support only, and does not directly control response activities where there is an Incident Commander. If there is no single site and no Incident Commander, the plan serves in coordinating response and recovery activities throughout the affected area, within jurisdictional boundaries.

This plan does not address emergencies which are handled at the scene by first responder departments. All departments are expected to maintain individual response plans which coincide with the provisions of this plan.

CONCEPT OF OPERATIONS

Incident Response

Most emergencies are handled by first responders, fire, law enforcement, and emergency medical personnel; but in a large emergency or disaster, the efforts of the first response agency personnel and others must be coordinated to ensure an effective response. In these situations, EOCs play a critical role in allocating and tracking resources, managing information, and setting response priorities among many incident sites.

EOC Hierarchy

EOCs are part of the larger Multi-Agency Coordination System (MACS) and are integral to the NIMS structure. EOCs are a critical link in the emergency response chain, enabling incident commanders to focus on the needs of the incident, serving as an information conduit between incident command and higher levels of MACS entities, and promoting problem solving at the lowest practical level.

National Incident Management System (NIMS)

NIMS is a flexible framework of doctrines, concepts, principles, terminology, and organizational processes applicable to all-hazards and jurisdictions. NIMS integrates existing best practices into a consistent nationwide approach to domestic incident management.

The Command and Management component within NIMS is designed to enable effective and efficient incident management and coordination by providing a flexible, standardized incident management structure. The structure is based on three organizational constructs;

- **Multi-agency Coordination Systems (MACS)**
 - MACS define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, local, tribal, and regional levels through mutual-aid agreements and other predetermined assistance arrangements and other predetermined assistance arrangements. MACS include a combination of facilities, equipment, personnel, and procedures integrated into a common system with responsibility for coordination of resources and support to emergency operations.
 - The primary functions of MACS are to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources. For the purpose of coordinating resources, MACS can be implemented from a fixed facility – such as an EOC – or by other arrangements outlined within the system.
- **Public Information:** Public Information refers to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.
- **The Incident Command System (ICS):** ICS defines the operating characteristics, interactive management components, and structure of incident management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident. NIMS requires government officials to:
 - Adopt NIMS through executive order, proclamation, or legislation as the jurisdiction's official incident management system;
 - Direct incident managers and response organizations in their jurisdictions to train, exercise, and use ICS for incident and planned events, including the development of Incident Action Plans (IAPs) and Common Communications Plans (CCPs);
 - Integrate ICS into functional and systemwide emergency operations policies, plans, and procedures;
 - Conduct ICS training for responders, supervisors, and command level officers; and
 - Conduct coordinating ICS-oriented exercises involving responders from multiple disciplines and jurisdictions.



Effective multi-agency coordination helps in establishing response priorities and allocating resources, resolving differences among agencies, and providing strategic guidance and direction. Multi-Agency Coordination is a system, not a facility. Entities comprising a multi-agency system include dispatch, on-scene command, resource coordination centers, EOCs, and coordination entities in groups.

As part of the overall MACS, the EOC provides a central location where government at any level can provide interagency coordination and executive decision making in support of the incident response.

ICS/EOC Relationship

NIMS requires jurisdictions to adopt ICS as its incident management system. NIMS does not require EOCs to adopt ICS as their organizational structure. An EOC should be organized to facilitate effective operations. An effective organization has these characteristics:

- Ability to acquire, analyze, and act on information.
- Flexibility in the face of rapidly changing conditions.
- Ability to anticipate change.
- Ability to maintain public confidence.
- Reliability over time.

EOCs can help meet the needs at the incident scene by:

- Providing the big picture view of the incident.
- Establishing policy or resolving conflicting policies.
- Providing communications and messaging support.
- Managing public information issues and media requests.
- Providing and prioritizing resources.
- Authorizing emergency expenditures, when appropriate, and tracking incident cost.

Emergency Response Organization

ICS Structure: ICS organizations have five major functional areas, referred to as Command and General Staff:

- Command;
- Operations;
- Planning;
- Logistics; and
- Finance/Administration.

The Command positions may be a single Incident Commander (IC) or Unified Command (UC), Public Information Officer (PIO), Safety Officer (SO), and Liaison Officer (LNO) (including a Government Liaison Officer (GLO)).

EOC MACS Function

The Smyth County EOC functions as part of the MACS which is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities. The primary functions of a MACS is to:

- Support incident management policies and procedures.
- Facilitate logistics support and resource tracking.
- Inform resource allocation decisions using incident management priorities
- Coordinate incident related information.
- Coordinate interagency and intergovernmental issues regarding incident management policies, priorities and strategies.

Direct tactical and operational responsibility for conducting incident management activities rest with the Command Policy Group (CPG). The





EOC/MACS is a greater system of inter coordinated facilities and agreements used to manage the event.

Command Policy Group (CPG)

The Command Policy Group (CPG) is comprised of each jurisdictions Chief Executive and the Coordinator, and elected officials of the affected areas as appropriate. Other personnel



may be asked to participate with the CPG on specific matters. The CPG focuses on the overall strategy for the response, the overall response priorities, and policy setting. Decisions made by the CPG are implemented by the Coordinator. The meeting schedule for the CPG will be determined by events and executed through the Coordinator and the Government Liaison Officer (GLO). During EOC activations, The Smyth County Board of Supervisors Room will host the CPG unless otherwise noted in information releases. Elected officials should flow the following guidance:

Guide for the Board of Supervisors/Town Councils		
 <p>The Emergency Operations Plan (EOP) guides our actions.</p>		<p>The Emergency Operations Center (EOC) may be activated to respond to events.</p> 
<p>First Task</p> <ul style="list-style-type: none"> <input type="checkbox"/> Make sure you and your family/loved ones are safe. <input type="checkbox"/> Check in with your profession, make sure task are complete. <input type="checkbox"/> Make Safe and Calculated decisions based on knowledge from County updates. 	<p>DON'T DOs</p> <ul style="list-style-type: none"> <input type="checkbox"/> Respond to the scene of the incident. <input type="checkbox"/> Release information to the public without coordinating with SCPS <input type="checkbox"/> Call 911 for further information. 	
<p align="center">IF THE EOC IS ACTIVATED</p> <p>If Safe, you can report to the Join Information Center (Boardroom or other designated) and check in with the Government Liaison Officer.</p> <p align="center">RESULT</p>		
<p>The Government Liaison Officer (GLO) is the primary contact for elected officials making sure you are informed and will provide the talking points for releasing information</p>	<p>The Public can rely on us for consistent, timely, actionable, and on point information that can save live!</p>	<p>Elected Officials share approved messages, communicate with their constituents and provide feedback to the GLO.</p>
<p>What should you do BEFORE an incident?</p> <ul style="list-style-type: none"> ➤ Take the Tour of the Emergency Operations Center. ➤ Take the Encouraged Training by SCPS. ➤ Encourage Residents and Businesses to: <ul style="list-style-type: none"> ➤ Make A Plan ➤ Register for Smyth Alerts 		<p>What should you do AFTER an incident?</p> <ul style="list-style-type: none"> ➤ Endorse any declared local emergency. ➤ Tour damaged areas and meet the residents and businesses ➤ Encourage constituents to be good neighbors by checking on people who might need help. ➤ Continue to share communications from the PIO and GLO

Joint Information Center (JIC)

The JIC shall be the central point for coordination of incident information, public affairs activities, media access to incident-related information. For a potential or actual Incident of Critical Significance, the JIC is activated to coordinate County, Town, and private-sector incident communications with the public. Major announcements, daily briefings, and incident updates from the EOC are coordinated through Emergency Support Function 15 (ESF 15) – External Affairs, affected leadership, EOC Command/Incident Command and the interagency core group prior to release. Information releases must be closely assessed and agreed upon by those involved in incident public communications. The JIC is the physical/virtual location from which public affairs professionals from organizations involved in the response work together to provide critical emergency information, media response, and public affair functions concerning incident prevention, preparedness, response, recovery, and mitigation. Please reference the SCPS Communications Plan.

