City of Alexandria Emergency Operations Plan

March 2025

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Forward

This document is a result of the collaborative efforts between the City of Alexandria Office of Emergency Management (OEM), many other City departments, and agencies that have emergency roles and responsibilities. The final plan incorporates comments and suggestions received from a variety of stakeholders, including many partner agencies and organizations that provide critical support to the City during times of disaster.

This plan fulfills the Commonwealth of Virginia's requirement that localities prepare and keep current an Emergency Operations Plan (EOP) to respond to major disasters or emergencies. It also incorporates the National Incident Management System (NIMS) as the City's standard method for organizing and coordinating emergency response operations.

This plan establishes the overall roles and responsibilities for emergency operations, as well as the concept of operations, for the City. It is intended to be used in conjunction with established operational plans, policies, procedures, and protocols.

Users of this document are encouraged to recommend changes that will improve the clarity and use of this plan. Any questions or comments concerning this document should be directed to:

Office of Emergency Management
2003 Mill Road, Suite 3100
Alexandria, VA 22314
Telephone: 703.746.6105

Code of Virginia Emergency Services & Disaster Law

The Code of Virginia §44-146.19 authorizes and requires each political subdivision within the Commonwealth to be responsible for local disaster mitigation, preparedness, prevention, response, and recovery. The statue requires the preparation and maintenance of a local emergency operations plan that identifies the responsibilities of all local agencies and establishes a chain of command. A comprehensive review and revision of the local emergency operations plan must be conducted every four years to ensure that the plan remains current. The revised plan must be formally adopted by the locality's governing body.

The City of Alexandria EOP has been developed under the authority of Code of Virginia §44-146.19, City Code §4-3, and Administrative Regulation 8-2. While intended to be consistent with the Commonwealth of Virginia Emergency Operations Plan (COVEOP), this EOP has been tailored to address the City of Alexandria's particular local needs. It takes into account the organization of the City's government. This plan serves as the local emergency operations plan required by Code of Virginia statue §44-146.19.

Additionally, pursuant to Code of Virginia §44-146.19, each local jurisdiction's emergency operations plan must include the following provisions:

In the event of an emergency when there are crime victims involved as defined by §192-11.01 of the Code of Virginia, the City of Alexandria will contact the Virginia Department of Virginia Criminal Justice Services (DCJS) and the Virginia Criminal Injuries Compensation Fund (VCICF) to deploy resources. Both entities will serve as the lead for coordinating services and assistance to the victims.

Contact Information

City of Alexandria Commonwealth's Victim Witness Assistance Program
(703) 746-4100

Criminal Injury Compensation Fund (Virginia Victims Fund)
P.O. Box 26927
Richmond, VA 23261
Phone: 1-800-552-4007
Email: info@virginiavictimsfund.org
Website: http://www.cicf.state.va.us/content/victims-crime-virginia

Virginia Department of Criminal Justice Services
1100 Bank Street
Richmond, VA 23219
DCJS Main Line: (804) 786-4000

Letter of Promulgation (RESERVED)

Letter of Agreement

The City of Alexandria EOP is a multidisciplinary all-hazards plan that establishes a comprehensive framework for the management of major emergencies and disasters within the City. The EOP is utilized when it becomes necessary to mobilize the resources of participating departments and agencies to save lives, protect property, and/or preserve the environment. The EOP assigns primary and secondary roles and responsibilities to City departments and agencies, as well as coordinating roles to external stakeholders; each annex has one designated lead City department responsible for coordinating and/or executing all functions as outlined in that annex. The EOP requires planning, training, and exercising prior to real-world events in order for the City to respond effectively. An agreement to this EOP represents a major commitment by City leadership.

By signing this letter of agreement, City departments and agencies agree to:

1. Perform their assigned roles and responsibilities as identified in this EOP.
2. Implement the EOP concepts, processes, and structures when carrying out their assigned roles and functional responsibilities.
3. Conduct operations in accordance with the National Incident Management System (NIMS), Incident Command System (ICS), applicable Homeland Security Directives, and the National Response Framework.
4. Conduct planning and preparedness activities designed to prepare agency staff to accomplish assigned emergency response and recovery responsibilities.
5. Develop and maintain supporting plans, operational procedures, functional annexes (coordinating agencies), and checklists to accomplish assigned responsibilities.
6. Conduct exercises and training in cooperation with internal and external departments, agencies, and OEM.
7. Maintain financial records in accordance with guidance from the Department of Finance, OEM, and other applicable City policies/procedures.
8. Establish, maintain, and exercise emergency notifications.
9. Develop and maintain an inventory of agency/department resources to support accomplishing assigned emergency functions using ICS processes.
10. Provide representatives to staff the Emergency Operations Center (EOC), incident command post, or other identified emergency locations when activated and requested.
11. Pre-identify department personnel to fill EOC roster positions.
12. Participate in exercises and trainings.

13. Maintain an approved agency/department-specific Continuity of Operations Plan (COOP) in accordance with City Administrative Regulation 8-2.
14. Maintain a five-tier or greater line of succession (i.e., The 5-Deep List) for the agency/department's senior positions with the authority to make decisions for committing organizational resources.
15. Safeguard vital records, including digital data, at all times.
16. Establish stand-by contracts for services, equipment, and other resources with private industry.
17. In cooperation with OEM, establish mutual aid agreements with surrounding municipalities as appropriate.
18. Annually review all emergency plans, policies, and procedures.
19. Orient and train all personnel with their emergency responsibilities and procedures on a regular basis.

Records of Changes

Change #	Revision Date	Description of Change	Page #	Initials

Purpose

The City of Alexandria Emergency Operations Plan (EOP) is a strategic, living document that will be reviewed annually and updated, minimally, every four years. OEM, in coordination with relevant City departments, agencies, and external partners will facilitate the review and update process.

OEM's Mission

In order to save lives, protect property, and speed recovery from major emergencies, the OEM develops, implements, and evaluated Citywide programs and emergency operational capabilities that prevent, prepare for, mitigate, respond to, and recover from any emergency regardless of the cause—whether in peacetime or a situation of national security. This is accomplished with the full support of the elected and appointed officials of the City and requires the active participation of a range of participants from all City departments, agencies, citizens, private, and non-profit sectors to be fully successful.

OEM, in cooperation with City leadership, City departments, and other members of the community, will accomplish this mission by:

- Identifying natural, human-caused, and technological hazards that threaten life, property, and/or the City and its surrounding environment.
- Assigning emergency management responsibilities and tasks.
- Providing for effective assignment and utilization of City employees.
- Describing predetermined actions to be taken by relevant City departments and other cooperating organizations to eliminate or mitigate the effects of threats, to respond effectively to, and recover from an emergency.
- Documenting the current capabilities and resources of City agencies and other cooperating organizations which must be maintained to accomplish those predetermined actions.
- Providing for the continuity of City government services during and after an emergency.
- Enhancing cooperation and coordination with community agencies, neighboring jurisdictions, and state and federal agencies through mutual aid agreements and memoranda of understanding.
- Providing a planning group with representatives from City departments as identified in Administration Regulation 8-2 and utilized in the development of this EOP for reviewing and revising the EOP; planning and evaluating exercises; and reviewing and offering recommendations on the City's emergency management initiatives.

OEM will provide guidance on:

- Mitigation, prevention, preparedness, response, and recovery policies and procedures.
- Disaster and emergency responsibilities.
- Exercise, training, and public education activities.

Scope

- Applies to all natural, human-caused, and technological hazards that threaten the well-being of the residents and visitors, including individuals with disabilities and access and functional needs, within the geographic boundary of the City of Alexandria. The plan or portions thereof may apply when the City and other jurisdictions provide mutual aid support to emergencies.
- Establishes a fundamental concept of operations for the comprehensive management of emergencies scalable to the size and scope of the incident.
- Defines the mechanisms to facilitate the delivery of immediate assistance, including the direction and control of local, intrastate, interstate, and federal response and recovery assets.
- Establishes lines of authority and organizational relationships for direction and control of emergency operations and shows how all actions will be coordinated.
- Establishes a method of operations that spans the direction and control of an emergency from initial monitoring through post-disaster response, recovery, and mitigation.
- Defines and assigns specific emergency roles and responsibilities to City departments and partner organizations.
- Describes how emergency operations will be conducted within the City and coordinated with neighboring and regional jurisdictions, the Commonwealth of Virginia, and the Federal Government.
- Outlines methods to coordinate with the private sector and voluntary organizations.
- Applies to all City departments that are tasked with roles and responsibilities within the EOP and recognizes the responsibility of each City department to respond when the size and scope of the incident requires it.
- Supports the protection of vulnerable populations, including minors, individuals with limited English proficiency, individuals with disabilities, and access and functional needs, and the elderly.
- Establishes the framework and general concept of emergency operations, while recognizing that this framework must be supplemented with additional detailed planning efforts and documents. All City departments are required to develop and maintain administrative policies and procedures;

preparedness, continuity, mitigation, and recovery plans; and job aids and tools necessary to effectively execute the assigned responsibilities.

Planning Assumptions

- This "all-hazards" plan provides the base response framework and guidance for any emergency or disaster situation that could occur.
- Nothing in this EOP alters or impedes the ability of Federal, State, or local departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable laws, Executive Orders, or directives.
- This EOP identifies ICS and NIMS as the flexible principle and concept that will be implemented to organize and coordinate emergency response operations.
- The City is responsible for implementing the EOP and maintaining the response and recovery capability to protect the lives and property of its residents and visitors from the effects of human-caused and natural disasters.
- The City will commit all available resources to save lives, minimize property and environmental damages, and conduct emergency response and recovery operations.
- The City government will continue to function throughout a disaster or emergency. Depending upon the scope and magnitude of the incident, concurrent implementation of the Continuity of Operations Plan (COOP)/Continuity of Government Operations may be necessary. All City departments are required to maintain an up-to-date COOP per A.R. 8-4.
- Emergencies of various type, size, intensity, and duration will occur within or near the jurisdictional boundaries of the City of Alexandria, with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction of private and public property and/or the environment.
- City departments may be required to respond on short notice, during and outside normal business hours, to provide effective and timely assistance. It is the responsibility of each department to ensure staff is trained, prepared, and available to respond.
- Response operations may last for several hours, days, or weeks. Recovery operations may last for days, weeks, months, or years. City departments or organizations providing staff to the EOC must have the capability to maintain operations 24 hours per day and 7 days a week (24/7) for the duration of the emergency.
- Departments will maintain a roster of individuals designated to fill pre-identified EOC positions; EOC rostered personnel will remain ready to support EOC activations

- During emergencies, capabilities to respond to collateral and unrelated emergencies must be maintained, further impacting the availability of resources for the emergency incident.
- An emergency may escalate quickly and require the rapid mobilization and reallocation of available resources.
- In the event the emergency exceeds local capabilities, outside assistance may be requested, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations and/or through the Virginia EOC. However, often a local emergency must be declared, and local resources must be fully committed before state and federal assistance is available.
- Depending on the size and scope of the incident and/or concurrent incidents across a wide geographic area, external resources may not be available in a timely manner, which may result in competition for scarce resources.
- Residents or visitors may have access and functional needs, which may require additional specialized assistance during an emergency.
- The Finance and Administration Section of the EOC, when activated, will establish cost tracking, documentation, and reporting procedures in accordance with City, State, and Federal guidelines. All EOC personnel, City departments, and eligible external partners expending resources on disaster operations will adhere to these procedures to aid in the cost reimbursement and recovery process.
- This EOP will incorporate the FEMA Lifelines construct to assist with framing impacts and guiding response operations and restoration priorities.

Location & Geography

- Alexandria is in Northern Virginia, south across the Potomac River from Washington, D.C. The City encompasses 15.75 square miles at an average elevation of 30 feet above sea level. The population of the City was 159,467 according to the 2020 Census, which is a 19,501 resident increase since the 2010 Census. Alexandria's high population density, at 10,124 residents per square mile, makes it one of the densest jurisdictions in the Commonwealth of Virginia. High population density coupled with its location near the Nation's Capital and along the banks of the Potomac River increases the City's vulnerability to a variety of hazards. As sea levels rise, permanent inundation of low-lying areas along and near the river shoreline is also a concern. Winter weather and high wind events also pose a significant threat to the City as the 2015-2016 winter storm and summer seasons have proven.

Community Lifelines

FEMA Community Lifelines enable continuous operation of critical government and business functions and are essential to human health and safety or economic security. Community Lifelines are the most fundamental community services that, when stabilized, enable all other aspects of our society to function. The City uses Community Lifelines to help assess the impact of emergencies and make resource allocation decisions. When disrupted, the goal is to stabilize and restore the impacted lifeline(s) back to "normal". Community Lifelines consist of the following:

1. Safety and Security
2. Food, Hydration, and Shelter
3. Health and Medical
4. Energy
5. Communications
6. Transportation
7. Hazardous Materials
8. Water Systems

Every incident will impact the lifelines differently. Each lifeline is comprised of components and subcomponents that help break down the different elements of the lifelines. To assess the status of lifeline components, the following assessment methodology can be used:

Lifeline Component Assessment Tool

Assessment	
Status	"What?"
Impact	"So what?"
Actions	"Now What?"
Limiting Factors	"What's the Gap?"
ETA to Green	"When?"

Potential Lifeline Impacts of Disasters and Emergencies

- Significant natural, human-caused, or technological emergencies may overwhelm the capabilities of the City of Alexandria to provide prompt and effective emergency response and emergency short-term recovery measures.
- Impacts from incidents may impact different lifeline components and critical infrastructure.
- There is the potential for widespread damages to telecommunications infrastructure, which would impair the ability of the government to operate and emergency response agencies to communicate.
- Emergencies may severely damage or destroy homes, public buildings, and other critical facilities and equipment.
- Debris may make roadways impassable. The movement of emergency supplies and resources could be seriously impeded.
- Public utilities may be damaged and either fully or partially inoperable.
- Designated emergency personnel could be personally impacted by an incident, preventing them from performing their assigned emergency duties.
- There could be shortages of a wide variety of supplies necessary for emergency survival.
- Hospitals, nursing homes, pharmacies, and other health/medical facilities may be severely damaged or destroyed. Medical and health care facilities that remain in operation will be overwhelmed by the number of victims requiring medical attention. Medical supplies and equipment will be in short supply.
- Damage to fixed facilities that generate, produce, use, store, or dispose of hazardous materials could result in the release of hazardous materials into the environment.
- Food processing and distribution capabilities may be severely damaged or destroyed. There could be minimal to a total disruption of energy sources and prolonged electric power failure.

Hazard Analysis

- The City has published its Hazard Identification and Risk Assessment (HIRA) under a separate cover. It describes potential threats to the City, identifies impacts, and proposes mitigation strategies.
- The City may experience a loss of life and property of catastrophic proportions from a series of potential hazards. A list of these hazards is found in the HIRA and the following chart.