Emergency Operations Center

EOC Overview: The EOC is a central operating facility responsible for carrying out the principles of emergency preparedness and emergency management, or disaster management functions at a strategic level in an emergency situation, and ensuring continuity of operations during and after an emergency, disaster, or catastrophic event. The EOC is responsible for the strategic overview, or “big picture”, of the disaster, and does not normally directly control field assets, instead making operational decisions and leaving tactical decisions to commands closer to the incident. The common functions of EOCs are to:

- Collect, gather and analyze data;
- Make decisions for the protection of life and property;
- Maintain continuity of the organization, within the scope of applicable laws; and
- Disseminate those decisions to concerned agencies and individuals.

Five Functions: the EOC is made up of five functions:

- Management;
- Operations;
- Plans;
- Logistics; and
- Finance/Administration.

These functions may, as the incident grows, be organized and staffed into sections. Initially, the EOC Manager may be performing the five functions and possibly initially on the scene of the incident. As the incident grows, each function may be established as a section with several Units reporting to the Section Chief. Only those functional elements required to meet current objectives will be activated. Those functions which are needed but not staffed will be the responsibility of the next higher element in the organization.

- **Management** – Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.
- **Operations** – Responsible for overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.



- **Plans** – Responsible for the overall emergency policy and coordination; public information and media relations; agency liaison; and proper risk management procedures, through the joint efforts of local government agencies and private organizations.
- **Logistics** – Responsible for providing facilities, services, personnel, equipment, and materials.
- **Finance/Administration** – Responsible for financial activities and other administrative aspects.

EOC Facilities: TBD

EOC Command Staff: The EOC Command function operates independently from an on-scene IC. The IC or UC leads the on-scene command structure. The EOC Command function serves a similar role to the Policy Group and makes decisions which establish the overall strategy of the response. The Command Staff is assigned to carry out functions which are not specifically identified in the General Staff functional elements, but are needed to support the EOC. These functions include interagency liaison, incident safety, and public information.

- **EOC Manager:** The EOC Manager functions within NIMS in a position similar to the on-scene Incident Command. Working in close collaboration with the Incident Commander(s), the EOC Manager assists with the development of overall incident strategies and objectives, and the provision of necessary human and material resources required to meet the objectives of the CPG. The EOC Manager is ultimately responsible for making key decisions on behalf of the EOC, in consultation with the EOC staff and the CPG. The EOC Manager position will be Emergency Services Coordinator or assigned by the Emergency Services Director. Responsibilities include:
 - o Approve and authorize the implementation of an EOC;
 - o Establish EOC priorities and objectives;
 - o Assess the need for, and if necessary, issue EOC evacuation orders;
 - o Ensure adequate safety measures are in place, including the assignment of a safety officer;
 - o Coordinate activities for the Command Staff;
 - o Prepare Declaration of State of Local Emergency, as necessary and submit to the CPG for authorization and action;
 - o Issue request for mutual aid and/or State and Federal assistance;
 - o Make appropriate notifications (e.g., hospitals, health department, etc.);
 - o Approve requests for additional resources or the release of resources;

- Authorize release of information;
- Order the demobilization of the incident when appropriate;
- Manage administration of the WebEOC and CrisisTrack applications;
- Serves as safety officer for the EOC;
- **EOC Public Information Officer (PIO):** The EOC Public Information Officer coordinates with the EOC Manager on public information concerns regarding EOC operations. The EOC PIO services as a component of the EOC and coordinates dissemination of public information to EOC staff. Responsibilities include:
 - Coordinate with EOC Manager on review and input to media releases and public information statements;
 - Coordinate with the Director and Coordinator on interviews with EOC staff and tours of the EOC during activation;
 - Maintain current information summaries and/or displays on the incident for the EOC Manager and General Staff;
 - Monitor Media reports and broadcast for accuracy and coordinates corrections with the EOC Manager; and
 - Coordinates and manages the JIC as the Lead PIO.
- **EOC Liaison Group:** The EOC Liaison Grouping of EOC Liaisons from agencies potentially impacted by an Emergency. This group is lead by the EOC Liaison and contains the Government Liaison Officer. The EOC Liaison Group reports to the EOC Manager. The EOC Liaisons will:
 - Assist in establishing and coordinating interagency contacts;
 - Act as a point of contact for agency representatives;
 - Maintain a list of assisting and coordinating agencies and agency representatives;
 - Provide incident status information to responding and supporting agencies;
 - Monitor incident operations to identify current or potential inter-organizational issues; and
 - Participate in planning meetings and provide current resource status, including limitations and capabilities of assisting agency resources.
- **EOC Finance Section:** The Finance function provides a coordinated financial management process for those actions coordinated through the EOC. This function is not

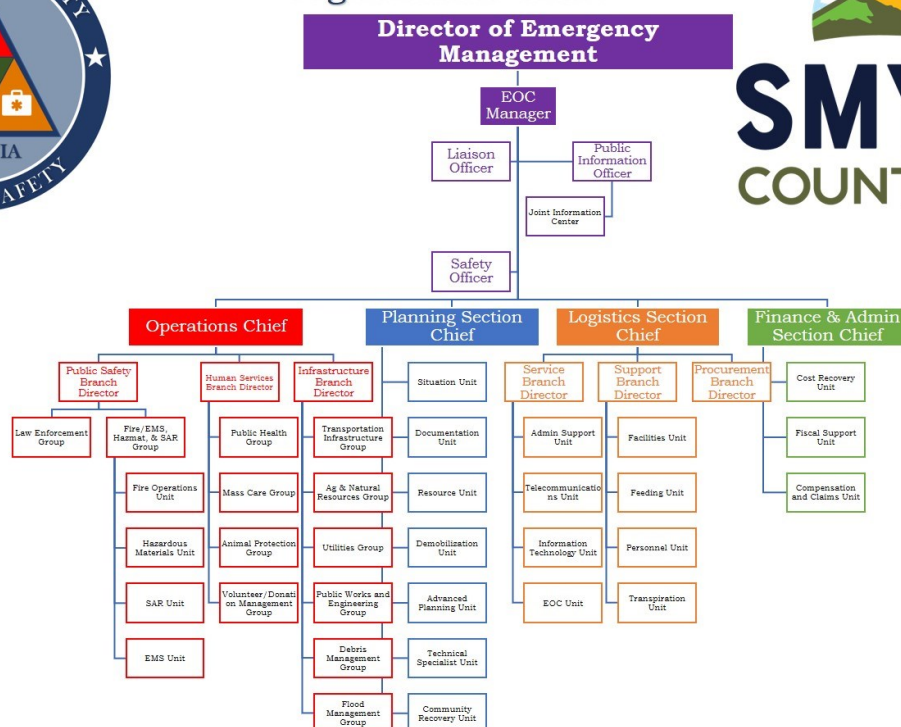


intended to manage all finance responsibilities for the event. The Finance Section Chief is responsible for providing EOC accounting functions to include maintaining an audit trail, billing invoice payments, and documentation of labor, materials, and services coordinated through the EOC during incident activities. The EOC Finance Section Chief is responsible for financial and cost analysis aspects of those activities coordinated through the EOC. Not every incident will require EOC Finance representation. Only when the involved agencies have a specific need for finance services will the Section be activated. EOC coordinated Finance activities will be forwarded to the County Finance Administration Section. Responsibilities include:

- Attend planning meetings as required;
 - Manage EOC coordinated financial aspects of the incident;
 - Gather pertinent information from briefings with responsible agencies;
 - Develop an operating plan for the EOC Finance; fill supply and support needs;
 - Meet with Assisting and Cooperating Agency representatives as needed;
 - Brief agency administrative personnel on incident-related financial issues needing attention or follow up prior to leaving the incident.
 - Serve as the Liaison between the EOC and the County and Town Finance/Administration Sections.
- **EOC Functional Staff:** EOC Functional Staff are involved in EOC positions as well as holding positions specific title and roles. Functional Staff includes individuals from agencies such as law enforcement, public works, public health, non-governmental organizations, and others necessary to support the EOC functions and incident operations.
- **EOC Human Resources:**
 - Ensure EOC personnel time records are accurately completed and transmitted to home agencies in accordance with policy;
 - Ensure obligated documents initiated at the incident are properly prepared and completed;
 - Ensure a balanced, positive relationship between management and the workforce;
 - Property and records management, personnel/human resource services, leasing and facility management; and
 - Assist in maintaining essential County business services and operations.



Smyth County Emergency Operations Center Organization Chart



EOC Activities

Initial Activities: The Coordinator of Emergency Management (Coordinator) is responsible for the day-to-day administration of the County's Emergency Management Program. The foundation of the program and ultimately its success relies on the ability to establish, maintain, and enhance relationships that foster efficient and effective collaboration with partners through all mission areas of emergency management.

In addition to other programmatic responsibilities, a primary mission of the County's Emergency Management is gathering, compiling, analyzing, and reporting situational awareness. Whether during normal day-to-day operations or in anticipation of a significant event, department personnel consistently monitor a number of trusted sources of information to ascertain updated intelligence regarding severe weather, special or high-profile events, large scale public safety emergencies, or potential threats. This situational awareness is regularly and frequently shared with the Director. When a significant event is imminent, Smyth County Department of Public Safety (SCPS) will generate an Informational Bulletin that describes the event, on-going actions, and anticipated actions. This document is distributed to County leadership, operations, and mission-critical partners.



When an event threatens to have significant impacts on the County, the Coordinator develops an operational plan based on the latest intelligence available. This plan includes the following elements:

- Any emergency protective actions that may be required or indicated;
- A determination as to whether or not the EOC will be activated, and if so, at what level;
- If an EOC activation is indicated, what personnel will be activated; and
- Any additional operational considerations.

A briefing is prepared for the Director who will consider the recommendations made by the Coordinator and provide input and endorse the plan. The Coordinator will ensure that all personnel impacted by the activation are notified. SCPS staff will typically develop an EOC Incident Action Plan (IAP) for the first operational period.

EOC operations are divided into two twelve hours shifts referred to as operational periods. Activities are coordinated and directed by the Smyth County Department of Public Safety Emergency Operations Center Policies and Procedures Guide and this EOP. The EOC Manager will ensure that the Virginia EOC (VEOC) is notified of the local activation by submitting a Virginia Department of Emergency Management (VDEM) Situation Report (Sit-Rep). Throughout each operational period, personnel will follow the planning process as described in the EOC Policy and Procedure Guide. This includes the Development of an EOC IAP and distribution of a local Sit-Rep.

While maintaining updated situational awareness regarding the incident, strategic goals are developed and prioritized by the Director and Policy Group. Operational objectives and tasks are generated by EOC personnel necessary to achieve these goals. Personnel develop tactical and operational plans that accomplish the objectives. This process continues and repeats itself until the significant event is resolved. As the event begins to de-escalate, personnel within the EOC will develop demobilization plans that will address on-going actions, unmet needs, and what specific conditions will trigger the closure of the EOC.

Restoration of essential services is a primary focus during an EOC activation. If unmet needs still exist following restoration, the focus transitions to that of community recovery. Prior to the full demobilization of the EOC, community recovery actions will be initiated.

These actions may include:

- Identification and prioritization of recovery issues;
- Development and executing of long-term community recovery plans; and
- Authorization and establishment of recovery work-groups who will lead the recovery effort following the closure of the EOC.

SCPS will produce an After-Action Report (AAR) following a Partial, Virtual, or Full Activation of the EOC or as requested by the Director. This report will serve as a retrospective analysis of the event and includes a detailed timeline and narrative. The AAR also includes areas for improvement and strengths that were demonstrated during the event in an effort to improve further responses and continue successful practices. The resulting areas for improvement are captured and assigned in a corrective action document that ensures identified enhancements are completed.

All agencies identified in the ESF Annexes will participate in various activities during all mission areas of Emergency Management (Prevention, Protection, Mitigation, Response, and Recovery). These activities may include:

- Development of Countywide and agency-specific plans, policies, and procedures that directly support the execution of the EOP;
- Actively participate in training and exercises that enhance the emergency management program; and
- Engage the community at-large by providing preparedness outreach and education.

Activation Criteria: Smyth County Department of Public Safety determines and reports any change in status of the emergency management system or EOC activation level.

SCPS System Operational Status

The SCPS System Operational Status refers to the posture of the department, the County and its primary partners. The status is an indication of the level of activation associated with a significant event:



Normal – Level 1 – Green	The County is operating in a normal, day-to-day capacity. Incidents or events are handled by existing resources without impacting normal operations.
Elevated – Level 2 – Yellow	Elevated operations level is put into effect when the threat of an incident is forecasted for our area. This could be anything from weather, civil, terrorist, or a scheduled event. Any event that might put a strain on resources that are used on a normal operations level. During this level, preparations should be elevated and directed to the incident ahead. Normal operations should be continued.
Response – Level 3 – Red	A significant event has occurred. Operational activities may include on-scene liaison support, impact area assessments, and/or the activation of the EOC.
Recovery – Level 4 – Purple	Recovery operations begin directly after the dangers or threats of danger from an incident have halted. This is the transition phase between upgrades of levels and return to normal operations. This is a time that each department should take to review responses and learn from the experience. This should be a mandatory 4-day level after an elevation of levels.

EOC Activation Levels

Not Activated	Normal situational awareness moni-
Monitoring	Increased monitoring capability for a specific incident or event. This will typically involve SCPS staff and representatives from key response agencies.
Partial Activation	Select activation of personnel and ESFs that may be engaged in a significant event.
Full Activation	Activation with more than half of the ESFs engaged in a significant event.
Virtual Activation	Activations of any level that is done by assigning rooms in Microsoft Teams for EOC members to com-

Staffing Identification and Notification: When the EOC is activated, only essential personnel shall be allowed access. Persons entering the EOC must wear appropriate ID badges or passes. This includes official EOC representatives and visitors.

SCPS will maintain a current list of EOC staff positions. EOC staff personnel will report any changes in their contact information to the SCPS staff. EOC staffing shortfalls and subsequently identified EOC staffing requirements will be filled by personnel from each representing department. Every department will develop and maintain a contact list of personnel available to fill needed positions within the EOC. Each department will maintain these current notification lists and report significant changes to SCPS when required.

Staffing Requirements: Staffing requirements will be determined by the designated EOC Manager. The EOC will be organized and function according to NIMS and ESF principles. The EOC Manager shall determine what positions are required based upon the scope and complexity of the incident as well as a manageable span of control.



Transfer of Responsibility (Shift Change): When a staff member transfers their responsibilities to another individual, a simple but formal transfer briefing is required. Shifts therefore should be no longer than a 12-hour operational period and should overlap by at least 15 minutes to prevent a staff position from being inadequately relieved. The on-coming EOC staff member should arrive at least 30 minutes prior to a shift change to be briefed by the person they are relieving. A transfer briefing should include:

- o Summary of activities in the last shift;
 - o Identify any ongoing incidents or activities; and
 - o Include a Transfer of Responsibilities Form.
- **Staffing Considerations:** Depending on the scope and complexity of the incident, the EOC may host a multitude of individuals representing local, State, and Federal agencies, departments, organizations, and non-governmental entities. SCPS and representing agencies must be prepared to staff the EOC and maintain operations on a 24-hour basis as required. Considerations must be placed on the needs of the staff to include basic human needs such as food, drinking water, restrooms, personal hygiene, and breaks.

EOC Facility Setup: EOC facility setup will ensure equipment, security, and logistical requirements are met. Such requirements will include implementation of the building security, coordinating build services such as janitorial services, repairs and maintenance, assisting with the implementation of EOC safety plans and assisting with the relocation of the EOC if necessary. The following should be noted:

- The EOC will be adequately equipped with furniture, information displays, office equipment, and office supplies such as paper, pens, etc. Copies of maps and relevant reference materials should also be available for quick access.
- EOC Staff should be prepared to bring with them communications equipment and laptop computers.