HAZARDS AFFECTING THE CITY OF ALEXANDRIA

Natural	Technological	Human/Societal
• Pandemic Influenza • Severe Storms • Hurricanes/Tropical Storms • Extreme Temperatures • Tornados • High Winds • Droughts • Winter Storms • Flooding: Flash and River	• Communications Failures • Fires: Explosion/Structural • Fuel/Resource Shortages • Power/Utility Outages • Radiological • Transportation Accidents: Aircraft, Marine and Motor Vehicle • Chemical Releases: Rail, Highway, Fixed Facility	• Civil Disturbance/Riots • Terrorism: Biological, Chemical, Cyberattacks, Explosive, Nuclear, and Radiological • Workplace Violence, Hostage Taking • Food and Water Supply Disruptions

- Equipment and facility damage, communication failures, inclement weather, responder injury and death, and many other limiting factors often hamper emergency response. In the event of an emergency that exceeds the available resources, the public should be prepared to be self-sufficient for a minimum of 72 hours while the City restores emergency response capabilities.

Delegation of Authority

- The City Manager is the Director of Emergency Management for the City of Alexandria. The City Manager has designated the Emergency Management Coordinator to head OEM. Emergency response functions are also part of the day-to-day function of many City departments. While the routine functions of most City departments are not of an emergency nature, pursuant to this EOP, all of the City's employees may be utilized in the City's efforts to respond to and recover from emergencies.
- Emergencies may require City departments to perform extraordinary functions (as per Code of Virginia §44-146.19 and City Code §4-3). In these situations, every attempt will be made by City leadership to preserve the City's organizational integrity and to assign emergency tasks to City employees that are consistent with their normal duties. However, it may be necessary to re-assign City employees and use them in functions or areas of greatest need. Daily functions that do not contribute directly to the emergency operations may be suspended for the duration of the emergency.
- The Director of Emergency Management, or designee, is responsible for organizing emergency management and directing emergency operations through the regularly constituted government structure and using equipment, supplies, and facilities of existing departments and organizations of the City to the maximum extent practicable.

- The Director of Emergency Management may, in collaboration with other public and private agencies within the Commonwealth or other States or localities, develop or oversee the development of mutual aid agreements or reciprocal assistance in the case of an emergency or disaster too great to be handled unassisted.
- When a local emergency is declared, the Director of Emergency Management, or designee, is authorized by Va. Code §44-146.19(C) to:
  - Control, restrict, allocate, or regulate the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resource systems that do not impact systems affecting adjoining political subdivisions.
  - Enter into contracts and incur obligation on behalf of the City necessary to combat such threatened or actual disaster, protect the health and safety of persons or property, and provide emergency assistance to the survivors of such disasters.
  - In exercising these powers, 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 obligations, employing temporary workers, renting equipment, purchasing supplies and materials, and expending public funds, provided such funds in excess of appropriations in the current approved budget are unobligated and available.
- Regardless of whether or not the City is operating under a local emergency declaration, there should still be monitoring of and accountability for the expenditure of City funds as outlines in appropriate City policies and regulations.

Concept of Operations

- Each City department is responsible for fulfilling applicable responsibilities for the Emergency Support Functions (ESFs) for which it is the primary or support department. This obligation includes committing resources and/or personnel. Each department must be aware of its available equipment and the disposition of other physical resources. It must ensure that its personnel are aware of and trained on the department's responsibilities.

With this EOP, the City endeavors to:

- ***Protect Public Health and Safety and Prevent Loss of Life***: It will undertake efforts to save human life; rescue endangered people; treat the injured; warn the public to avoid further casualties; evacuate people from impacted area; direct people to shelter and mass care; ensure the

provision of necessary medication and vaccination; monitor and regulate sources of food and water; and save animals.

- ***Preserve Property and the Environment***: It will make every reasonable effort to save property from destruction; prevent further loss; provide security for property, especially in evacuated areas; and prevent contamination to the environment.
- ***Assure Continuity of Government and Government Operations***: It will provide lines of succession for elected and appointed officials; assure that essential functions of government can be maintained and/or restored with minimal interruption.
- ***Restore the Community to Normal***: It will aim to restore critical infrastructure, including utilities, as well as the economic basis of the community, to as near to normal as possible.
- ***Prepare the City in Advance of an Emergency***: It will develop plans for responding to and recovering from emergencies; train staff on how to perform the duties and responsibilities contained in plans; practice implementing the plans; and modify the plans based on lessons learned.

Direction, Control, and Coordination

- The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, stipulates that emergency services organizations and operations will be structured around the existing constitutional government. The City's organization for emergency operations consists of existing government departments and private emergency response organizations.
- Direction and control of emergency management is the responsibility of the City Manager as the designated Director of Emergency Management. The day-to-day emergency preparedness program has been delegated to the Emergency Management Coordinator. The Director of Emergency Management, in conjunction with the Emergency Management Coordinator, will coordinate emergency operations in times of emergency and issue instructions to other services and organizations concerning disaster preparedness.
- The Director of Emergency Management, or designee, has the legal authority to implement this EOP. The Director of Emergency Management may declare a local emergency in consultation with the Emergency Management Coordinator. The declaration of a local emergency activates the EOP or parts thereof.
- The Emergency Management Coordinator will notify the Virginia Department of Emergency Management (VDEM) immediately upon the declaration of a local emergency.

- The Emergency Management Coordinator, or designee, monitors developing situations and determines when to recommend the activation of the City's Emergency Operations Center (EOC), which is discussed in greater detail below. Any emergency requiring more than routine coordination and assistance and involving multiple departments and organizations may result in the activation of the EOC.
- The Director of Emergency Management, or designee, has the authority to order a full activation of the EOC whenever it is appropriate to coordinate the City departments' response to the incident. These circumstances may result in the declaration of a local emergency.
- Departments and organizations will be directed either to provide a representative to the EOC or to place necessary personnel on alert. ESFs may be selectively activated by the Emergency Management Coordinator, or designee, to meet actual or anticipated requirements. Departmental and organizational EOC representatives must have the authority to make decisions and commit resources on behalf of their department or organization.
- The Director of Emergency Management, or designee, in coordination with the Policy Group and the City Attorney, when necessary, will make policy decisions and take actions necessary to ensure an effective and efficient response to emergency incidents.

National Incident Management System (NIMS)

- Homeland Security Presidential Directives 5 directs Federal agencies to adopt NIMS and encourages the adoption of NIMS by all other stakeholders – state, tribal, and local governments, private sector organizations, critical infrastructure owners and operators, and non-government organizations involved in emergency management.
- Based upon emergency management and incident response practices, NIMS represents a core set of doctrine, concepts, principles, terminology, and organizational processes that enables effective, efficient, and collaborative incident management. The institutionalization of these elements nationwide through training helps to mitigate risk by achieving greater preparedness.
- The EOP has been developed to address all hazards that may threaten the City by providing the response framework and guidance for any emergency or disaster situation that occurs. The organization and concept of operations are designed to allow flexibility and discretion through command and control of the incident, using the concepts of the Incident Command System (ICS). Emergency operations will be managed in accordance with NIMS.

Emergency Management Facilities

Incident Command Post (ICP)

- The tactical-level, on-scene incident command and management organization is located at the ICP. When multiple command authorities are involved, a Unified Command (UC) comprised of officials who have a jurisdictional authority or functional responsibility for the incident under appropriate laws, ordinances, or agreements may lead the ICP. The Incident Commander (IC) or UC provides direction, on-scene control of tactical operations, and utilizes a NIMS/ICS incident management organization.
- The ICP is usually located at or in the immediate vicinity of the incident site. The IC or UC selects the location. There is one ICP established for each incident. Depending on the number and location of incidents, there may be multiple ICPs operating in the City at the same time.

Emergency Operations Center (EOC)

- If deemed necessary by the Director of Emergency Management or the Emergency Management Coordinator, or the designee of either, the EOC will be activated.
- Upon activation, communications and coordination will be established between the ICP and the EOC. Additionally, when appropriate, the EOC will establish communication and coordination with neighboring jurisdiction EOCs and the State EOC to coordinate response and recovery activities.

Department Operations Center (DOC)

- Each City department may establish a location from which to establish direction and control of its respective department activities in an emergency, which may be located in the department's operational headquarters, or another appropriate location, depending upon the circumstances.
- Any department operating from another location other than the EOC will maintain contact with the EOC through direct, redundant communications, such as telephones, computer, and/or radio.
- All departments must ensure that communication systems are in place between EOC representatives and their DOCs.

Joint Information Center (JIC)

- The JIC is a physical or virtual location where public affairs personnel from organizations involved in incident management activities work together to provide critical information, crisis communications, and public affairs support.

- The JIC serves as a focal point for the coordination and dissemination of information to the public and media concerning incident mitigation, prevention, preparedness, response, and recovery actions.

Joint Field Office (JFO)

- The JFO is a federal multi-agency coordination center only established after a federally declared disaster. It provides a central location for coordination of federal, state, local, tribal, and non-governmental organizations and enables the effective and efficient coordination of federal incident-related mitigation, prevention, preparedness, response, and recovery actions.

Disaster Recovery Center (DRC)

- When established in coordination with state and local jurisdictions, a DRC is a satellite component of the JFO and provides a central facility where individuals affected by a disaster can obtain information on disaster recovery programs form various federal, state, local, tribal, and non-governmental organizations.

Comprehensive Emergency Management Phases

The City will meet its responsibility for protecting life, property, and environment from the effects of emergency events by acting within each of the following four phases of emergency management. The City has adopted NIMS and uses it in all phases of emergency management.

Phase 1: Mitigation

- Mitigation is any action that prevents an emergency from occurring, or reduces the impact of an emergency on people, property, and the environment.
- Mitigation efforts include adopting and enforcing building codes; land use planning; training and education of the public on the need for mitigation; and implementing structural and non-structural safety measures.

Phase 2: Preparedness

- Preparedness activities consist of almost any pre-emergency action that will improve the safety or effectiveness of the emergency response. Preparedness activities have the potential to save lives when integrated into City-wide emergency response and recovery efforts.
- City departments will ensure their employees are trained to implement emergency preparedness procedures. Departments will validate their readiness for an emergency through internal drills and

participation in City-wide exercises. Other governmental jurisdictions within and outside the City's boundaries may also be encouraged to participate in these exercises. Exercises results will be documented, and recommendations implemented to improve the City's preparedness for an emergency. OEM will continuously revise the EOP, based on information obtained from ongoing planning and exercises, as well as changing circumstances and evolving services.

- Prevention activities also include educating citizens about protective actions, such as creating an emergency kit.

Phase 3: Response

- Response is the use of the resources to address the immediate and short-term effects of an emergency. Emergency response efforts can minimize suffering, loss of life, and property damage, as well as maintain or speed the restoration of essential government services.
- When initiating the response operation, the City's Emergency Management Team (EMT), as identified in the Emergency Support Function (ESF) Primary/Coordinating Agency Matrix, will conduct an initial assessment of the situation, determine the need to alert others, and take appropriate actions to reduce the risks and potential impacts of the emergency.
- Emergency response activities may include activating the City's EOC for coordinating response support.
- City departments may assist with issuing and transmitting emergency alerts and warnings, supporting first responder efforts to protect lives and property, maintaining or restoring essential services, and protecting vital resources and the environment.

Phase 4: Recovery

- Recovery activities return the City to a pre-emergency state. Example of recovery efforts, which may include a continuation of ESFs, include conducting detailed damage assessments; removing the debris; restoring essential services, critical facilities, and infrastructure; rebuilding homes; and providing assistance to businesses.
- There is not a definitive point after the emergency occurs when the response phase ends and the recovery phase begins. In general, recovery and mitigation efforts occur after the deactivation of the EOC, when City departments return to normal operations. Many long-term recovery programs will be integrated into the day-to-day activities of the departments, rather than be managed from the EOC.

Continuity of Operations and Preservation of Records

Continuity of Operations

Each City department shall develop a COOP plan to explain how it will continue to perform its essential functions under emergency conditions. The COOP shall include identification of essential department functions and key personnel; a procedure for protection of vital records; plans and procedures to utilize alternate facilities and resources to continue operations if the department's primary facility(ies) become unstable or unusable; and measures for the protection and welfare of employees. COOP plans must be updated, exercised, and trained on an annual basis (City of Alexandria A.R. 8-4: Continuity of Operations Plan (COOP).

Preservation of Records

- All City departments will develop plans and procedures to guarantee the preservation of vital public records, including their reconstitution, if necessary, during and after emergencies.
- In general, vital public records include those considered essential to the continued operation of City government; considered absolutely essential to the City's ability to fulfill its responsibilities to the public; required to protect the rights of individuals and the City; and, essential to the restoration of life support services. Documentation of actions taken during an emergency is a legal requirement.
- Specific vital public records include vital statistics, deeds, corporation papers, operational plans, planning records, resources data, authorities, personnel and payroll rosters, succession lists, supplies and equipment lists, charters, and financial records.

Emergency Declarations

Emergency Declaration

- "Emergency," as defined by the Robert T. Stafford Act, means any occasion or instance for which, in the determination of the President, federal assistance is needed to supplement state and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Three types of emergency declarations may apply to an emergency within the City of Alexandria, depending upon the scope and magnitude of the event: Local Declaration, State Declaration, or Federal Declaration.

- **Local Declaration**: A local declaration of emergency activates the EOP, eliminates time-consuming procurement processes, and provides for the expeditious mobilization of City resources in responding to a major incident.
- **State Declaration**: A declaration of emergency by the Governor of Virginia that includes the City of Alexandria provides the City with access to the resources and assistance of the departments and agencies of the Commonwealth of Virginia, including the National Guard, in the event local resources are insufficient to meet needs.
- **Federal Declaration**: The Governor of Virginia may request a federal emergency or major disaster declaration. If the City is included in the Federal Declaration, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the City and the Commonwealth.

Local Emergency Declaration

- The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, § 44-146.17 to § 44.146.19c Code of Virginia, as amended, contains the authority pertaining to the declaration of local emergencies.
- "Local emergency," as defined by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Va. Code §44-146.16 and §44-146.21), means the condition declared by the Alexandria City Council when, in its judgment, the threat or actual occurrence of an emergency or disaster is, or threatens to be, of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby. However, a local emergency that arises wholly or substantially out of a resource shortage may be declared only by the Governor, upon the petition of the City Council, when he deems the threat or actual occurrence of such an emergency or disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused by the resource shortage. These two Virginia Code provisions do not prohibit the City Council from taking prudent measures to manage the City's water supply to prevent or manage a water shortage.
- Pursuant to § 4-3-35 of the City of Alexandria Code, when the threat or the actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby, the City Manager may declare the existence of a Local Emergency, with the consent of the City Council. In the event that the City Council cannot convene due to the emergency or other exigent

circumstances, the City Manager's declaration must be confirmed by City Council within 14 days.