Operations

Decision Making: During large, complex incidents the EOC assumes a coordination role. As an incident expands in size or increases in complexity, central coordination is needed and provided by the EOC.

- Decisions made in the EOC require accurate and timely information as well as input and consultation from relevant staff members and agencies. The Director is ultimately responsible for making key decisions on behalf of the EOC. He/she does this in consultation with the EOC General Staff and the CPG.
- Issues requiring a decision or approval from the Director include:

- o Establishing EOC priorities and objectives;
- o Extraordinary resource request;
- o Press releases;
- o Media interviews;
- o Public information bulletins;
- o Situation reports;
- o Evacuation orders;
- o Preparation of a Declaration of Local Emergency;
- o Request for mutual aid; and
- o Request for State/Federal support.

WebEOC Management: The WebEOC is a web-based emergency management system which provides access to real-time information, and can be simultaneously shared among emergency response teams, decision makers, and organizations during the planning response and recovery phase of an emergency.

- WebEOC is provided by the Commonwealth as a tool for communications between the local and the state. This application records resource request to the state as well as SitReps to inform VDEM of the current situation of the operations.

CrisisTrack Management: CrisisTrack is both a web-based and app-based emergency management database which provides data collection and information analysis for operations. CrisisTrack contains the GIS information for the County and helps provide real-time damage assessment numbers.

- CrisisTrack standard version is provided by the Commonwealth as a tool to communicate damage assessments during events. Smyth County has upgraded and uses the program to provide incident and team management to track finances during large events.

Voice, Data, and Radio Capabilities: The EOC utilizes many outlets to communicate inside and outside the EOC. If the system failure occurs within one particular system, others are in place to facilitate communications with agencies outside of the EOC.

- The County LMR system will maintain the primary and initial communications to the incidents during the event. A base station and portable radios will be in the EOC as well as an NWS Weather Radio. LMR Communications from the EOC will be pre-formed of Fire/EMS 7 or Fire/EMS 9.
- ARES will be activated to help maintain infrastructure and communications in the case that interruptions occur.



- Cell phone and land line communications will be utilized for communications during events when and while available.
- An incident will be created in Microsoft Teams and maintained by the IT representative in the EOC. This incident will house all documents and electronic communications for the incident and will be home for all data for after action reviews.

Smyth County Emergency Operations Plan EOC/Incident Interface



Information Management

Information Types: Information management develops timely, effective communication channels to gather, process, and disseminate information relevant to incident response and the recovery of the affected areas. Information management is a key function of disaster/emergency management. The types of information managed in the EOC fall into two categories:

- **Emergency Operating Records:** These include records, regardless of media, essential to EOC operations and response support. These records include items such as:

- o Emergency Operations Plans;
 - o Standard Operating Procedures;
 - o Maps, Charts, Graphs;
 - o Order of Succession;
 - o Delegation of Authority;
 - o Notification Rosters; and
 - o Resource Assignments.
- **Legal and Financial Records:** These include records, regardless of media, critical to carrying out the legal and financial responsibilities for the response. These records include items such as:
 - o Contracts;
 - o Timesheets;
 - o Accounting Records;
 - o Property Management Records; and
 - o Maintenance Records.
- Success of the recovery process is dependent upon how well information is managed. Information Management is not only concerned with dissemination of information, but also the gathering of information from authorities, disaster management agencies, and the affected communities. Provision of information in disaster recovery not only provides the affected community with information about the availability of recovery services and plans, but also is the basis for important social processes such as bonding between individuals, groups, and communities. It creates a sense of control and predictability of events. The effective management of information following a disaster can be used to promote and hasten community recovery.

Incident Action Planning (IAP)

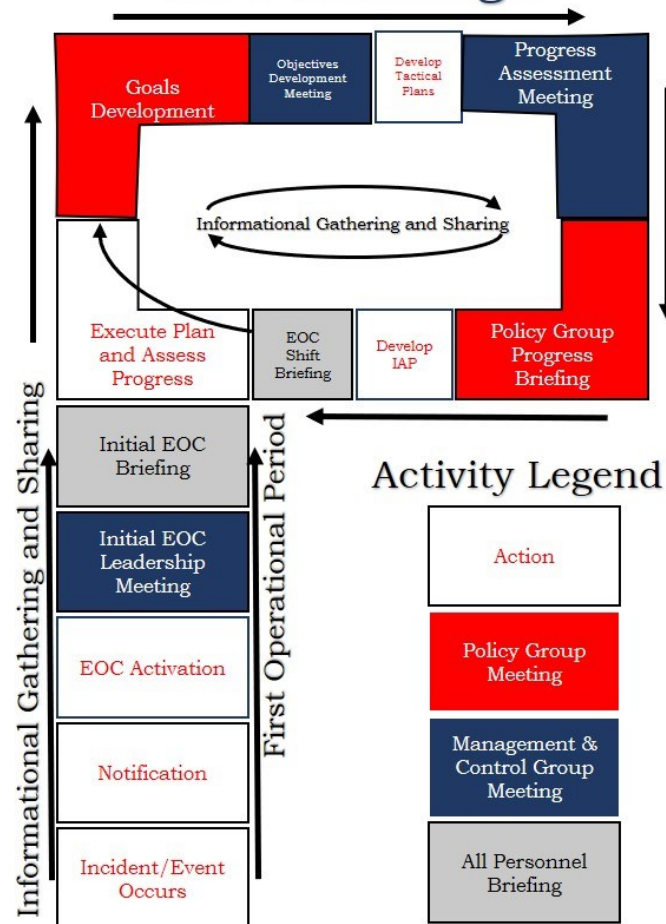
Incident Cycle (Planning P): NIMS emphasizes orderly and systematic planning. The IAP is the central tool for planning actions during a response to an emergency situation. The IAP is prepared by the EOC Manager with input from the appropriate sections and units of the Incident Management Team. It should be written at the outset of the response and revised continually during the response as the situation changes. Incidents vary in their kind, complexity, size and requirements for detailed and written plans. A written plan may not be necessary in an initial response for an incident which is readily controlled. Larger, more complex incidents will require a written IAP to coordinate activities. The level of detail required in an IAP will vary according to the size and complexity of the response. The plan must be clear, accurate, and completely communicate the information generated during the planning



Smyth County

Emergency Operations Plan

EOC Planning P



IAP Development: There are five primary steps in sequential order to ensure a comprehensive IAP:

- Understanding of the current situation;
- Establishment of priorities, objectives, and strategies;
- Development of an IAP for the next operational period;
- Evaluation of the IAP and obtaining appropriate approval; and
- Anticipation/Prediction of what will happen following the implementation of the IAP.

IAP Approval: The EOC Manager is responsible for approving the IAP for each operational period. IAP approval is in consultation with the EOC management team to ensure the accuracy of the current situation and the timelines for actions to be taken.

After Action Reports

After Actions Reports (AARs): AARs are formal documents intended to serve as aids to performance evaluation and improvement. They are built from data and reports developed in the EOC and serve as a guide in reviewing:

- Situation-response interactions;
- Analyzing critical procedures;
- Determining effectiveness and efficiency; and
- Proposing adjustments and recommendations to future EOC activations.

The assignment of the AAR should be initiated as early as possible during the response phase of any emergency which will require an AAR. Ideally, the person assigned should:

- Have a background in planning;
- Be familiar with emergency organization functions; and
- Understand the emergency management system.

At the completion of the emergency period, and after the field ICS and EOC level organizations have been deactivated, the responsibility for the continuance of the AAR process should be assigned to SCPS for completion.

Resource Management

Resource Overview: When disasters threaten or strike a community, it is imperative the community use its own resources for a prompt and effective response and recovery effort. These efforts may require personnel, equipment, and supplies exceeding the local supply or



expertise. Local officials may find it necessary to use their resources in extraordinary ways, and call upon businesses, industries, neighboring jurisdictions, and State or Federal agencies to assist in emergency operations. The role of the EOC is to provide effective and efficient management of resources to help ensure responses are supported.

Resource Request: Resource requests for support to the response is twofold:

- Internal requests supporting the EOC Operations and the EOC Staff; and
- External requests supporting the Incident Commander(s) in the field.

In either case, proper requests and tracking of requested documents are paramount to ensure resources are requested and ordered in a timely manner.

Resource requests must be made thru the proper chain of command. Each request must be validated by the Director for awareness and the Finance Section Chief for awareness of costs which may be incurred. The exceptions to this process are requests that are sent directly to the Virginia Emergency Operations Center by the Director or internal request for expendable supplies by EOC staff to support the EOC.

Resource Status: The EOC Manager will maintain a status board on assigned resources. This board will show the status of resources managed by the responders or by the representatives at the various staging areas. The board will reflect the Type and Kind of resource, and will display the following:

- Deployed;
- Available;
- Out of Service; and
- It is the responsibility of the using agency or entity to keep the EOC Manager informed of the status of their assigned resources. Information should be validated within each operational period by Staging Area Managers and confirmed through the appropriate Section Chief at the EOC.

Care and Sheltering: EOC personnel may return to their normal homes at the end of their shift for sleeping, there will be facilities at the EOC. Feeding of on-duty EOC staff will be at the EOC in the area designated by the EOC Manager.

EOC Termination

EOC Termination: EOC activities may be terminated (deactivated) at any time designated by the EOC Manager. Sections, Branches, or Units may also be deactivated in stages according to need and function within the EOC. The entire EOC does not have to be in operation throughout an event.

Any Section, Branch, or Unit requiring the use of the EOC may remain until their work is completed. Sections, Branches, and Units will not operate the EOC without an EOC Management component to assist and/or shut down EOC operations.

Decision Making: The EOC Managers are ultimately responsible for making key decisions on behalf of the EOC. Decisions are made through consultation with the EOC Management Team, Incident Commander(s) and the Command Policy Group.

Termination Preparedness: As part of the termination preparedness, documents must be completed, submitted, and properly filed and uploaded to the correct files on the Microsoft Teams Incident and with the EOC Manager for an After-Action Review and development of the AAR. Any data captured on erasable surfaces (white boards, etc.) must be transferred to a permanent document before boards are cleaned. Documents that are in hard copy form should be filed for scanning into PDF form. This information, along with reports and forms (either hand-written or electronic), must be submitted to the EOC Manager.

Once documentation is collected and secured, the EOC is ready for termination. The EOC Manager will make the final decision on an EOC deactivation.

Training and Exercise

EOC Staff training and exercises help to ensure effective EOC operations. A properly trained staff provides the framework for functionality within the EOC and expedites operational tactics during the response phase of an incident. Each EOC staff members should meet minimum training criteria. Each EOC position has specific training requirements to effectively operate within the EOC.

NIMS and Local EOC training are absolute minimums for anyone who plans to work in the EOC. This includes:

- SCPS EOC Training
- FEMA ICS-100
- FEMA ISC-200
- FEMA ISC-700
- FEMA ISC-800

EOC General Staff including Section, Branch, and ESF partners should have the additional training:

- ICS 300
- ICS 191

EOC Leadership of Command Staff or higher should have the additional training:

- ICS 400
- Job Specific Training



process. The IAP must be prepared and distributed prior to the Operations Shift Briefing and for each operational period. A planning process known as the Incident Cycle or Planning P has been developed as part of the Incident Command System to facilitate the development of an Incident Action Plan in an orderly and systematic manner. The Incident Cycle (Planning P):

- The Planning P is a guide to the process and steps involved in planning for an incident. The leg of the P describes the initial response period. Once the incident/event begins, the steps are:
 - Initial Response to the event that Occurs;
 - Notifications;
 - EOC Activation;
 - Initial EOC Leadership Meetings; and
 - Initial EOC Briefing.
- The top leg of the P is the beginning of the first operational planning period cycle. In this circular sequence, the steps are:
 - Executive Plan and Assess Progress;
 - Goal Development;
 - Objectives Development Meeting;
 - Develop Tactical Plans;
 - Progress Assessment Meeting;
 - Policy Group Progress Briefing;
 - Develop IAP;
 - EOC Shift Briefing.

At this point, a new operational period begins. The next step is Executive Plan and Assess Progress, after which the cycle begins again. During this whole process of the P, the EOC is gathering information and sharing through the JIS.

Smyth County Public Safety Plan Authorities

INTRODUCTION

This section of the plan is to place all laws and codes into a section that gives the planning of Smyth County authority to complete the task as written.

FEDERAL

AMERICANS WITH DISABILITIES ACT OF 1990

The **Americans with Disabilities Act of 1990** or **ADA** (42 U.S.C. § 12101) is a civil rights law that prohibits discrimination based on disability. It affords similar protections against discrimination to Americans with disabilities as the Civil Rights Act of 1964, which made discrimination based on race, religion, sex, national origin, and other characteristics illegal, and later sexual orientation and gender identity. In addition, unlike the Civil Rights Act, the ADA also requires covered employers to provide reasonable accommodations to employees with disabilities, and imposes accessibility requirements on public accommodations.

In 1986, the National Council on Disability had recommended the enactment of an Americans with Disabilities Act (ADA) and drafted the first version of the bill which was introduced in the House and Senate in 1988. A broad bipartisan coalition of legislators supported the ADA, while the bill was opposed by business interests (who argued the bill-imposed costs on business) and conservative evangelicals (who opposed protection for individuals with HIV). The final version of the bill was signed into law on July 26, 1990, by President George H. W. Bush. It was later amended in 2008 and signed by President George W. Bush with changes effective as of January 1, 2009.

COMPREHENSIVE PREPAREDNESS GUIDE 101

Comprehensive Preparedness Guide (CPG) 101 provides Federal Emergency Management Agency (FEMA) guidance on the fundamentals of planning and developing emergency operations plans (EOP). CPG 101 shows that EOPs are connected to planning efforts in the areas of prevention, protection, response, recovery, and mitigation. Version 2.0 of this Guide expands on these fundamentals and encourages emergency and homeland security managers to engage the whole community in addressing all risks that might impact their jurisdictions.



DISASTER MITIGATION ACT OF 2000

The Disaster Mitigation Act of 2000 amended the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act), creating the framework for state, local, tribal and territorial governments to engage in hazard mitigation planning to receive certain types of non-emergency disaster assistance.

EMERGENCY MANAGEMENT AND ASSISTANCE C. F. R., TITLE 44

This part contains the basic policies and procedures of the Federal Emergency Management Agency (FEMA) for adoption of rules. These policies and procedures incorporate those provisions of section 4 of the Administrative Procedure Act (APA) (5 U.S.C. 553) which FEMA will follow. This part and internal FEMA Manuals implement Executive Order 12291.

Rules which must be published are described in section 3(a) of the APA, 5 U.S.C. 552.

FEMA implementation of paragraph is contained in 44 CFR part 5, subpart B. This part contains policies and procedures for implementation of the Regulatory Flexibility Act which took effect January 1, 1981. A FEMA Manual No. 1140.1, "The Formulation, Drafting, Clearance, and Publication of FEDERAL REGISTER Documents" has been issued describing the internal procedures including policy level oversight of FEMA for:

- Publishing the semiannual agenda of significant regulations under development and review;
- Making initial determinations with respect to significance of proposed rulemaking;
- Determining the need for regulatory analyses; and
- Reviewing existing regulations, including the reviews required by the Regulatory Flexibility Act.

As the FEMA Manual deals with internal management it is not subject to the requirements either of 5 U.S.C. 552 or 553. Its provisions are not part of this rule and reference to it is informative only.

EMERGENCY MANAGEMENT ASSISTANCE COMPACT

The Emergency Management Assistance Compact (EMAC) is a mutual aid agreement among states and territories of the United States. It enables states to share resources during natural and man-made disasters, including terrorism.

EMAC complements the national disaster response system. EMAC is used alongside federal assistance or when federal assistance is not warranted. EMAC facilitates the maximum use of all available resources within member states' inventories.