- Also pursuant to § 4-3-5 of the City Code, a declaration of a local emergency officially activates the response and recovery programs of the local emergency operations plan and authorizes the furnishing of aid and assistance thereunder.

Major Disaster Declaration

- "Major disaster," as defined by the Robert T. Stafford Act, means any natural catastrophe including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, snowstorms or drought, or regardless of cause, any fire, flood, explosion, in any part of the United States, which, in the determination of the President of the United States, is determined to be of sufficient severity and magnitude to warrant major disaster assistance from the resources of states, local governments, and disaster relief organizations to alleviate the damage, loss, hardship, or suffering caused by the catastrophe.
- A presidential Major Disaster Declaration activates long-term federal recovery programs, some of which are matched by state programs, that are designed to help disaster survivors, businesses, and public entities. There are three major categories of disaster aid available under a Major Disaster Declaration: Individual Assistance, Public Assistance, and Hazard Mitigation.

Individual Assistance

The aid available to individuals and households includes:

- Disaster Housing, which provides temporary housing assistance for displaced persons whose residences were heavily damaged or destroyed. Funding also can be provided for housing repairs and replacement.
- Disaster Grants, which may be available to help meet other serious disaster-related needs and necessary expenses not covered by insurance and other aid programs. These needs may include the replacement of personal property, transportation, medical, dental, and funeral expenses.
- Low-Interest Disaster Loans may be available after a disaster for homeowners and renters from the U.S. Small Business Administration. They cover uninsured property losses. Loans may be for repair or replacement of homes, automobiles, clothing, or other damaged personal property. Loans are also available to businesses for property loss and economic injury.

- Other disaster aid programs include crisis counseling, disaster-related unemployment assistance, legal aid, and assistance with income tax, Social Security, and veterans benefits.

Public Assistance

- Public Assistance consists of funds given to state and local governments to pay part of the cost of rebuilding a community's damaged infrastructure. Public assistance applies to activities like debris removal, emergency protective measures and public services, repair of damaged public property, loans needed by communities for essential government functions, and grants for the repair of damaged public and private nonprofit schools and education facilities.

Hazard Mitigation

- Hazard mitigation funding applies to measures designed to reduce future losses to public and private property.

Operational Control

- When an emergency is confined to a single location, the City department(s) with responsibility under this EOP for responding to such an emergency will establish command. The designated department representative(s) will serve as the incident commander(s).
- During the effective period of any declared local emergency, the City Manager (as the Director of Emergency Management), supported by the Emergency Management Coordinator, will direct and control the City's overall response to the emergency. Individual incident commanders always retain tactical control of resources assigned to incidents.
- The City's EOC will utilize the scalable organizational structure of NIMS and ICS for incident/ event preparedness, response, and recovery. The EOC organization will adapt to the magnitude and complexity of the situation at hand and incorporate the ICS principles regarding span and control and standard organizational structure. The EOC will focus on facilitating policy decisions, providing multi-agency support to on-scene efforts, and conducting broader operational support and coordination for activities that are not part of specific incidents.
- City officials operating in the EOC retain authority for local resources and deploy those resources as appropriate.

Response Program

The City has identified ESFs for use during response operations, supported by department responsibilities. Within the EOC, the City utilizes the ESF/ICS hybrid structure to organize resources to carry out tasks.

Recovery Program

The City may manage its recovery from a disaster using the ESF/ICS hybrid structure to organize resources to carry out recovery support functions.

Emergency Preparedness Responsibilities

Many City departments have emergency-related responsibilities in addition to their normal functions. Each department director is responsible for the development and maintenance of the department's emergency response and COOP plans and procedures for each division and section and performing such functions as may be required to cope with effectively and recovery form any emergency. Specifically, the following common emergency preparedness responsibilities are to the responsibility of all City departments and offices:

- Create department emergency response and COOP plans.
- Create and maintain department phone trees or other methods for notification of department staff.
- Establish department and individual responsibilities; identify emergency tasks.
- Work with other City departments to enhance cooperation and coordination.
- Establish education and training programs so that each division, section, and employees will know exactly where, when, and how to respond.
- Develop site-specific emergency plans for department facilities, as necessary.
- Ensure that employee job descriptions reflect their emergency duties.
- Train staff to perform emergency duties/tasks as outlined in the EOP and department plans.
- Identify, categorize, and inventory all available department resources.
- Develop procedures for mobilizing and employing additional resources.
- Prepare to fill positions in the emergency response organization as requested by the EOC Commander or Emergency Management Coordinator, acting in accordance with this plan.
- Prepare to provide internal logistical support to department operations during the initial emergency response phase.

Emergency Response Responsibilities

The following common emergency response responsibilities are the responsibility of every City department and office.

- Participate as requested in mitigation, preparedness, response, and recovery activities.
- Provide staff members with training and exercise opportunities to prepare them to carry out their responsibilities as identified in this EOP.
- Upon receipt of an alert or warning of an emergency, initiate notification actions to alert employees on assigned response duties.
- As appropriate during an emergency:
    - Suspend or curtail normal business activities.
    - Recall needed off-duty employees.
    - Send employees home that are not needed so they can protect their families and property.
    - Secure and protect departmental facilities and equipment.
    - Evacuate departmental facilities.
- As requested, augment efforts to warn the public using vehicles equipped with public address systems, sirens, employees going from door to door, making telephone notifications to department clients, etc.
- Keep the EOC informed of field activities, and maintain a communications link to the EOC.
- Activate a DOC, if appropriate, to support and facilitate department response activities, maintain event logs, and report information to the EOC.
- Report damages and status of critical facilities to the EOC.
- If requested, send a representative to the EOC.
- Coordinate with the EOC to establish protocols for interfacing with state and federal responders.
- Coordinate with the EOC Public Information Officer before releasing information to the media.
- Submit reports to the EOC detailing departmental plans, emergency expenditures, and obligations.
- Provide personnel and equipment in support of emergency operations, as needed.

Public Information (External Communications)

- During an emergency, it is essential that the public is provided with timely, accurate, and easily understood information on protective measures that need to be taken to save lives and protect property.

- The Office of Communications & Community Engagement (OCCE) serves as the lead for ESF #15: External Affairs and will provide a staff member to serve as the Public Information Officer (PIO). The PIO will be the primary point of release of information to the media and be responsible for arranging regular briefings for the media at a suitable time and location.
- Any request for information by the media shall be referred to the EOC and/or the PIO. This does not preclude public safety PIOs from responding to media inquiries on the scene and coordinating with External Affairs.
- Other departments with technical expertise will provide assistance to the PIO to prepare appropriate protective actions, guidance, and other emergency related information.

Emergency Alerts and Warning

- The Office of Emergency Management has primary responsibility for activating the Integrated Public Alert and Warning System (IPAWS) when emergencies require an immediate response to protect life and property.
- The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using Wireless Emergency Alerts, to radio and television via the Emergency Alert System, and on the National Oceanic and Atmospheric Administration's Weather Radio.
- The NWS issues watches, advisories, and warnings regarding weather related threats that are disseminated through a variety of sources.
- The City website and social media resources will be used to provide emergency information to residents.
- The City of Alexandria has access to the Regional Incident Communication & Coordination System (RICCS) managed by the Metropolitan Washington Council of Governments (MWCOG) as a means of receiving and distributing information to government officials about incidents with regional implications for the National Capital Region (NCR).
- The Washington Area Warning and Alert System (WAWAS) is a private telephone system also used by area operations centers to share emergency information.
- The City of Alexandria maintains an electronic messaging system that provides the capability to distribute notifications and emergency alerts to residents that have registered with the system via electronic email, cellular phone, or using text messaging system, such as eNews.
- The City, under the auspices of OCCE, maintains a government access channel that can be used for emergency notification purposes, AlexTV Channel 70 on Comcast Cable System.

Information Collection, Analysis, and Dissemination

- The Planning section in the EOC will be responsible for collection, analysis, and dissemination of incident-specific information through a variety of mechanisms including situation status reports, briefings, email communication, maps, graphics, and WebEOC.
- ESF # 5: Information & Planning (OEM) will establish the essential elements of the information and reporting schedule.
- Essential elements of information (EEIs) are key pieces of data that are essential for making accurate and timely decisions
- All ESFs will be responsible for maintaining situational awareness and reporting requested information accurately and in a timely manner. Critical information will be disseminated immediately, independent of reporting schedules.
- Each ESF will be responsible for establishing the necessary communication and coordination mechanisms with supporting and partner organizations for information sharing and situation awareness.
- Information related to the incident and other information such as personal protective actions or recovery activities will be coordinated with the PIO and disseminated to the public.

Communication

- The primary and supporting agencies identified in ESF # 2: Information Technology & Telecommunications are responsible for establishing and maintaining internal City communications systems.
- The EOC Manager and OEM staff will be responsible for establishing communications with surrounding jurisdictions, the Virginia EOC (VEOC), and federal agencies as appropriate.
- The City public safety departments maintain interoperable radio communications as established through the NCR Tactical Interoperability Communications Plan as well as with the State Interdepartmental Radio System.

Administration, Finance, and Logistics

General

- After a local emergency declaration by the City Manager or a state declaration of emergency by the Governor, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended to support emergency operations in a timely manner.

- The City Manager will authorize the use of emergency financial and procurement procedures, and the Finance Director will announce which are activated and assure they are implemented properly.
- City emergency response and recovery costs must be properly documented so that eligible reimbursements from state and federal sources may be possible.
- Specific responsibilities and tasks during emergency response operations are detailed in Support Annex 4: Administration and Finance.

Policies

- All departments will make every effort possible to assure the safety of cash, checks, accounts receivable, and expenditures. Emergency expenditures will be incurred in accordance with existing City emergency purchasing procedures.
- Departments will designate personnel to be responsible for documentation of emergency operations and expenditures. Emergency expenditures will be incurred in accordance with existing City emergency purchasing procedures.
- During the emergency operations, non-essential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.
- Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of their emergency plans and procedures.

Administration

- During an emergency, administrative procedures may have to be suspended, relaxed, or made optional in the interest of protecting life or property. Departments are authorized to take necessary and prudent actions in response to emergency incidents. Emergency services/public safety officers have independent authority to react to emergencies.
- Normal procedures which do not interfere with the timely accomplishment of emergency tasks will continue to be used. Those emergency administrative procedures which depart from business-as-usual will be described in detail in department emergency policies, procedures, and instructions or in the incident action plan during EOC activation.
- Departments are responsible for keeping records of the name, arrival time, deployment duration, departure time, and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.

Fiscal

- Purchasing personnel shall facilitate the acquisition of all supplies, equipment, and services necessary to support the emergency response actions of City departments.
- When circumstances dictate, emergency response personnel may be given purchasing authority after coordination with the City's Purchasing Division. A record of all purchases shall be reported to Purchasing in accordance with City purchasing policies. A complete and accurate record of all purchases and an inventory of all supplies and equipment purchased in support of the emergency response shall be maintained.
- Though certain formal procedures may be waived, this in no way lessens the requirement for sound financial management and accountability. Departments will identify personnel to be responsible for documentation of emergency costs and utilize existing administrative methods to keep accurate records separating emergency operational expenditures from day-to-day expenditures. Documentation will include logs, formal records, and file copies of all expenditures, receipts, personnel timesheets. Department directors will be held responsible for deviation from the emergency purchasing procedures.
- The EOC Administration/Finance Section will be activated to coordinate and support purchasing and other financial functions during large emergencies.
- The City may qualify for reimbursement of certain emergency costs from state and federal disaster recovery programs. Alexandria may also collect damages from its insurance carriers. Successful documentation of expenditures will maximize the reimbursements and assistance that the City and its citizens may receive. All City departments are expected to include requirements for emergency fiscal record keeping in their emergency plans and procedures.

Logistics

- Departments responding to emergencies will first use their available resources. When the EOC is activated, it becomes the focal point for procurement, distribution, and replacement of personnel, equipment, and supplies. Scarce resources will be allocated according to established priorities and objectives of the EOC Manager and Incident Commander(s).
- Logistics will be needed to support field operations, EOC operations, and provide mass care resources to impacted members of the community.
- All City departments are expected to maintain an inventory of all non-consumable items, to include their disposition after the conclusion of the emergency.

Insurance

- The City of Alexandria insurance policies are kept on file in the Finance Department's Risk Management Division.

Emergency Response Program Organization

- In accordance with City Code § 4-3-4, the City Manager, as the Director of Emergency Management, has the executive authority to organize emergency service and direct emergency operations of government. City Council resolution determines the line of succession for the City Manager's emergency powers. The City Clerk and the Office of Emergency Management have copies of this resolution on file.
- The City Manager appoints an Emergency Management Coordinator to lead the Office of Emergency Management (OEM) and who is responsible for overall coordination of emergency management operations under the direction of the City Manager.
- City Administrative Regulation 8-2 provides specific guidance on the roles and responsibilities of City department heads and staff during emergencies.
- Department heads will document appointments and work assignments in an emergency. They submit a complete emergency action plan on staffing allocation, equipment distribution, and other emergency-related needs as requested by OEM. A department carries out its emergency duties as described in the EOP concurrently with its essential functions, as described in its COOP plan.
- Emergency operations are normally conducted at the City's EOC. The City maintains a primary and backup EOC.
- The City EOC utilizes the scalable organizational structure of NIMS/ICS for incidents/events, preparedness, response, and recovery efforts. The EOC organization adapts to the magnitude and complexity of the situation at hand and incorporates the ICS principles regarding the span of control and standard organizational structure. Although the EOC uses the ICS structure, it does not directly manage on-scene efforts, and instead conducts broader operational support and coordination for activities that are not part of specific incidents.
- The EOC functions as a central location for coordinating emergency response and recovery efforts, receiving situational awareness updates, and providing a workspace for City, state, and local agency representatives.

EOC Activation

- Consistent with the principles of ICS, the City responds to emergencies in a flexible manner to meet the demands if each emergency. When the City's response to an emergency requires an

EOC activation, it will be staffed with those personnel and departments necessary to manage the situation. The EOC organization may change throughout the duration of the activation.

- The Emergency Management Coordinator, any department head, or any incident commander in the field may recommend the activation of the EOC. Only the City Manager (or designee) can authorize an EOC activation.
- The EOC may be required to operate on a 24-hours basis for the duration of an emergency. During a 24-hour operation, shifts will normally last 12-hours but may be adjusted based on the needs created by the emergency. Each position in the EOC must have a total of, at minimum, two people designated to cover shift staffing over a 24-hour period.

OEM Operating Status (EM Coordinator has authority)

- **Level 1 Steady State/Normal Operations:** Routine day-to-day readiness. All departments exercise normal authority and follow normal operating procedures.
- **Level 1b Enhanced/Monitoring Status:** OEM Duty Officer may initiate enhanced coordination with key stakeholders and/or information reporting in response to or anticipation of impacts that have the potential to exceed normal operating capacity. Departments may be requested to provide names to roster EOC positions in the event of an activation.

EOC Activation Levels (EM Director has authority)

- **Level 2 – Partial Activation**: Activation of selected emergency support functions and reporting procedures in response to an event.
- **Level 3 – Full Activation**: City resources are deployed to the fullest extent and all emergency support functions are activated.

EOC Command Staff

- The EOC Command Staff coordinate the information, safety, and liaison functions during activations.

<u>EOC Manager</u>

- The City Manager or designee staffs this position.
- The EOC Manager, supported by the Emergency Management Coordinator, ensures that the EOC is adequately staffed and that the appropriate ESFs are activated to meet the demands of the emergency.

- The EOC Manager appoints the Command Staff (PIO, Safety Officer, and Liaison Officer), as well as the EOC Section Chiefs.
- The EOC Manager is responsible for assuring that all required activities are performed.
- The EOC Manager may appoint a Deputy EOC Manager as needed.

Legal Officer

- The City Attorney staffs the Legal Officer function and advises the EOC Manager on emergency declarations, resolutions, and legal issues.

Liaison Officer

- Reports to EOC Manager.
- The Liaison Officer is the EOC point of contact for representatives of other governmental agencies, non-governmental organizations, and the private sector.

Public Information Officer (PIO)

- Reports to EOC Manager.
- The Director of Communications & Community Engagement or designee usually staffs this position and reports to the EOC Manager.
- The PIO is responsible for implementing ESF # 15: External Affairs.
- The PIO has responsibility for rumor control, public and media inquiries, and information release.

Safety Officer

- Reports to the EOC Manager.
- The Safety Officer advises the EOC Manager on EOC and operational safety issues.

EOC General Staff

- The EOC General Staff positions are broken into four sections in the EOC: Operations, Planning, Logistics, and Administration/Finance..
- Each EOC section may have subordinate components called branches, divisions, groups, or units that are either functionally or geographically oriented. The magnitude and nature of the emergency will dictate the size and number of subordinate entities and functions within the EOC.

Operations Section

- The Operations Section is responsible for coordination, acquisition, and deployment of assets to field incident commanders, and accomplishment of critical services delivery not associated with specific field incidents (e.g., mass care resources, commodity distribution, sheltering).
- The Operations Section may consist of divisions and groups (or, if the span of control becomes an issue, branches) to manage the operations for multiple ESFs. For example, one organization might have these components:
    - Public Safety Branch is responsible for implementing: ESF # 4: Firefighting & Emergency Medical Services, ESF # 9: Search & Rescue, ESF # 10: Hazardous Materials, and ESF # 13: Public Safety & Security.
    - Infrastructure Branch is responsible for implementing: ESF # 1: Transportation, ESF # 2: Information Technology & Telecommunications, ESF # 3: Public Works & Engineering, ESF # 12: Energy & Water Supply, Support Annex # 6: Debris Management.
    - Human Services Branch, Health Branch, or COOP Branch, or any different appropriate grouping of ESFs to get the job done efficiently depending on the type of incident and the workloads involved. It is up to the EOC Manager and the EOC Operations Section Chief to decide how best to organize the needed resources when the EOC is activated.

Planning Section

- The Planning Section collects, evaluates, disseminates, and documents information about the incident, status of resources, and development of the EOC Action Plan. It compiles damage assessments, develops recovery plans, and is responsible for implementing the ESF # 5: Information & Planning.
- The Planning Section has the following responsibilities and may consist of the following units:
    - The Damage Assessment Unit is responsible for implementing Support Annex # 2: Life Safety & Damage Assessment.
    - The Demobilization Unit is responsible for planning and managing the demobilization process for resources assigned to the City and for recovery transition planning.
    - The Documentation Unit is responsible for assuring all records of the response are captured and retained.
    - The Situation Unit is responsible for maintaining and providing overall situational awareness, including GIS capability.

Logistics Section

- The Logistics Section is responsible for maintaining the City's readiness by providing logistical support. Its responsibilities include ordering all outside resources and providing facilities, supplies, and services to emergency responders.
- The Logistics Section has the following responsibilities and may consist of these units:
    - The Communications Unit shares the responsibility for implementing ESF # 7: Logistics Management & Resource Support and developing plans for the use of communications equipment, installing and testing communications equipment, supervision of the EOC Communications Center, and distribution, maintenance, and repair of communications equipment assigned to City response and recovery efforts.
    - The Facilities Unit is responsible for the establishment, layout, and activation of incident facilities, primarily the EOC, as well as provide sleeping and sanitation facilities for response personnel, and security and maintenance for facilities, as needed.
    - The Food Unit is responsible for supplying the food needs for response personnel involved in the operation, including remote locations, as well as for personnel unable to leave assignments. Coordination is needed with the public feeding function occurring in ESF # 6: Mass Care, Emergency Assistance, Temporary Housing, & Human Services.

Administration/Finance Section

- The Administration/Finance Section is responsible for administrative, financial, claims and workers compensation, and cost analysis functions, as well as implementing Support Annex # 4: Administration & Finance.

Emergency Support Functions

- The City of Alexandria uses ESFs to group and describe the kinds of resources and types of City assistance that are available to support its response efforts. Each ESF has a City department or agency as the primary department/agency responsible for coordinating activities. During response and recovery operations, the primary department/agency forms and activates teams that are responsible for working with the appropriate City officials to identify unmet needs. Each ESF outlines the likely actions needed for a response operation and specifies the roles and responsibilities of each individual department or agency. Within the EOC, the City utilizes the ESF/ICS hybrid structure to organize resources to carry out the required emergency support function.
- It is important to note that the primary coordinating department/agency for an ESF may not have full authority to execute all the defined responsibilities/roles for that ESF. Rather, the primary

coordinating department/agency is responsible for organizing and coordinating with representatives of the coordinating departments/agencies to accomplish given tasks associated with an incident.

- The EOP is based on the concept that the ESFs contain tasks for City departments involved in emergency operations that generally parallel their normal day-to-day functions. To the extent possible, the same personnel and resources will be employed in both cases. Day-to-day functions of a department that are not critical operations, or do not contribute directly to emergency operations, may be suspended for the duration of the emergency. The resources that would normally be utilized for those suspended day-to-day functions will be redirected to the accomplishment of emergency tasks.
    - All City departments, including those with functions deemed non-essential to emergency operations, will secure their facilities, records, and equipment against possible loss or damage, and take such action as necessary to ensure the safety of assigned personnel.
- A City department may be designated as the primary department for an ESF due to statutory responsibility to perform that function, or because the department has developed the necessary expertise to lead the ESF through its programmatic or regulatory responsibilities. With some departments, a portion of its mission is very similar to the mission of the ESF; therefore, the skills used to conduct that portion of the department's daily business can be easily adapted to respond to the demands of an emergency. The primary department/agency also has the necessary contacts and expertise to coordinate the activities of that support function with other departments. This EOP recognizes that some departments share overlapping roles and responsibilities for certain functions, but NIMS principles call for a single agency to be designated as responsible for each individual function.
- Upon activation of the EOC, and notification by the EOC Manager, the activated ESF primary departments will mobilize their representatives in the EOC. It is the primary department's responsibility to recommend additional staffing and support resources required to execute the functions of their ESF to the EOC Manager.

Support Annex

The City EOP contains 6 Support Annexes, which includes City departments and agencies, private sector, not-for-profit and volunteer organizations, and other non-governmental organizations to coordinate and execute the common emergency management strategies. The roles and responsibilities identified within the support annexes apply to nearly all types of emergencies.

Plan Development and Maintenance

The EOP is a living document and will be reviewed regularly, updated as necessary, and promulgated by the local elected body every four years, as required by Title 44 of the Code of Virginia. The Office of Emergency Management is the custodian of this plan and is responsible for EOP distribution, updates, and revisions. City departments and other agencies identified in the ESF Annex are responsible for reviewing and submitting revisions.

Not all procedures, notification lists, and checklists will be distributed to all plan holders. The EOP Basic Plan is a public document and is available on the City of Alexandria Website. Certain Annexes that describe capabilities or other sensitive information have been removed from the public document and are identified as "For Official Use Only."

Authorities and References

- The Federal, Commonwealth, and Local authorities listed below establish the legal authorities under which this plan is developed, and emergency operations are implemented.

Federal

- The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
- The Homeland Security Act of 2002.
- The Disaster Mitigation Act of 2000, Public Law 106-390.
- The Intelligence Reform and Terrorism Protection Act of 2004, Public law 108-458, section 7302.
- "Emergency Services and Assistance," Code of Federal Regulations, Title 44.
- Americans with Disabilities Act of 2010.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003.
- National Incident Management System (NIMS), March 2004.
- National Response Plan (NRP), December 2004 and Notice of Change to the National Response Plan May 25, 2006, updated and renamed to the National Response Framework (NRF), January 2008.

Commonwealth of Virginia

- "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," §44-146.13 to §44-146.28:1 Code of Virginia, as amended.
- "Virginia Post Disaster Anti-Price Gouging Act," §59.1-525 to §59.1-529, Code of Virginia.
- Title 32.1 §48.05 to 48.017, Code of Virginia.
- Commonwealth of Virginia, Office of the Governor, Executive Order Number Six (2006), Delegation of Governor's authority to Declare a State of Emergency and to Call the Virginia National Guard to Active Service for Emergencies or Disasters when the Governor is Out of the Commonwealth of Virginia & Cannot Be Reached.
- Commonwealth of Virginia, Office of Governor, Executive Order Forty-Two (2019), Promulgation of the Commonwealth of Virginia Emergency Operations Plan & Delegation of Authority.
- Commonwealth of Virginia, Office of the Governor, Executive Order One Hundred and Two (2005), Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovery from Crisis Events in the Commonwealth.

Local

- Administration Regulation 8-2: Emergency Management System.
- Administration Regulation 8-4: Continuity of Operations Plan.
- Emergency Services §4-3, City of Alexandria Code.

References

- Virginia Department of Emergency Management (VDEM) State Mutual Aid Operations Manual, September 2006.
- Emergency Management Accreditation Program (EMAP) Standard, May 2019.
- Northern Virginia Regional Hazard Mitigation Plan, 2022.
- Northern Virginia Regional Evacuation Plan.
- Commonwealth of Virginia Emergency Operations Plan, 2021.
- Developing and Maintaining Emergency Operations Plan: Comprehensive Preparedness Guide (CPG) 101 Version 2.0

Emergency Support Function (ESF) Primary/Support/Coordinating Agency Matrix

City Departments & Partner Organizations **P = Primary** **S = Support** **C = Coordinating**	Emergency Management Team	Transportation	Information Technology & Communications	Public Works & Engineering	Firefighting & Emergency Medical Services	Information & Planning	Mass Care, Emergency Assistance, Temporary Housing, & Human Services	Logistics Management & Resource Support	Public Health, Behavioral Health, & Medical Facilities	Technical Rescue	Oil & Hazardous Materials Response	Agricultural & Natural Resources (Placeholder)	Energy & Water Supply	Public Safety & Security	Cross-sector Business & Infrastructure (Placeholder)	External Affairs
ESF #		**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
Alexandria City Public Schools	S	S	S	S	S		S	S	S		S			S		S
Amateur Radio			S				S									S
Animal Welfare League							S		S							
Circuit Court Judge			S													
City Attorney																
City Manager	P															
Clerk of Circuit Court														S		
Code Administration	S		S	S	S		S			S	S	S	S			S
Communications & Community Engagement	S		S			S			S							P
Community & Human Services							P		S							S
Court Services			S													S
DASH		S			S		S									S

City Departments & Coordinating Organizations **P = Primary** **S = Support** **C = Coordinating**	Emergency Management Team	Transportation	Information Technology & Communications	Public Works & Engineering	Firefighting & Emergency Medical Services	Information & Planning	Mass Care, Emergency Assistance, Temporary Housing, & Human Services	Logistics Management & Resource Support	Public Health, Behavioral Health, & Medical Facilities	Technical Rescue	Oil & Hazardous Materials Response	Agricultural & Natural Resources (Placeholder)	Energy & Water Supply	Public Safety & Security	Cross-sector Business & Infrastructure (Placeholder)	External Affairs
ESF #		**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
Emergency & Customer Communications			S													S
Finance			S					P								
Fire Department	S		S		P		S	S	S	P	P			S		S
Emergency Management	S		S			P										
General Services	S	P	S	S									S			S
GIS						S			S							
Health Department	S				S	S	S	S	P		S		S			S
Historic Alexandria																S
Housing																S
Human Resources																S
Human Rights							S	S								
Information Technology Services			P													
Library							S									S
Management & Budget																

City Departments & Coordinating Organizations **P = Primary** **S = Support** **C = Coordinating**	Emergency Management Team	Transportation	Information Technology & Communications	Public Works & Engineering	Firefighting & Emergency Medical Services	Information & Planning	Mass Care, Emergency Assistance, Temporary Housing, & Human Services	Logistics Management & Resource Support	Public Health, Behavioral Health, & Medical Facilities	Technical Rescue	Oil & Hazardous Materials Response	Agricultural & Natural Resources (Placeholder)	Energy & Water Supply	Public Safety & Security	Cross-sector Business & Infrastructure (Placeholder)	External Affairs
ESF #		**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
Planning & Zoning																
Police Department	S	P	S	S	S		S	S	S	S	S			P		S
Project Implementation				S												
Real Estate Assessments						S										
Recreation, Parks, & Cultural Activities	S	S	S	S	S		S		S		S					S
Sherriff's Office	S	S	S	S	S		S	S	S	S	S			P		S
Transportation & Environmental Services	S	P	S	P	S		S	S	S	S	S		P	S		S
Coordinating Organizations																
Alexandria Renew Enterprises				C									C			
American Red Cross							S	C	C							
AT&T			C													
Comcast			C													