FEDERAL CIVIL DEFENCE ACT OF 1950

The Federal Civil Defense Act of 1950 is signed into law. Prior to this act, there was no comprehensive legislation covering disaster relief. This act establishes a “basic framework for preparations to minimize the effects of an attack on our civilian population, and to deal with the immediate emergency conditions which such an attack would create.” — Statement by the President Upon Signing the Federal Civil Defense Act of 1950

Public Law 920: The Federal Civil Defense Act of 1950 sets forth “the policy and intent of Congress to provide a plan of civil defense for the protection of life and property in the United States from attack. It is further declared to be the policy and intent of Congress that this responsibility for civil defense shall be vested primarily in the several States and their political subdivisions. The Federal Government shall provide necessary coordination and guidance; shall be responsible for the operations of the Federal Civil Defense Administration as set forth in this Act; and shall provide necessary assistance as hereinafter authorized.”

HOMELAND SECURITY ACT OF 2002

The Homeland Security Act (HSA) of 2002, (Pub.L. 107–296 (text) (PDF), 116 Stat. 2135, enacted November 25, 2002) was introduced in the aftermath of the September 11 attacks and subsequent mailings of anthrax spores. The HSA was cosponsored by 118 members of Congress.[2] The act passed the U.S. Senate by a vote of 90–9, with one Senator not voting.[3] It was signed into law by President George W. Bush in November 2002.

HSA created the United States Department of Homeland Security and the new cabinet-level position of Secretary of Homeland Security. It is the largest federal government reorganization since the Department of Defense was created via the National Security Act of 1947 (as amended in 1949). It also includes many of the organizations under which the powers of the USA PATRIOT Act are exercised.

PRESIDENTIAL POLICY DIRECTIVE (PPD) 5

The Homeland Security Presidential Directive 5 (HSPD 5), issued on February 28, 2003, directs the establishment of a single, comprehensive NIMS led by the Secretary of Homeland Security that covers the prevention, preparation, support, response, and recovery from terrorist attacks, major disasters, and other emergencies. The implementation of such a system includes plans, doctrine, resource typing credentialing, team and cadre formation, and other activities to enable all levels of government throughout the Nation to work together efficiently and effectively.

HSPD 5 requires all Federal departments and agencies to adopt NIMS and to use it in their individual incident management programs and activities as well as in support of all actions taken to assist State, tribal, and local governments. The directive requires Federal departments and agencies to make adoption of NIMS by State, tribal, and local organizations a condition for Federal



preparedness assistance (through grants, contracts, and other activities). NIMS recognizes the role that non-governmental organizations (NGOs) and the private sector have in preparedness and in activities to prevent, protect against, respond to, recover from, and mitigate the effects of incidents.

PRESIDENTIAL POLICY DIRECTIVE (PPD) 8

PPD 8 Reads as follows:

This directive is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats that pose the greatest risk to the security of the Nation, including acts of terrorism, cyberattacks, pandemics, and catastrophic natural disasters. Our national preparedness is the shared responsibility of all levels of government, the private and non-profit sectors, and individual citizens. Everyone can contribute to safeguarding the Nation from harm. As such, while this directive is intended to galvanize action by the Federal Government, it is also aimed at facilitating an integrated, all-of-Nation, capabilities-based approach to preparedness.

Therefore, I hereby direct the development of a national preparedness goal that identifies the core capabilities necessary for preparedness and a national preparedness system to guide activities that will enable the Nation to achieve the goal. The system will allow the Nation to track the progress of our ability to build and improve the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation.

The Assistant to the President for Homeland Security and Counterterrorism shall coordinate the interagency development of an implementation plan for completing the national preparedness goal and national preparedness system. The implementation plan shall be submitted to me within 60 days from the date of this directive, and shall assign departmental responsibilities and delivery timelines for the development of the national planning frameworks and associated interagency operational plans described below.

HOMELAND SECURITY EXERCISE AND EVALUTION PROGRAM (HSEEP)

Exercises are a key component of national preparedness — they provide the whole community with the opportunity to shape planning, assess and validate capabilities, and address areas for improvement. HSEEP provides a set of guiding principles for exercise and evaluation programs, as well as a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning.

Through the use of HSEEP, the whole community can develop, execute, and evaluate exercises that address the preparedness priorities. These priorities are informed by risk and capability assessments, findings, corrective actions from previous events, and external requirements. These priorities guide the overall direction of an exercise program and the design and development of individual exercises.

These priorities guide planners as they identify exercise objectives and align them to capabilities for evaluation during the exercise. Exercise evaluation assesses the ability to meet exercise objectives and capabilities by documenting strengths, areas for improvement, capability performance, and corrective actions in an After-Action Report/Improvement Plan (AAR/IP). Through improvement planning, organizations take the corrective actions needed to improve plans, build and sustain capabilities, and maintain readiness.

INTEGRATED PUBLIC ALERT & WARNING SYSTEM (IPAWS) MOA

NATIONAL RESPONSE FRAMEWORK (NRF)

The National Response Framework (NRF) is a guide to how the nation responds to all types of disasters and emergencies. It is built on scalable, flexible, and adaptable concepts identified in the National Incident Management System to align key roles and responsibilities.

The NRF is structured to help jurisdictions, citizens, nongovernmental organizations and businesses:

- Develop whole community plans
- Integrate continuity plans
- Build capabilities to respond to cascading failures among businesses, supply chains, and infrastructure sectors
- Collaborate to stabilize community lifelines and restore services

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management System (NIMS) guides all levels of government, nongovernmental organizations and the private sector to work together to prevent, protect against, mitigate, respond to and recover from 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 defines operational systems that guide how personnel work together during incidents.

PETS EVACUATION AND TRANSPORTATION STANDARDS ACT OF 2006

The PETS Act authorizes FEMA to provide rescue, care, shelter, and essential needs for individuals with household pets and service animals, and to the household pets and animals themselves following a major disaster or emergency.



POST-KATRINA EMERGENCY MANAGEMENT REFORM ACT OF 2006

The Post Katrina Emergency Management Reform Act (PKEMRA) of 2006 clarified and modified the Homeland Security Act with respect to the organizational structure, authorities, and responsibilities of FEMA and the FEMA Administrator. It enhanced FEMA's responsibilities and its authority within DHS and transferred many functions of DHS's former Preparedness Directorate to FEMA. Per PKEMRA, FEMA leads and supports the Nation in a risk-based, comprehensive emergency management system of preparedness, protection, response, recovery, and mitigation. Under the act, the FEMA Administrator reports directly to the Secretary of Homeland Security, and FEMA is a distinct entity within DHS.

Some of the major provisions that PKEMRA has provided are:

- Requirements for the development of pre-scripted mission assignments as part of the planning efforts for Emergency Support Functions (ESFs) response efforts
- NIMS and the National Response Framework as the framework for emergency response and domestic incident management
- Direction for the development of a National Disaster Recovery Strategy and National Disaster Housing Strategy
- Amendment to the Stafford Act to direct FEMA to appoint a Disability Coordinator to ensure that the needs of individuals with disabilities are being addressed in emergency preparedness and disaster relief
- FEMA Qualification System

ROBERT T. STAFFORD DISASTER RELIEF AND EMERGENCY ASSISTANCE ACT

The **Robert T. Stafford Disaster Relief and Emergency Assistance Act (Stafford Act)** is a 1988 United States federal law designed to bring an orderly and systematic means of federal natural disaster assistance for state and local governments in carrying out their responsibilities to aid citizens. Congress' intention was to encourage states and localities to develop comprehensive disaster preparedness plans, prepare for better intergovernmental coordination in the face of a disaster, encourage the use of insurance coverage, and provide federal assistance programs for losses due to a disaster.

The Stafford Act is a 1988 amended version of the Disaster Relief Act of 1974. It created the system in place today by which a presidential disaster declaration or an emergency declaration triggers financial and physical assistance through the Federal Emergency Management Agency

(FEMA). The Act gives FEMA the responsibility for coordinating government-wide relief efforts. The Federal Response Plan includes contributions from 28 federal agencies and non-governmental organizations, such as the American Red Cross. It is named for Vermont Sen. Robert Stafford (in Senate 1971–89), who helped pass the law.