City Departments & Coordinating Organizations **P = Primary** **S = Support** **C = Coordinating**	Emergency Management Team	Transportation	Information Technology & Communications	Public Works & Engineering	Firefighting & Emergency Medical Services	Information & Planning	Mass Care, Emergency Assistance, Temporary Housing, & Human Services	Logistics Management & Resource Support	Public Health, Behavioral Health, & Medical Facilities	Technical Rescue	Oil & Hazardous Materials Response	Agricultural & Natural Resources (Placeholder)	Energy & Water Supply	Public Safety & Security	Cross-sector Business & Infrastructure (Placeholder)	External Affairs
ESF #		**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**	**13**	**14**	**15**
Dominion Virginia Power			C	C									C			
Inova Alexandria					C				C		C					C
Office of Chief Medical Examiner																
Sprint			C											C		
U.S. Park Police		C														
Verizon			C													
Virginia American Water				C									C			
Virginia Department of Emergency Management						C		C		C	C					
Virginia Department of Transportation		C		C										C		
Virginia Railroad Express/Amtrak		C														
Virginia State Police		C												C		
Washington Gas													C			
Washington Metropolitan Area Transit Authority		C											C			

Support Annex Primary/Support/Coordinating Agency Matrix

City Departments & Partner Organizations **P = Primary** **S = Support** **C = Coordinating**	Emergency Management Team	Volunteer & Donation Management	Life Safety & Damage Assessment	Alert & Warning	Finance/Administration	Mass Fatality Management	Debris Management
Support Annex		**1**	**2**	**3**	**4**	**5**	**6**
City Departments							
Alexandria City Public Schools		S				S	S
Amateur Radio				S			
Animal Welfare League		S					
Circuit Court Judge (IT Division/AJIS)							
City Attorney							
City Manager					S		
Clerk of Circuit Court						S	
Code Administration			S	S			S
Communications & Community Engagement				S		S	
Community & Human Services			S			S	
Court Services							
DASH							
Emergency & Customer Communications				S			
Finance					P		
Fire Department			S	S		S	S
Emergency Management		P	P	P	S	S	
General Services			S				
GIS							
Health Department		S	S	S		P	
Historic Alexandria							
Housing							
Human Resources					S		
Human Rights			S			S	
Information Technology Services							
Library							
Management & Budget							
Planning & Zoning			S		S		

City Departments & Partner Organizations **P = Primary** **S = Support** **C = Coordinating**	Emergency Management Team	Volunteer & Donation Management	Life Safety & Damage Assessment	Alert & Warning	Administration/Finance	Mass Fatality Management	Debris Management
Support Annex		**1**	**2**	**3**	**4**	**5**	**6**
Police Department		S	S	S		S	S
Project Implementation							
Real Estate Assessments			S				
Recreation, Parks, & Cultural Activities			S				
Sheriff's Office		S	S	S		S	S
Transportation & Environmental Services			S			S	P
Volunteer Alexandria		S					
Coordinating Organizations							
Alexandria Renew Enterprise							
American Red Cross		C					
AT&T							
Comcast							
Dominion Virginia Power							
Funeral Directors Association						C	
Funeral Home Directors						C	
Inova Alexandria			C			C	
Office of Chief Medical Examiner						C	
Sprint							
U.S. Park Police							
Verizon							
Virginia American Water Company							
Virginia Department of Emergency Management							
Virginia Railroad Express/Amtrak							
Virginia State Police							
Washington Gas							
Washington Metropolitan Area Transit Authority							

Acronyms

CMAS – Commercial Mobile Alert System

COOP – Continuity of Operations Plan

COVEOP – Commonwealth of Virginia Emergency Operations Plan

DCJS – Virginia Department of Criminal Justice Services

DOC – Department Operations Center

DRC – Disaster Recovery Center

EAS – Emergency Alert System

EMT – Emergency Management Team

EOC – Emergency Operations Center

EOP – Emergency Operations Plan

ESF – Emergency Support Function

HIRA – Hazard Identification Risk Assessment

IAP – Incident Action Plan

IC – Incident Commander

ICP – Incident Command Post

ICS – Incident Management System

IPAWS – Integrated Public Alert & Warning System

JFO – Joint Field Office

JIC – Joint Information Center

MWCOG – Metropolitan Washington Council of Governments

NCR – National Capital Region

NIMS – National Incident Management System

NOAA – National Oceanic & Atmospheric Administration

NWS – National Weather Service

OEM – Office of Emergency Management

PIO – Public Information Officer

RICCS – Regional Incident Communication & Coordination System

UC – Unified Command

VDEM – Virginia Department of Emergency Management

WAWAS – Washington Area Warning & Alert System

Emergency Support Function # 1: Transportation

Primary Agency

- Transportation & Environmental Services (T&ES)

Support Agencies

- Alexandria City Public Schools (ACPS)
- DASH
- General Services
- Police Department
- Recreation, Parks, & Cultural Activities (RPCA)
- Sheriff's Office

Coordinating Organizations

- U.S. Park Police (USPP)
- Virginia Department of Transportation (VDOT)
- Virginia State Police (VSP)
- VRE/Amtrak
- Washington Metropolitan Area Transit Authority (WMATA)

Purpose

The purpose of the Emergency Support Function # 1: Transportation, is the coordination of transportation infrastructure, operation, and service restoration activities, as well as enabling agencies and emergency support functions requiring the use of transportation systems to perform their missions during and following an emergency.

Scope

The scope of ESF-1 Transportation includes, but is not limited to:

- Coordinate transportation activities and resources to support other ESFs transportation needs during the emergency and the response phase immediately following an emergency.
- Facilitate damage assessment to establish priorities and determine the needs of available transportation resources.
- Prioritize and clear debris, trees, and snow from roadways and emergency response routes.
- Prioritize and/or allocate all of government transportation resources (DASH, schools, others).
- Process all transportation requests from City departments and emergency support functions.
- Facilitate movement of the public in coordination with other transportation agencies.

Assumptions

1. An emergency may severely damage the transportation infrastructure and interrupt transportation services. Most localized transportation activities will be hampered by a lack of usable surface transportation infrastructure.
2. The damage to the transportation infrastructure may influence the means and accessibility level for relief services and supplies.
3. Disaster response, which requires usable transportation routes, will be difficult to coordinate effectively during the immediate post-emergency period.
4. Cleaning of access routes will permit a sustained flow of emergency relief, although localized distribution patterns may be disrupted for a significant period.
5. Existing mutual aid agreements and the use of private contractors may not be available because everyone in the region may be impacted by the emergency.

Policies

1. The EOC Transportation Group, if activated, will be responsible for satisfying the needs of responding agencies requiring transportation routes to perform their assigned emergency missions.
2. The EOC Transportation Group will direct all government transportation resources during an emergency.
3. The T&ES Snow Map will be used to prioritize the clearing and opening of roadways during winter events

Concept of Operations

General

- Transportation resources may be obtained from City government entities, the private sector, and voluntary organizations. In critical life and property saving situations, regional, state, and federal resources may be available as temporary augmentation.
- The process of furnishing emergency transportation services in the City during a major emergency involves two actions. First, identify essential immediate transportation needs, and take actions to provide for these needs. Second, identify future continuing needs most essential to the emergency and the protection of persons in the hazard/reception area and take actions to provide for those needs.
- In most emergencies, transportation requirements in the City can be satisfied by using private, commercial, and government-owned vehicles. If needs cannot be met locally, then the State

EOC is contacted for assistance. Emergency operations for most transportation services will be an extension of normal services. T&ES is the primary department for coordinating with provider agencies for emergency transportation needs. Other City departments may assist in this effort.

- Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from state and federal agencies.
- Coordination among transportation providers is necessary to ensure emergency operational readiness. Each agency or organization having responsibility for transportation must develop operating instructions and resource listing to support this ESF.
- T&ES maintains a list of available emergency transportation resources

Role of Emergency Operations Center (EOC)

- When necessary, the EOC Manager will appoint an EOC Transportation Group Supervisor to coordinate transportation activities. The EOC Transportation Group is responsible for directing and coordinating all available transportation staff, equipment, and material available to carry out requirements for transportation. T&ES will staff the EOC Transportation Group and serve as the Transportation Unit Supervisor. The EOC Transportation Group Supervisor will make requests through the EOC Manager for additional resources when all local transportation resources have been exhausted.
- T&ES EOC personnel will be alerted according to departmental/agency policy. The EOC Transportation Group Supervisor will assign the operational priorities for personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will improve response time.
- EOC Transportation Group duties may include:
    - Determining the condition and status of City transportation routes.
    - Determining the condition and status of City transportation resources.
    - Determine present and future needs for transportation resources.
    - Obtain, coordinate transportation resources as requested by field incident commanders.

    - Close transportation infrastructure systems that are determined to be unsafe.
    - Post signage and barricades.
    - Maintain and restore critical transportation routes, facilities, and services.
- Evacuation will be coordinated through the EOC to ensure that evacuees are moved to appropriate locations and that needs of individuals with disabilities and access and functional needs are provided. The EOC Transportation Group will ensure appropriate transportation support.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Maintain and update ESF-1 when necessary.
- Identify and prioritize critical roadways.
- Develop an inventory and sources of transportation resources, staffing resources, and equipment to include supplies and maintenance.
- Secure contracts for the emergency supply of fuel, from outside of the immediate area, for use in City vehicles.
- Develop emergency action checklists and standard operating procedures.

General Emergency Tasks

Primary and support agencies will:

- When notified of an emergency, send a representative to report to or establish communications with the City's EOC.
- Provide coordination of transportation assistance to other emergency support functions, City agencies, and non-governmental organizations requiring transportation capacity to perform emergency response missions.
- Coordinate the availability of vehicles involved in emergency operations.
- Ensure that support agencies are on alert as appropriate and that their transportation resources, equipment supplies, and staff are placed in the appropriate readiness status.

Roles and Responsibilities

<u>All primary, supporting, and coordinating agencies</u>

- Record costs and expenditures and forward them to the Finance Section

Alexandria City Public Schools

- Provide busses to assist.

DASH

- Assume the role of the primary support agency
- Provide busses and drivers to assist.
- Provide maintenance mechanics, fuel, and electric charging for buses.
- Monitor fuel supply and ensure fuel is being ordered and delivered in appropriate timeframes.

Police Department

- Provide traffic control assistance.
- Assist with determining the most viable transportation network to, from, and within the emergency area and regulate the use of these transportation networks.
- Provide feedback when a significant change in the transportation infrastructure is found.

Recreation, Parks, & Cultural Activities

- Provide vehicles and drivers to assist.
- Provide tree and debris removal from City right of way.

Sheriff's Office

- Provide traffic control assistance.
- Assist with determining the most viable transportation network to, from, and within the emergency area and regulate the use of these transportation networks.
- Provide feedback when a significant change in the transportation infrastructure is found.

Transportation & Environmental Services

- Assume the primary role of the EOC Transportation Group Supervisor under the EOC Operations Section.
- Prioritize and/or allocate the resources necessary to maintain and restore the transportation infrastructure and services to support other ESFs.
- Provide traffic control assistance and damage assessment of the transportation infrastructure.
- Determine the most viable transportation network to, from, and within the emergency area and regulate the use of these transportation networks.
- Identify, prioritize, procure, and allocate available resources to maintain and restore the use of

the transportation infrastructure.

- Make available personnel, equipment, and other assets to assist in the restoration and maintenance of the transportation infrastructure.
- Provide frequent updates to the Operations Section Chief at the EOC as to the status of the transportation infrastructure.
- Pre-order fuel and top off storage tanks.
- Provide for the storage of equipment and vehicles in a safe place.
- Provide fuel for City vehicles.
- Provide maintenance and repairs to City vehicles.
- Monitor fuel supply and ensure fuel is being ordered and delivered in an appropriate timeframe.
- Coordinate with paratransit providers to ensure that they have adequate resources to provide necessary transportation.
- Record costs and expenditures and forward them to the Administration/Finance Section.

U.S. Park Police

- Coordinate evacuation activities, especially with regards to the George Washington Memorial Parkway.

Virginia Department of Transportation

- Provide traffic control assistance.
- Assist with determining the most viable transportation networks to, from, and within the emergency area and regulate the user of these transportation networks.
- Provide feedback when a significant change in the transportation infrastructure is found.

Virginia State Police

- Provide traffic control assistance.
- Assist with determining the most viable transportation networks to, from, and within the emergency area and regulate the user of these transportation networks.
- Provide feedback when a significant change in the transportation infrastructure is found.

VRE/Amtrak

- Coordinate with the City regarding the operation of mass transit systems.
- Provide traffic control assistance.

- Assist with determining the most viable transportation networks to, from, and within the emergency area and regulate the user of these transportation networks.
- Provide feedback when a significant change in the transportation infrastructure is found.

WMATA (WMATA Police)

- Provide traffic control assistance.
- Assist with determining the most viable transportation networks to, from, and within the emergency area and regulate the user of these transportation networks.
- Provide feedback when a significant change in the transportation infrastructure is found.

Emergency Support Function # 2: Information Technology & Telecommunication

Primary Agency
- Information Technology Services (ITS)

Support Agencies
- Amateur Radio
- Communications & Community Engagement (OCCE)
- Emergency & Customer Communications (DECC)
- Emergency Management (OEM)
- General Services

Coordinating Organizations
- Dominion Virginia Power
- AT&T
- Comcast
- Sprint
- T-Mobile
- Verizon

Purpose

The purpose of the Emergency Support Function (ESF) # 2: Information Technology & Telecommunication is to support public safety and the operations of City government agencies by maintaining, prioritizing, and restoring the information and telecommunications infrastructure. The mission of this ESF specifically includes the recovery, restoration, and repopulation of critical data into the City systems. The City's emergency communications, notification, and warning system are described in the Support Annex # 3: Alert & Warning.

Scope

The scope of ESF # 2 is to provide coordination and assist in voice and data communications infrastructure and technical support to local emergency response and other City government agencies. This function is the focal point for all voice and data communications infrastructure support at the City level before, during, and after emergencies.

Assumptions

1. The City's communication infrastructure will sustain damage. This damage will influence the quantity and types of communications assets available for the coordination of response and recovery efforts by government agencies and the ability to communicate with emergency victims.
2. Disaster responses that require communication will be difficult to coordinate effectively due to a breakdown in public and private systems.
3. The requirement for communications during the response phase may exceed the capability of existing resources.
4. The initial assistance effort will rely heavily on the capability of individual support agencies of this ESF.
5. The commercial telephone system serving the City is vulnerable to the effects of emergencies and possible system overload due to increased usage.
6. Electricity may be lost during emergencies, necessitating the use of auxiliary power.
7. Technical failure, damage to, or loss of a telecommunications central office, a communications tower, or repeater could hamper communications or the ability to page emergency personnel throughout the region.
8. The ability to repair damage to the City's communications system is contingent upon the availability of private commercial repair technicians.
9. State assistance may be needed to procure supplemental communications equipment or to provide sufficient coverage or channel loading to compensate for technical failures or damage to telecommunications resources in the City, during an emergency.
10. City systems and data are increasingly more vulnerable to cyber incidents that may impact normal government operations.

Policies

1. Each City department will ensure the ability to communicate with the City's Emergency Operations Center (EOC) from their departmental operations center (DOC) and from the DOC to their operational units.
2. Emergency response activities will be given priority use of all the City's communications systems and resources.
3. Normal communications systems will be utilized as much as possible during an emergency. Some communications needs will be met by re-prioritizing day-to-day use to special emergency use.
4. Priority will be given to the restoration of communications systems in the event of an emergency.

5. Information Technology Services (ITS) and other City departments will have regularly scheduled computer back-up programs in effect for critical computer applications and data.
6. ITS will ensure that all network data is adequately backed up and secured in an offsite location.
7. General Services will coordinate with ITS and other City departments to ensure the necessary emergency power systems are in place to keep the voice and data communications infrastructure operating when there is a commercial power outage.

Concept of Operations

General

- A coordinated, effective response to emergencies requires communication among emergency responders, among incident sites and the EOC, and linkages to the public and other levels of government. Local government's day-to-day communications systems are seldom sufficient to meet the increased communications demands caused by emergency conditions. The communications function aims to provide a structure whereby all public, private, and volunteer communications capabilities are linked to and coordinated by the EOC.
- Post-emergency routine modes of communications and information systems that are operational will continue to be used after the occurrence of the event.
- The identification, acquisition, prioritization, and deployment of communications and information system assets will be coordinated as appropriate within the EOC to ensure continuity and consistency of City response actions.

Role of Emergency Operations Center (EOC)

- The EOC will respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel, and prepare to activate.
- Contact between the EOC staff and the agencies will be maintained through telephone, information technology, and radio networks. All EOC departmental representatives are responsible for ensuring that communications systems are in place between their functions and the department/agencies they represent.
- If the situation warrants, the EOC Manager may establish the Information Technology & Telecommunication Group within the Operations Section. Responsibilities include:

  - Determine the condition and status of City voice and data communications system infrastructure.
  - Obtain and coordinate communications infrastructure as requested by field incident commanders.
  - Prioritize and coordinate maintenance and restoration of voice and data communications infrastructure.
- If the situation warrants, the EOC Manager may establish the Communications Unit within the Logistics Section. Responsibilities include:
  - Manage the emergency communications process within the EOC to include the receipt of calls into the EOC, radio and telephone operation and repair, the utilization of amateur radio and other backup resources, etc.
  - Ensure EOC internal communications are adequate.
  - Establish communications with operational units and field incident commanders and obtain needed communications resources for field incident commanders.
  - Ensure communication links to/from shelters and other emergency facilities that are established.
- Primary communications with other jurisdictions and the State EOC is through established systems such as WebEOC, Washington Area Warning Alert System (WAWAS), telephone, and Regional Incident Communication Coordination System (RICCS).

Pre-Emergency Tasks

Primary and support agencies will work with OEM to:

- Maintain and update ESF # 2: Information Technology & Communication when necessary.
- Develop and maintain an emergency communications program/system.
- Identify communications facilities and resources available for use (800 MHz, VHF Radios, Cell phones, etc.).
  - Develop and maintain inventories of equipment.
- Ensure that the emergency communications section in the EOC is equipped with the appropriate voice and data gear.
- Ensure redundant communications to the City's EOC.
- Ensure that backup power generators are in place or planned.
- Maintain a list of radio frequencies/talkgroups.
- Develop frequency/talkgroup use procedures and protocols.
- Schedule tests and exercises.

- Develop emergency action checklists.
- Develop network mutual aid agreements.
- Develop a prioritization list of networks to be restored in the event of a failure.

Identified Information Technology Divisions and Coordinators will:

- Provide information about specialized/department-specific information technology systems to the primary agency.
- Maintain inventories of assets, including personnel (skill sets).
- Ensure that department information technology resources, activities, and interdependencies (such as state network connectivity) are documented with recovery priorities clearly defined.
- Maintain department-specific systems and report to the primary agency on system status and issues.

General Emergency Tasks

Primary and support agencies will:

- Ensure their portion of the system is maintained in a high state of readiness.
- Provide IT staff to support EOC functions or other emergency-related IT tasks
- Unless informed otherwise, agencies tasked during emergency operations will maintain communications with their personnel using their existing communications systems. Agencies utilizing their own dispatch/operations center should establish and maintain communications with the EOC.
- If two-way radio or telephone contact is not possible, City employees should be encouraged to tune in to the radio or TV station (AlexTV) for advisories and instruction.

Roles and Responsibilities

<u>All City Department IT Divisions and Staff</u>

- Provide general technical and/or specialized departmental expertise at the EOC and/or other locations to ensure the City's computer and telecommunications infrastructure is operational
- Work in conjunction with the City's Information Technology Service (ITS) in the redistribution/re-deployment of departmental equipment such as hardware, software, and peripherals.
- Assess damage to department-specific systems and provide information for overall information technology/communications damage assessment.
- Serve as a liaison in communicating with departmental information technology users.
- Serve as a liaison in communicating with the State regarding connectivity to state systems, as

appropriate.

- Record costs and expenditures and forward them to the Administration/Finance Section.
- Develop emergency communications contingency plans.

Amateur Radio

- Support the City of Alexandria, when requested by OEM, with primary or alternate emergency radio communications support.
- Staff the EOC and/or other locations in the City to provide emergency communications support.

Communications & Community Engagement

- Serve as liaison with cable television providers.
- Leverage all means necessary to communicate emergency messaging with the public.

Emergency & Customer Communications

- Assign trained/qualified dispatch personnel to the EOC to assist with the EOC communications functions.
- Manage the use of radio system capability to supplement voice and data communications infrastructure during emergencies.
- Coordinate alternate radio communications, including use of national channels, National Capital Region (NCR) radio cache, alternate systems, and through regional mutual aid agreements.

Emergency Management

- Activate Amateur Radio capability when necessary.
- Request the NCR radio cache when needed.

General Services

- Assure necessary facilities, internal systems, and utility infrastructure remain functional.
- Provide technical support, maintenance, and repair of structural systems and utility infrastructure.

Information Technology Services

- Assume the primary role of Information Technology & Communication Group Supervisor under the EOC Operations Section.
- Assure that the needed computer systems and information technology and communications infrastructure remain functional.

- Provide technical support, as well as maintenance and repair of computer systems and communications infrastructure.
- Respond to requests for local communications assistance, identify required support agencies, begin mobilization of resources and personnel for activation.
- Coordinate activities of support agencies.
- Facilitate the transfer of local communications assistance, identify required support agencies, mobilize resources and personnel, and activate support agencies as required.
- Provide IT support to the EOC.
- Assist post-emergency outreach programs (e.g., Disaster Recovery Centers) in establishing any necessary communications.

Emergency Support Function # 3: Public Works & Engineering

Primary Agency

- Transportation & Environmental Services (T&ES)

Support Agencies

- Alexandria City Public Schools (ACPS)
- Code Administration
- General Services
- Police Department (APD)
- Project Implementation
- Recreation, Parks, & Cultural Activities (RPCA)
- Sheriff's Office

Coordinating Organizations

- Alexandria Renew Enterprises
- Dominion Virginia Power
- Virginia American Water
- Virginia Department of Transportation (VDOT)
- Washington Gas

Purpose

The purpose of Emergency Support Function (ESF) # 3: Public Works & Engineering is to facilitate the protection, emergency repair and restoration of City-owned physical right of way (ROW) infrastructure, including roads, wastewater, and storm-water management systems. Drinking water systems are addressed in ESF # 12: Energy & Water Supply. Debris Management is discussed in the Support Annex # 6: Debris Management.

Scope

The scope of ESF # 3 is to plan, coordinate, initiate, and implement the restoration of all transportation routes, bridges, and access to public and critical structures affected by the emergency event. Coordinate emergency contracting and emergency repair of drainage systems, solid waste and wastewater facilities, and flood control systems.

Assumptions

Any emergency may cause unprecedented property damage. Homes, structures, bridges, and other facilities may be damaged or destroyed and must be reinforced, demolished, or isolated to ensure safety. Streets, highways, bridges, and bridge approaches, and other forms of transportation may be damaged and unstable.

Policies

Provide public works services to land and facilities under local jurisdiction. Emergency public works response to private property shall be done only when authorized or when life or public health is threatened.

1. Clear transportation routes as per public safety priorities.

Concept of Operations

General

1. The City has public works/engineering capabilities in several departments. There are also private construction, engineering, and supply resources organizations in the City. During a major emergency, the activities and services normally provided by such firms and local government departments/agencies would continue with the emphasis shifting to emerging emergency tasks. The requirement for emergency public works and engineering services expands directly in the magnitude of the emergency. Nonessential activities may be curtailed or deferred.
2. Public works and engineering are an integral part of the emergency response network providing emergency services to City residents. For many single-site emergencies, the function of emergency public works and engineering will be an extension of normal duties. However, during widespread, multiple-site emergencies, public works resources and facilitates may be in short supply.
3. Existing mutual aid agreements may augment resources and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from regional, state, and federal public works groups.
4. Coordination between public works agencies is necessary to ensure operational readiness. Each department having responsibility for emergency public works must develop standard operating guides (SOGs) and resources listing to support this ESF.
5. A repository of public works resources, including contracts, is maintained by TES public works and incorporated into their normal procedures.

Role of Emergency Operations Center (EOC)

- When the EOC is activated, the EOC Manager may activate ESF # 3: Public Works & Engineering as the Public Works & Engineering Group to coordinate all public works activities. The Public Works & Engineering Group is responsible for implementing policy and coordinating all available City Personnel, equipment, and materials available to carry out requirements for public works services, debris clearance, maintenance and repair of local roadways, and to assist in damage survey. The Public Works & Engineering Group will request the City's Emergency

Management Coordinator, the EOC, and if applicable the State EOC to provide assistance in obtaining additional resources when all local public works resources have been exhausted

- Public works & engineering personnel will be alerted according to prescribed departmental policy. The Public Works & Engineering Group will assign the operational priorities for personnel. All personnel will report to their predesignated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designated duties and responsibilities will facilitate a reduction in response time.
- Public works will establish and maintain lines of communication between the EOC and field forces during major response operations to facilitate the coordination of activities and resources.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Maintain and update ESF # 3: Public Works & Engineering when necessary.
- Maintain inventories and ensure readiness of resources and equipment.
- Develop an emergency action checklist and SOPs.
- Maintain pre-event contracts to support City and public works needs in an emergency.
- Work with ESF # 1: Transportation to establish and maintain roadway corridors that will be given priority for emergency debris clearance and repair to allow access into damaged areas.
- Participate in drills and exercises.

General Emergency Tasks

Primary and support agencies will:

- Pre-position resources and verify inventory in advance of an impending emergency.
- When notified of an emergency, send response teams/personnel, equipment, and vehicles to the scene, staging area, or other location, as appropriate.
- Coordinate the following operations:
    - Flood control and monitoring.
    - Emergency repair of City-owned physical infrastructure, including roads, bridges, buildings, and water management systems.

- Emergency clearance and removal of debris (including snow) for reconnaissance of the damaged areas and passage of emergency personnel and equipment, as well as for immediate health and safety purposes.
- Temporary construction of emergency access routes that include damaged streets, roads, bridges, waterways, and any other facilitates necessary for the passage of emergency personnel.
- Determination of the structural safety of emergency operations facilities.
- Coordinate emergency demolition or stabilization of the damaged structure and facilitates designated as immediate hazards to the public health and safety, or as necessary to facilitate the execution of emergency operations.
- Coordinate and conduct waste removal and sanitation service.
- Administer and manage contracted services.

Roles and Responsibilities

All primary, supporting, and coordinating agencies

- Record costs and expenditures and forward them to the Administrative/Finance Section

Alexandria City Public Schools

- Respond to requests for resources and personnel (architects and engineering, building maintenance) and prepare to activate.
- Direct emergency repair, debris clearance, and damage assessment on ACPS properties; coordinate with lead and support agencies to prioritize and accomplish such efforts in the City.

Code Administration

- Provide structural engineering subject matter expertise.
- Conduct infrastructure structural inspections as needed and requested.

General Services

- Respond to requests for resources and personnel and prepare to activate.
- Oversee emergency demolition or stabilization of damaged (City-owned) buildings and facilities designated as immediate hazards to the public health and safety, or as necessary to facilitate the execution of emergency operations.
- Serve as the lead on emergency repair, restoration, maintenance, and management of City-owned facilities/buildings.

Police Department

- Provide traffic control at emergency work sites.
- Provide security at public works facilities.

Project Implementation

- Manage all large construction projects on behalf of the City of Alexandria.

Recreation, Parks, & Cultural Activities

- Respond to requests for equipment and personnel and prepare to activate.
- Provide vehicles and personnel for emergency road and debris clearance.
- Direct emergency debris clearance, access restoration, and emergency repairs in RPCA's designated area of responsibility and support efforts elsewhere in the City.

Sheriff's Office

- Provide traffic control at emergency work sites.
- Provide security at public works facilities.
- Provide barriers to close off damaged areas and other equipment as needed.
- Provide actional staffing/laborers, if needed.

Transportation & Environmental Services

- Respond to requests for repair work; identify required support agencies; begin mobilization of resources and personnel and prepare to activate.
- Coordinate with support agencies in directing and prioritizing resources, needs, and services to accomplish emergency debris clearance, access restoration, emergency repairs to infrastructure, and damage assessment.
- Coordinate/interface with Alexandria Renew Enterprise and other utility companies.
- Maintain communications with other ESF's primary agencies to ensure mutual assistance and coordination.

Alexandria Renew Enterprises

- Respond to requests for resources and engineering personnel and prepare to activate.
- Coordinate needs to restore wastewater infrastructure.

- Record costs and expenditures and forward them to the Administration/Finance Section.

Dominion Virginia Power

- Coordinate the engineering evaluation and repairs of electrical infrastructure.
- Respond to requests for resources and engineering personnel and prepare to activate.

Virginia Department of Transportation

- Coordinate the engineering and evaluation and repairs of state-owned infrastructure.
- Respond to requests for resources and engineering personnel and prepare to activate.

Virginia American Water

- Coordinate the engineering and evaluation and repairs of water infrastructure.
- Respond to requests for resources and engineering personnel and prepare to activate.

Emergency Support Function # 4: Firefighting & Emergency Medical Services

Primary Agency

- Fire Department (AFD)

Support Agencies

- Alexandria City Public Schools (ACPS)
- Code Administration
- DASH
- Department of Emergency & Customer Communications (DECC)
- Health Department (AHD)
- Police Department (APD)
- Recreation, Parks, & Cultural Activities (RPCA)
- Sheriff's Office
- Transportation & Environmental Services (T&ES)
- Purchasing (Finance)

Coordinating Organizations

- Dominion Power
- Northern Virginia Emergency Response System (NVERS) Regional Healthcare Coordination Center (RHCC)
- Virginia American Water Company
- Washington Gas

Purpose

The purpose of Emergency Support Function (ESF) #4: Firefighting and Emergency Medical Services is to provide coordination of firefighting and emergency medical operations and resources during large-scale incidents or disasters.