Congress amended it by passing the Disaster Mitigation Act of 2000, in 2006 with the Pets Evacuation and Transportation Standards Act, and again in 2018 with the Disaster Recovery Reform Act (DRRA).

SUPERFUND AMENDMENTS AND REAUTHORIZATION ACT (SARA) OF 1986

The Superfund Amendments and Reauthorization Act amended the Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (CERCLA) on October 17, 1986. The Superfund Amendments and Reauthorization Act of 1986 (SARA) reflected EPA's experience in administering the complex Superfund program during its first six years and made several important changes and additions to the program. SARA:

- stressed the importance of permanent remedies and innovative treatment technologies in cleaning up hazardous waste sites;
- required Superfund actions to consider the standards and requirements found in other State and Federal environmental laws and regulations;
- provided new enforcement authorities and settlement tools;
- increased State involvement in every phase of the Superfund program;
- increased the focus on human health problems posed by hazardous waste sites;
- encouraged greater citizen participation in making decisions on how sites should be cleaned up; and
- increased the size of the trust fund to \$8.5 billion.

SARA also required EPA to revise the Hazard Ranking System to ensure that it accurately assessed the relative degree of risk to human health and the environment posed by uncontrolled hazardous waste sites that may be placed on the National Priorities List (NPL)



COMMONWEALTH OF VIRGINIA

CODE OF VIRGINIA TITLE 2.2, CHAPTER 43 VIRGINIA PUBLIC PROCUREMENT ACT

Chapter 43 is the Virginia Public Procurement Act.

CODE OF VIRGINIA TITLE 15.2, CHAPTER 9 GENERAL POWERS OF LOCAL GOV

Chapter 9 is a listing of Articles of powers of local governments.

CODE OF VIRGINIA TITLE 32.1, CHAPTER 8, POSTMORTEM EXAMINATIONS

Chapter 8 is a listing of Articles for medical examiners and postmortem examinations.

CODE OF VIRGINIA TITLE 44, CHAPTER 3.2 EMERGENCY SERVICES/DISASTER

Chapter 3.2 is a listing of Articles emergency services and disaster laws.

CODE OF VIRGINIA TITLE 56, CHAPTER 23 VIRGINIA ELECTRIC UTILITY REG ACT

Chapter 23 is a listing of Articles of the Virginia Electric Utility Regulation Act.

CODE OF VIRGINIA TITEL 62.1, CHAPTER 3.1, ARTICLE 11 DISCHARGE OF OIL

Chapter 9 is the Article regarding discharges of oil into waters.

COMMONWEALTH OF VIRGINIA EMERGENCY OPERATIONS PLAN

The Virginia Department of Emergency Management (VDEM) maintains the *Commonwealth of Virginia Emergency Operations Plan* (COVEOP) and presents the plan to the Governor for adoption once every four years, at a minimum. The Governor issued Executive Order 50 in August 2012 to adopt the current published full version of the COVEOP.

The COVEOP Basic Plan, developed by VDEM, in coordination with other state agencies, non-governmental organizations (NGOs) and private sector partners (PSPs), continues to align with the National Incident Management System (NIMS), as well as the Department of Homeland Security (DHS) *National Response Framework* (NRF) and the *National Disaster Recovery Framework* (NDRF). In addition, the COVEOP Basic Plan and its appendices, Emergency Support Function Annexes, and Support and Hazard Specific Annexes have been modified to incorporate lessons learned from exercises, training, incidents, and events.



Smyth County Public Safety

Glossary

- **After Action Report (AAR) –**
 - A comprehensive document to be completed following a review of a planned or spontaneous operation to include the actions taken (or failures to act and omissions) by personnel, mission results, and any pertinent and relevant information related to same operation, including lessons learned and any training recommendations identified.
- **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.
- **Authority Having Jurisdiction (AHJ) –**
 - An organization, office, or individual responsible for enforcing the requirements of a code or standard, or for approving equipment, materials, an installation, or a procedure.
- **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.
- **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.
- **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**

- o 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 City capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

- **Emergency Alert System**

- o 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 Medical Services –**

- o The Emergency Medical Service (EMS) system is responsible for providing pre-hospital (or out-of-hospital) care by paramedics , emergency medical technicians (EMTs) and medical first responders . The goal of EMS is to provide early treatment to those in need of urgent medical care and ultimately rapid transportation to a facility providing more definitive treatment.

- **Emergency Operations Center**

- o 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**

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

- **Emergency Management**

- o The preparation for, and the carrying out of functions (other than those which military forces are primarily responsible) to prevent, minimize, and repair damage and/or injury resulting from natural or manmade disasters. These functions include fire-fighting, law enforcement, 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**

- o A function which may take multiple agencies to provide or coordinate certain resources in response to emergencies or disasters.



- **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.
- **Family Assistance Center –**
 - A physical and/or virtual center where victims and family members can seek referrals to FEMA and local services for mental health counseling, health care, and child care; legal, travel, creditor, employee, and financial planning assistance; and information on insurance benefits, IRS and tax policies, social security and disability, and so forth.
- **Fire Department –**
 - An agency or organization having a formally recognized arrangement with a state, territory, local or tribal authority (city, county, parish, fire district, township, town or other governing body) to provide fire suppression on a first-due basis to a fixed geographical area. Fire departments may be comprised of members who are all volunteer, all career or a combination of volunteer and career.
- **Immediate Threat to Life or Health (IDLH) –**
 - an atmospheric concentration of any toxic, corrosive or asphyxiant substance that poses an immediate threat to life or would cause irreversible or delayed adverse health effects or would interfere with an individual's ability to escape from a dangerous atmosphere.
- **Incident Command Post –**
 - A stationary work location used by the incident commander or a Unified Command for the purpose of command and control.
- **Incident Command System –**
 - A component of the National Incident Management System (NIMS). The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in domestic incident management activities. It is used for a broad spectrum of emergencies, from small to complex incidents, both natural and manmade, including acts of catastrophic terrorism. ICS is used by all levels of government—federal, state, local and tribal as well as by many private-sector and nongovernmental organizations.

- **Incident Management System –**
 - o A process that defines the roles and responsibilities to be assumed by personnel and the operating procedures to be used in the management and direction of emergency operations to include the Incident Command System (ICS), Unified Command, multi-agency coordination system, training, and management of resources.
- **Joint Information Center (JIC) –**
 - o A location used to coordinate critical emergency information, crisis communications, and public affairs functions.
- **National Fire Protection Association (NFPA) –**
 - o A nonprofit organization whose mission is to reduce the worldwide burden of fire and other hazards on the quality of life by providing and advocating scientifically-based consensus codes and standards, research, training and education.
- **National Incident Management System (NIMS) –**
 - o A system mandated by HSPD-5 providing a consistent nationwide approach for state, local, territorial and tribal governments. This system allows the private-sector and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to and recover from domestic incidents regardless of cause, size or complexity. To provide for interoperability and compatibility among state, local, territorial and tribal capabilities, NIMS includes a core set of concepts, principles and terminology. HSPD-5 identifies these components as the Incident Command System; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification and the collection, tracking and reporting of incident information and incident resources.
- **Notification and Reunification Center –**
 - o A secure facility in a centralized location that provides information about missing or unaccounted-for persons and the deceased and that helps reunite victims with their loved ones. Notification/reunification centers also help displaced disaster survivors, including children, to re-establish contact with their family and friends after a period of separation.
- **Occupational Safety and Health Administration (OSHA) –**
 - A government agency in the Department of Labor whose responsibility is to assure and maintain a safe and healthy work environment by setting and enforcing standards; providing training, outreach and education; establishing partnerships and encouraging continual improvement in workplace safety and health.