Scope

ESF-4 will provide for the coordination of Firefighting and Emergency Medical Services efforts, utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS), to protect lives, property and environment in the City during large-scale incidents.

Assumptions

1. A single, large-scale incident, or multiple small-scale incidents, can place a high demand on the City's resources and stress regional resources, requiring state or federal assistance. The Fire Department will utilize existing automatic mutual aid agreements to obtain resources when possible. When additional resources are needed, requests will be made through the Emergency Operations Center.

2. A major event may impact the Fire Department's ability to provide essential services. Damaged or destroyed critical infrastructure will result in additional challenges to providing services and the ability to transport sick or injured people to definitive care facilities.
3. The threat of a large-scale event or disaster involving fire or emergency medical services exists and could occur at any time.
4. During a disaster, the Fire Department will be called upon to perform services not typically part of day-to-day operations.

Policies

1. The Fire Department will exercise broad lawful authority to provide emergency services, including control and direction of activities at incident scenes, ordering evacuations where warranted, and taking actions necessary to save lives.
2. The City of Alexandria will strive to ensure the quality of services provided to its citizens will be at the highest level possible. However, measures to protect life and property during emergencies likely will be dependent upon local and regional resources in the first hours and days of the incident. Severe conditions may limit the amount and quality of service possible.

Concept of Operations

General

- The Fire Department will coordinate fire suppression and emergency medical service operations utilizing NIMS/ICS.
- Large-scale and disaster operations will be an expansion of the Fire Department's normal daily responsibilities and will require support through existing automatic and mutual aid agreements. Existing agreements will generally be able to stisfy a temporary increase in City needs. If regional capabilities are exceeded, support may be requested through the EOC.

Role of Emergency Operations Center (EOC)

- The EOC Manager may activate ESF-4 as part of the EOC Operations Section, when needed, to coordinate all firefighting and emergency medical support activities occurring in the EOC, including requesting additional resources when needed.
- ESF-4 will establish and maintain lines of communication between the EOC and the field during response to facilitate coordination of activities and resources.

- Emergencies and disasters involving fire and EMS response are often large-scale and require significant fiscal and logistical support. The scale of the event may also involve state and federal declarations, thus a high level of coordination, support, and documentation through the EOC is required.
- Evacuation orders may be coordinated through the EOC to ensure that evacuees are moved to appropriate locations to include provisions for individuals with disabilities and access and functional needs.

Pre-Emergency Tasks

Primary and support agencies will:

- Support and update ESF-4 when necessary.
- Maintain inventories of resources available to support ESF-4 operations.
- Participate in training and exercises.
- Maintain automatic and mutual aid agreements.
- Foster and maintain relationships with local, state, and federal partners.
- Encourage businesses and community members to be prepared for emergencies.
- Develop emergency action plans and checklists.

General Emergency Tasks for primary and support agencies

Primary agencies will:

- When notified of a fire or medical emergency, send resources to the emergency site, staging areas, or other locations, as appropriate.
- Manage resources and direct response operations.
- Send a qualified agency representative to the EOC when requested.
- Provide timely updates to the EOC when it is activated.
- Advise if an event exceeds local capabilities.
- Determine the need for evacuation or sheltering in and around the emergency scene. When necessary, coordinate evacuation and sheltering with support agencies.
- Establish and maintain communication and coordination with all responders and support resources.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Support agencies will:

- Activate additional and essential emergency support functions/services.
- When requested, provide resources to assist with the incident and/or to support the EOC.

- Coordinate activities with the appropriate supporting organizations.

Roles and Responsibilities

Fire Department

- Provide resources when requested to respond and mitigate fire and emergency medical emergencies.
- Direct response operations. Coordinate and manage response resources.
- Send a qualified agency representative to the EOC when requested.
- Provide timely updates to the EOC when it is activated.
- Advise if an event exceeds local capabilities.
- Determine the need for evacuation or sheltering in and around the emergency scene. When necessary, coordinate evacuation and sheltering with support agencies.
- Establish and maintain communication and coordination with all responders and support resources.

Alexandria City Public Schools

- Provide transportation resources when requested for patients with minor injuries.
- Provide resources to support the response as necessary and available.

Code Administration

- Provide expertise on building or structural issues.

DASH

- Provide transportation resources when requested for the movement of patients with minor injuries or for temporary sheltering of displaced individuals.

Department of Emergency & Customer Communications

- Provide resources when requested to aid the response personnel with mitigation of the incident.
- Provide expertise and guidance on communications.

Finance - Purchasing

- Provide resources when requested to aid the response personnel with mitigation of the incident.

- Provide guidance and assistance with procurement of goods and services.

Health Department

- Provide resources when requested to aid
- response personnel with mitigation of the incident.
- Coordinate with hospitals and Regional Healthcare Coordination Center (RHCC) to address public health needs.
- Coordinate fatality management.

Police Department

- Provide resources when requested to establish and maintain security in the emergency area.
- Assist with control of ingress and egress of personnel and equipment.

Recreation, Parks, & Cultural Activities

- Provide resources when requested to aid the response personnel with mitigation of the incident.
- Provide for and coordinate sheltering services.

Sheriff's Office

- Provide resources when requested to establish and maintain security in the emergency area.
- Assist with control of ingress and egress of personnel and equipment.

Transportation & Environmental Services

- Provide resources when requested to aid the response personnel with mitigation of the incident.
- Liaison with Virginia American Water regarding water supply needs and issues, as necessary.

Dominion Virginia Power

- Respond to requests to shut off or repair electrical infrastructure.

Northern Virginia Emergency Response System (NVERS) Regional Healthcare Coordination

Center (RHCC)

- Coordinate with EMS and other healthcare providers and facilities on patient care capacity and other healthcare-related issues.
- Work with public health on community health issues.

Virginia American Water Company

- Respond to requests for water system management and repair work, begin mobilization of resources and personnel, and prepare to activate.

Washington Gas

- Respond to requests to shut off or repair natural gas lines, as appropriate.

Emergency Support Function # 5: Information & Planning

Primary Agency
- Office of Emergency Management (OEM)

Support Agencies
- Code Administration
- Human Rights
- Information Technology Services – GIS (ITS)
- Office of Communication and Community Engagement (OCCE)
- Office of Performance Analytics (OPA)

Coordinating Organization
- Virginia Department of Emergency Management (VDEM)

Purpose

The purpose of Emergency Support Function (ESF) # 5: Information & Planning is to coordinate citywide preparedness, response, and recovery activities and to provide a citywide system for situation reporting and analysis. ESF-5 is tasked with providing emergency response coordination, sending emergency alerts to the public, facilitating requests for state assistance, recommending local emergency declarations, initiating initial life safety and damage assessment, and coordinating recovery efforts. ESF-5 provides a citywide system for tracking the mobilization, deployment, utilization, and demobilization of resources. The systematic development of operational plans and coordination of resources in support of incident response/recovery efforts will be achieved through the City's Emergency Operations Center (EOC).

Scope

The scope of ESF-5 is to provide leadership and coordination of the EOC and all appropriate response organizations in support of emergency operations as specified in the Basic Plan under the Concept of Operations section.

Assumptions

1. The EOC will be activated and appropriately staffed in response to a significant incident that impacts the City.
2. Local services and personnel will be impacted and could be overwhelmed by a significant incident.
3. The City EOC is organized in accordance with NIMS.
4. A significant human-caused, natural, or technological emergency or other event may be of such magnitude as to exceed the capability of local organizations and require the assistance of additional state and federal agencies to supplement local efforts.

5. Significant cross-departmental coordination will be required to mobilize a large number of resources after a significant event.
6. Effective planning is necessary to ensure the coordinated response of government is consistent with the actual impacts of the emergency, the availability of resources, and the priority needs of the community.

Policies

1. It is the policy of the City of Alexandria to activate the EOC to coordinate the activities of all departments and other organizations participating in response and recovery efforts during a major emergency.
2. All affected City departments and coordinating organizations and ESFs are to provide continuous information to the EOC Planning Section related to their department's current and planned response and recovery activities.
3. The EOC Planning Section will produce periodic situation reports that will be distributed to EOC staff and City leadership.
4. All affected City departments and coordinating organizations and ESFs are to be actively involved in the development and implementation of the EOCs Incident Action Plan (IAP) (a specific action plan for the City EOC based on impacts of the emergency and resources available.)
5. All affected City departments and coordinating organizations are to treat the goals, objectives, and tasks stated in the IAP as official priorities and policy for the period covered by the IAP.
6. All affected City departments and coordinating organizations and ESFs shall develop an action plan component for implementing their assigned tasks within the IAP.
7. Information collected by the local government as part of reports made under the provision of this ESF may be released as public information only with the approval of the Director of Emergency Management or designee or in accordance with published standard operating guidelines.
8. Personal information of those impacted by the incident will be kept confidential. However, the personal information may be shared with the response and recovery organizations identified within this ESF for the sole purpose of aiding those impacted by the emergency or disaster.
9. In the event of a law enforcement related event, certain sensitive information will be kept confidential by the EOC staff until the Police Chief, Sheriff, or designee deems it appropriate for release to the public.
10. All City departments will prepare an after-action report of their activities after the conclusion of the event and participate in the development of a Citywide after-action report of the event.

Concept of Operations

General

- Initial incident reports will be made by field incident commanders or Department Heads to the Duty Emergency Manager or the EOC, if activated, as rapidly as possible through appropriate channels.
- All departments or agencies are to make damage/injury reports to the EOC when required and shall direct their personnel to follow reporting procedures. General information to be reported should include:
  - What happened
  - What is being done about it/what needs to be done
  - What is needed in terms of resources (capability, size, amount, location, type)
- When requested, each department should report the status of personnel, equipment, vehicles, communications capabilities, and City facilities to the EOC
- On-duty personnel shall evaluate their own condition and situation, and if possible, evaluate their surroundings by making an initial life safety assessment.
- Share information and coordinate with regional jurisdictions, the Commonwealth of Virginia, and federal government partners, as appropriate.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Maintain and update ESF # 5: Information & Planning when necessary.
- Maintain a roster of EOC personnel.
- Maintain EOC supplies and data displays.
- Develop emergency action checklists.
- Develop procedures for after-action reports and briefings.
- Maintain situational awareness by monitoring activity in the City and regionally.
- Participate in drills and exercises.

General Emergency Tasks

Primary and support agencies will:

- When notified of an emergency, send a representative to report to the EOC.
- Report any information in accordance with established Critical Information Requirements (CIRs).
- Maintain situational awareness and report any potential hazards or impacts.
- Advise EOC of any known or suspected threats reported by a credible source

Roles and Responsibilities

All listed supporting or coordinating departments/agencies are responsible for the following:

- Record costs and expenditures and forward them to the EOC Finance Section
- Account for all personnel time and resources allocated to the incident
- Comply with any requests for information as required

Code Administration

- Deploy damage inspectors and organize and conduct damage assessments.
- Provide damage reports and information to the EOC Planning Section.
- Staff the EOC Planning Section and track status of damage inspections.

Communication and Community Engagement

- Provide call center services to the public and refer appropriate information to the EOC.
- Establish the Joint Information Center (JIC), as required.
- Coordinate inquiries from the public, elected officials, and news media; coordinate appropriate responses.
- Ensure all appropriate outward-facing City platforms (e.g., website, social media, etc.) are updated accordingly

Information Technology Service – GIS

- Provide situational awareness analysis and situational awareness support using GIS and other digital products.
- Provide and/or develop incident-related maps.

Human Rights – ADA Program

- Assess and advise on special needs of affected population, including persons with disabilities, and non-English speaking individuals.

Office of Emergency Management

- Assume the position of EOC Manager.
- Coordinate staffing the EOC.
- Identify resources, personnel, and types of assistance required for emergency operations
- Develop an initial situation report.
- Establish planning factors and identify potential capability requirements.
- Maintain and share overall situation awareness of the incident.
- Serve as central conduit for situational reports, geospatial data, and other decision support tools.
- Facilitate information exchange, briefings, displays, and operational planning related to emergency activities.
- Serve as conduit for coordination with neighboring localities, state entities, and federal government partners.
- Maintain standard reporting templates (e.g., Situation Reports (SITREP) and Incident Action Plans (IAP)), information management systems, essential elements of information (EEI), and critical information requirements (CIR).
- Display charts, maps, and other information appropriately so all EOC participants can readily access them.
- Coordinate resource requests, facilitate resource ordering through VDEM, and maintain/track resources assigned to the incident.

Office of Performance Analytics

- Staff the Situational Awareness Unit in the EOC.
- Conduct incident-related data analytics and create information displays.
- Support with development of the common operating picture to aid in decision making processes.

Virginia Department of Emergency Management

- Provide a Regional VDEM rep to the EOC, as requested by the EOC Manager.
- Support local operations as requested by the EOC or Office of Emergency Management.

Emergency Support Function # 6: Mass Care, Emergency Assistance, Temporary Housing, & Human Services

Primary Agency
- Community & Human Services (DCHS)

Support Agencies
- Alexandria City Public Schools (ACPS)
- Amateur Radio
- American Red Cross
- Animal Welfare League, Animal Shelter (AWLA)
- Code Administration
- Communications & Community Engagement (OCCE)
- Community & Human Services (DCHS)
- DASH
- Fire Department (AFD)
- Health Department (AHD)
- Human Rights
- Library
- Police Department (APD)
- Recreation, Parks, & Cultural Activities (RPCA)
- Sheriff's Office
- Transportation & Environmental Services (T&ES)

Purpose

The purpose of Emergency Support Function # 6: Mass Care, Emergency Assistance, Temporary Housing & Human Services is to coordinate activities and resources for mass care, which includes providing temporary sheltering, housing, feeding of displaced and/or sheltered persons, distribution of relief supplies, and collection and dissemination of emergency welfare information.

- Provide temporary shelter, housing, and food as needed during or following an emergency.
- Provide emergency first aid and mental health care at mass care facilities/shelters.
- Provide an emergency welfare inquiry system to collect, receive, and report information about the status of victims and assist with family reunification.
- Provide bulk distribution of emergency relief supplies to impacted persons.
- Provide food, medication, and other critical supplies to individual sheltering in place, as appropriate.
- Ensure that information regarding the availability of shelters and other resources are provided to all City staff, the City's Office of Communications and Community Engagement (OCCE), the City's Department of Emergency & Customer Communications (DECC) and the public.