- **Plan – Emergency Action Plan (EAP) –**
 - A document to facilitate and organize employer and employee actions during work-place emergencies.
- **Plan – Emergency Operations Plan (EOP) –**
 - A document that assigns responsibility to organizations and individuals, sets forth lines of authority and organizational relationships, describes how people and property are protected, identifies personnel, equipment, facilities, supplies, and other resources, and reconciles requirements with other jurisdictions.
- **Plan – Incident Action Plan (IAP) –**
 - A verbal plan, written plan, or combination of both that is updated throughout the incident and reflects the overall incident strategy, tactics, risk management, and member safety requirements approved by the incident commander.
- **Planning –**
 - The Planning (PL) cadre plans, collects, evaluates, disseminates, and manages information regarding a threat or incident. In addition, the cadre provides the status of local, state, and federal resources in support of a threat or incident.
- **Preparedness –**
 - Actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to and recover from threats and hazards.
- **Prevention –**
 - The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the purposes of the prevention framework, the term “prevention” refers to preventing imminent threats.
- **Protection –**
 - The capabilities necessary to secure the homeland against acts of terrorism and manmade or natural disasters.
- **Recovery –**
 - Those capabilities necessary to assist communities affected by an incident to recover effectively, including, but not limited to, rebuilding infrastructure systems; providing adequate interim and long-term housing for survivors; restoring health, social, and community services; promoting economic development; and restoring natural and cultural resources.

Smyth County Public Safety

Acronyms

AAR.....	After-Action Report
ACI.....	Advance Contracting Initiative
ADA	American Disabilities Act
AG.....	Attorney General
AHJ.....	Agency/Authority Having Jurisdiction
AMBER	America's Missing: Broadcast Emergency Response
ARES	Amateur Radio Emergency Services
C&D	Construction & Demolition
CAD	Computer Aided Dispatch
CAP.....	Coordination Actions Plan
CERT	Community Emergency Response Team
CFR.....	Code of Federal Regulations
CR.....	Community Relations
COG	Continuity of Government
COMLINC.....	Commonwealth Link to Interoperable Communications
COOP.....	Continuity of Operations
COV	Commonwealth of Virginia
COVEOP	Commonwealth of Virginia Emergency Operations Plan
CP	Command Post
CPG	Comprehensive Preparedness Guide
DCJS	Criminal Justice Services, Department of
DCR	Conservation & Recreation, Department of
DEQ	Environmental Quality, Department of
DCOT.....	Debris Contractor Oversight Team
DGIF	Game & Inland Fisheries, Department of



DHCD	Housing & Community Development, Department of
DHS	U.S. Department of Homeland Security
DM.....	Debris Manager
DMC	Debris Management Center
DMME	Mines, Minerals, and Energy, Department of
DMV	Motor Vehicles, Department of
DOC.....	Corrections, Department of
DOD.....	U.S. Department of Defense
DOT	U.S. Department of Transportation
DRC	Disaster Recovery Center
DSC	Disaster Services Center
DUA	Disaster Unemployment Assistance
EAS.....	Emergency Alert System
ECC	Emergency Communications Center
EMAC	Emergency Management Assistance Compact
EMT	Emergency Response Team
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA.....	Environmental Protection Agency
ESF.....	Emergency Support Function
FAA.....	Federal Aviation Administration
FAC.....	Family Assistance Center
FBI.....	Federal Bureau of Investigations
FEMA.....	Federal Emergency Management Agency
FHWA	Federal Highway Administration
FOCS	Federal on Scene Coordinator
FRERP	Federal Radiological Emergency Response Plan
GAR	Governor's Authorized Representative

GIS.....	Geographic Information System
HAZMAT.....	Hazardous Materials
HIRA	Hazard Identification and Risk Analysis
HHW	Household Hazardous Waste
HMERT	Health and Medical Emergency Response Team
HMGP	Hazard Mitigation Grant Program
HMO	Hazardous Materials Officer
HMP.....	Hazard Mitigation Program
HSEEP	Homeland Security Exercise and Evaluation Program
HSPD	Homeland Security Presidential Directive
IAP	Incident Action Plan
ICS.....	Incident Command System
IDA	Initial Damage Assessment
IFLOWS.....	Integrated Flood Observing and Warning System
IMAT	Incident Management Assistance Team
IPAWS.....	Integrated Public Alert Warning System
IC.....	Incident Commander
ICP.....	Incident Command Post
ICS.....	Incident Command System
IDLH	Immediate Threat to Life or Health
IT	Information Technology
JFO.....	Joint Field Office
JIC	Joint Information Center
JIS	Joint Information System
JOC	Joint Operations Center
JTF	Joint Task Force
LEPC.....	Local Emergency Planning Committee
LHD	Local Health District



LSA.....	Logistic Staging Area
LMR.....	Land/Mobile Radios
MACC	Multi-Agency Coordination Center
MACS.....	Multi-Agency Coordination Systems
MACT.....	Mutual Aid Coordination Team
MEAR	Mountain Empire Amateur Radio
MERS.....	Mobile Emergency Response System
MOA.....	Memorandum of Agreement
MOU	Memorandum of Understanding
MRC.....	Medical Reserve Corp
NAWAS	National Waring System
NextGen 911	Next Generation 911
NGO.....	Non-Governmental Organization
NIMS.....	National Incident Management System
NPS.....	National Preparedness System
NRF	National Response Framework
NTSB	National Transportation Safety Board
NWS.....	National Weather Service
OAG	Officer of the Attorney General
OEMS	Office of Emergency Medical Services
PA.....	Public Assistance Program
PDA	Preliminary Damage Assessment
PIEC	Public Information and External Communications
PIO.....	Public Information Officer
POC	Point of Contact
PPD.....	Presidential Policy Directive
PRT.....	Debris Planning and Response Team
PSAP	Public Safety Answer Point

PSP	Private Sector Partners
PUD	Planned Unit Development
RACES	Radio Amateur Civil Emergency Services
RCC	Regional Coordination Center
RFP	Request for Proposal
SAR.....	Search and Rescue
SARA.....	Superfund Amendments and Reauthorization Act
SBA.....	Small Business Administration
SCBOS.....	Smyth County Board of Supervisors
SCC	State Corporation Commission
SCCH.....	Smyth County Community Hospital
SCECC.....	Smyth County Emergency Communications Center
SCFR.....	Smyth County Fire and Rescue
SCFRA	Smyth County Fire and Rescue Academy
SCSB	Smyth County School Board
SCPS.....	Smyth County Public Safety
SCSO	Smyth County Sheriffs' Office
SFMO.....	State Fire Marshal's Office
SMA	Statewide Mutual Aid
SME.....	Subject Matter Expert
SMS	State Managed Shelter
SOP.....	Standard Operating Procedure
SWVAEMS	Southwest Virginia EMS Council
TDSR	Temporary Debris Storage and Reduction Site
THIRA	Threat and Hazard Identification and Risk Assessment
TOC	Traffic Operations Center
U/FOUO	Unclassified/For Official Use Only
UC	Unified Command
USACE.....	U.S. Army Corps of Engineers



USAR	Urban Search and Rescue
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
USGS	U.S. Geological Survey
VAL	Volunteer Agency Liaison
VATF	Virginia Task Force
VAVOAD	Virginia Volunteer Organizations Active in Disaster
VAWAS	Virginia Warning System
VCE	Virginia Cooperative Extension
VCIN	Virginia Criminal Information Network
VDACS	Agriculture & Consumer Services, Department of
VDDHH	Deaf & Hard of Hearing, Department of
VDEM	Emergency Management, Department of
VDF	Virginia Defense Force
VDFP	Fire Programs, Department of
VDH	Health, Department of
VDOF	Forestry, Department of
VDOT	Transportation, Department of
VDSS	Social Services, Department of
VEC	Virginia Employment Commission
VEOC	Virginia Emergency Operations Center
VERT	Virginia Emergency Response Team
VERTEX	Virginia Emergency Response Team Exercise
VITA	Virginia Information Technologies Agency
VOPEX	Virginia Operations Plan Exercise
VSP	Virginia State Police
WMD	Weapons of Mass Destruction