Individuals with disabilities and access and functional needs:

- Identify and accommodate individuals with disabilities and access and functional needs (e.g., nursing homes and assisted living facilities, hospital, schools, non-English speaking communities, etc.), including those requiring special medications, critical care, or life support.

Animal protection:

- Coordinate resources for veterinary needs and care of pets affected by the emergency event. Organize emergency relief between local, state, and federal entities for support of this function.
- Provide guidance in dealing with animals and animal-related problems caused by an emergency.

Scope

The scope of ESF # 6 is to provide initial response activities that focus on meeting the urgent needs of impacted community members, including members of special needs groups. Additional assistance will be based on the needs of impacted persons, the situation, and available resources.

This ESF encompasses the following:

- Sheltering –
    - The provision of emergency shelter for impacted persons includes the use of pre-identified shelter sites in existing structures.
    - Creation of temporary facilities. Similar facilities outside the emergency affected area should further evacuation be necessary.
    - Arrange transportation to shelters outside of the area to support the evacuation of those that cannot be accommodated in City shelters. Requires coordination with ESF # 1: Transportation and ESF # 13: Law Enforcement to implement evacuations.
- Feeding –
    - The provision for feeding impacted persons and emergency workers may be accomplished through a combination of fixed sites, mobile feeding units, delivery to homes, and food distribution.
- Temporary Housing –
    - The provision of short-term, group housing for impacted persons, beyond the need to shelter from immediate harm, until more suitable transition – housing arrangements can be made.
- Emergency Care –
    - Emergency first aid services provided to impacted persons and workers at mass care facilities. The emergency first aid services may be supplemented by health or mental

health services provided to meet the needs of the general population. (See also ESF # 8: Public Health, Behavioral Health, & Medical Facilities).

- Disaster Welfare Inquiries –
    - Information regarding individuals residing within displaced from or missing from the affected area will be collected and provided to immediate family members outside the affected area. This system will also aid in the reunification of family members and the identification of fatalities. (See also Support Annex # 5: Mass Fatality Management).
- Bulk Distribution of Emergency Relief –
    - The system will be established for the distribution of emergency relief items. The distribution of these items will be determined by the requirement to meet the urgent needs of emergency victims.
- Animal Protection –
    - Identify and meet the emergency veterinary and care needs of animals in the aftermath of a major or catastrophic event.
        - Maintain the status of veterinary and hospital services capabilities.
        - Organize the appropriate personnel and identify equipment and resources needs.
        - Animal capture, sheltering, and return to owners (wherever feasible).

Assumptions

1. Disasters of catastrophic proportions require immediate activation to provide mass care to affected populations and emergency responders involved in the emergency and its aftermath.
2. Many emergencies necessitate the evacuation of an affected area. The City is responsible for the provision of temporary emergency shelter and care for impacted persons.
3. Individuals and families may be deprived of the normal means of obtaining food, clothing, shelter, and medical needs. Family members may become separated and unable to locate each other. Individuals may develop serious physical or psychological problems requiring specialized medical services.
4. As a result of a major emergency affecting other jurisdictions within the Commonwealth of Virginia or the National Capital Region, the City may be asked to shelter evacuees.
5. As a result of a public health threat, quarantine and/or isolation may be necessary. If quarantine is implemented due to a public health threat, it may require special consideration and, at some point, an individual or community response.

6. Any type of emergency may significantly affect the local animal population. A veterinary clinic, kennels, and other facilities that house animals may be severely damaged or destroyed. Remaining open facilities will likely be overwhelmed by demands for services.

Policies

1. The opening and staffing of shelters and other mass care issues are the responsibility of the City of Alexandria. The Office of Emergency Management (OEM) will oversee mass care operations in the City through the EOC to ensure the population is served. The primary department of this ESF is Community & Human Services (DCHS).
2. All government/volunteer/private resources will be utilized as necessary to coordinate effective public/private partnerships during emergencies.
3. Alexandria will coordinate mass care efforts with local and other non-governmental organizations (NGOs) and other agencies.
4. Mass care operations will begin as soon as possible following an emergency. Public and private facilities that provide the best available protection for displaced people will be used as shelters and/or mass feeding facilities. The basic essential life support to be provided for the displaced population includes food, water, clothing, medical services, sanitation, lodging, and communications. The City's EOC determines which shelters (generally community centers and public school buildings) will be opened for shelter use.
5. Alexandria will coordinate with state and federal agencies to facilitate the delivery of assistance programs to individuals, including the identification of appropriate site(s) for disaster assistance centers.
6. The care of pets and other animals' needs will be provided in accordance with the Animal Welfare League of Alexandria's Pet Shelter Plan.
7. No services will be denied based on race, color, national origin, religion, sex, age, or disability, and no special treatment will be extended to any person or group in an emergency over and above what normally would be expected in the way of government services. The City's activities pursuant to the Federal/State Agreement for major emergency recovery will be carried out in accordance with Title 44, Code of Federal Regulations (CFR), Section 205.16, Federal disaster assistance is conditional and in full compliance with this rule.

8. It is the policy of Alexandria to comply with the Americans with Disability Act of 2008 and its standards outlined in Title 41, CFR Section 101.19-6, to the extent permitted by fiscal constraints.
9. OEM will work with DCHS and RPCA to identify and disseminate the shelter locations when the facility is open and ready to receive evacuees.
10. Alexandria will secure cooperation of building owners for the use of their property as a shelter.
11. Alexandria will coordinate appropriate levels of health and emergency medical care at shelters as needed and feasible.
12. Persons with special needs that exceed the capabilities and resources of the City's emergency shelters will be provided services at existing and operational facilities that are uniquely and appropriately staffed and equipped to meet these needs, which will include coordination with the Northern Virginia Regional Healthcare Coordination Center (RHCC) to transport such persons to hospitals and/or nursing homes with appropriately equipped and staffed available beds, either within or outside of Northern Virginia, which will involve coordination between ESF 6 and ESF 8.
13. The Alexandria Health Department and OEM will educate the population to maximize personal/family and institutional preparedness for individuals with special needs and minimize the overall number of persons with special medical needs who may need emergency shelter in any given all-hazards scenario.
14. Information about persons identified on shelter lists, casualty lists, hospital admissions, etc., will be available to family members to the extent allowable under confidentiality regulations.
15. Efforts will be made to coordinate among agencies providing information to maintain the number of inquiry points for families.
16. In the interest of public health and safety, the City will identify and attempt to meet the care and emergency needs of animals following emergencies.
17. Priorities will be directed toward animal care functions after human needs are met.

Concept of Operations

General

- Emergency operations for most mass care incidents (individual assistance, sheltering, special population needs) will be an extension of normal programs and services. However, during widespread, multi-site emergencies, human services personnel, resources, and facilities may be overstressed and in short supply.

- Mass care operations can vary in length from several hours, to overnight, to multiple days and weeks, depending on the severity and scope of an incident. Mass care is intended to provide basic human services needed to bridge the gap from the onset of the emergency to the beginning of effective, long-term recovery operations. The facilities provided may include heating and cooling facilities, immediate refuges of last resort, short-term overnight shelters, and longer-term group housing that lasts days or weeks. Facilities can also include feeding centers without beds or those that can provide for the basic food and water needs of those sheltered in place.
- Community & Human Services (DCHS) is the primary department, in cooperation with others, for coordinating with provider agencies for mass care needs and problems not addressed by other human service agencies. Other City departments will assist in this effort when requested.
- Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from state and federal human services groups.
- Coordination is necessary to ensure emergency operational readiness. Each City department responsible for human services must develop operating procedures and identify resources to support this plan.
- Animal issues:
    - Most emergencies have the potential to create a need for certain animal services
    - Emergency operations for animal services will be an extension of their normal duties. However, during widespread, multiple-site emergencies, animal services resources and facilities may be in short supply
    - Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from state and federal agencies/organizations
    - Coordination between animal control and services agencies is necessary to ensure emergency operational readiness. Each entity having responsibility for animal control and services must develop operational procedures and identify resources to support this plan

Role of Emergency Operations Center (EOC)

- When the EOC is activated, Community & Human Services (DCHS), with the assistance of the support agencies, will staff ESF # 6: Mass Care, Emergency Assistance, Temporary Housing, & Human Services. ESF # 6 is responsible for directing and coordinating emergency programs relating to mass care. A senior DCHS representative will assume the position of ESF 6 lead reporting to the EOC Operations Section Chief.
- Mass Care personnel will be alerted according to prescribed departmental/agency policy. The EOC Mass Care Group Supervisor will assign the operational priorities for personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-emergency tasks of duties and responsibilities will facilitate a reduction in response time.
- Sub-functions may be activated within ESF # 6 to include:
    - Mass feeding
    - Mass sheltering/temporary housing
    - Special needs
    - Animal protection services
    - Mass care commodity distribution
- Mass feeding duties include:
    - Identifying incident sites requiring mass feeding services
    - Determining present and future need for mass feeding resources
        - Communications
        - Feeding facilities
        - Feeding for affected persons and emergency workers
        - Potable water
        - Temporary sanitation facilities
    - Obtaining and coordinating the deployment of mass feeding resources for emergency responders as requested by field incident commanders
- Sheltering/temporary housing duties include:
    - Determining requirements for sheltering impacted persons and temporary sheltering for emergency responders
    - Establishing shelter sites and ensuring communications to each site
    - Ensuring a registration system is implemented at each site

    - Establish alternative temporary housing facilities to provide short-term group housing until suitable transition housing can be arranged
- Special needs duties include:
    - Identifying incident locations requiring the needs of special populations and individuals
    - Identifying sources and costs for providing for the needs of special populations and individuals
    - Coordinating programs and resources for special populations and individuals.
- Animal protection duties include:
    - Search for, rescue, evacuate, and shelter animals
    - Treat and care for injured and sick animals
    - Collect and dispose of dead animals
    - Secure and identify lost and stray animals
- Mass care commodity distribution duties include:
    - Determine the commodities (i.e., food, water, ice, clothing, fuel) needing distribution
    - Determine the locations of those needing the commodities
    - Determine locations for distribution facilities
    - Determine resources needed for accomplishing the distribution (severity, transportation, storage, dispensing)
    - Schedule and inform target groups of the plans for commodity distribution.
- Evacuation will be coordinated at the EOC to ensure that evacuees are moved to appropriate locations. Individuals with disabilities and access and functional need are provided through coordinating efforts between ESF # 6 and ESF # 8 primary and support agencies

Pre-Emergency Tasks

Primary and support agencies will work with OEM to:

- Maintain and update ESF # 6: Mass Care, Emergency Assistance, Temporary Housing, & Human Services when necessary.
- Develop and maintain a Shelter Operations Plan.
- Analyze mass care requirements,
- Identify and maintain current mass care inventories and equipment cache.
- Develop agreements with mass care providers as necessary.
- Identify City assistance mass care locations and resources needed.
- Maintain inventories of resources and facilities.

- Prepare a resource list that identifies the agencies/organizations responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for the injured and sick animals during large-scale emergencies.
- Liaison with the State EOC through the EOC Manager on animal evacuation and shelter plans.
- Participate in drills and exercises, as well as training and certification programs.
- Develop emergency action checklists.

General Emergency Tasks

Primary and support agencies will:

- When notified of an emergency will have a representative report to the City's EOC.
- Mass care emergency actions may include:
    - Provide feeding for victims and emergency workers
    - Identify facilities that are appropriate for feeding facilities
    - Provide medical and nursing aid
    - Provide potable water
    - Provide temporary sanitation facilities
    - Identify distribution service centers
    - Distribute food, clothing, medicine, commodities
        - Provide information services
        - Assess the social service needs of victims
        - Provide counseling services
        - Provide special needs services
    - Animal protection emergency actions include:
        - Feeding
        - Sheltering
        - Veterinary care
        - Return to owner

Roles and Responsibilities

<u>Alexandria City Public Schools</u>

- Provide facilities, personnel, equipment, supplies, and other resources, as needed and available, to assist in sheltering operations, mass feedings, or first aid medical care.

- Facilitate the opening and operation of emergency shelter and mass feeding sites upon request by the EOC Manager or ESF 6 lead.
- Provide personnel to assist in the mass feeding of evacuees and relief workers at the shelter sites.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Amateur Radio

- Assist with primary and alternate emergency radio communications support between mass care facilities and the EOC.
- Record costs and expenditures and forward them to the Administration/Finance Section.

American Red Cross

- Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities.
- Provide for the mass feeding of affected individuals and relief workers at the shelter facilities.
- Assist in providing first aid stations at shelter facilities.
- Provide frequent updates as to shelter status.
- Assist in the coordination of the Disaster Welfare Inquiry (Safe & Well website).
- Assist in providing mental health counseling and support services.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Animal Welfare League of Alexandria

- Provide facilities, personnel, supplies, and other resources needed to assist in shelter operations for the pets of victims of the affected emergency area.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Code Administration

- Conduct inspections of shelter facilities to assure safety and suitability for occupancy.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Communications & Community Engagement

- Provide the public with evacuation messages and the location of shelters when they are open.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Community & Human Services

- Assume the primary role of Mass Care lead under the EOC Operations Section.
- Provide personnel, supplies, and other resources necessary to manage and conduct shelter operations for the impacted population. Provide back-up assistance when requested.
- Provide frequent updates as to shelter status to the EOC operations Section Chief, Planning Section Chief, and EOC Manager.
- Identify and handle any child abuse/neglect issues that present in the shelter.
- Provide onsite intake workers at shelters to assess needs and support residents with obtaining stable housing.
- Provide emotional support, resource connection and crisis intervention to emergency victims in mass care facilities/shelters.
- Assess community behavioral health needs following an emergency
- Record costs and expenditures and forward them to the Administration/Finance Section.

DASH

- Provide vehicles, personnel, supplies, and other resources needed to transport people to shelters.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Fire Department

- Provide emergency medical care staff to assist in shelter operations when possible.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Health Department

- Provide technical assistance and, where appropriate, regulatory oversight, to ensure health standards for sanitation, food, and water are maintained at all shelters.
- Coordinate provisions of needed health services.
- Provide infectious disease prevention and control guidance and education.
- Deploy staff as needed to conduct surveillance, to identify occurrences of communicable diseases in accordance with existing AHD procedures, and to make appropriate recommendations for disease containment strategies.
- Deploy the Medical Reserve Corps to assist in shelters.
- Provide support to discharge planning, regrading remaining shelter residents who may be

eligible for ongoing AHD programmatic support. e.g., WIC, public health specialty clinics, and case management.

- Record costs and expenditures and forward them to the Administration/Finance Section.

Human Rights

- Advise on the physical needs of persons with disabilities and cultural sensitivity issues in the mass care environment.
- Provide personnel, supplies, and other resources needed to assist in shelter operations, including disability-support resources and foreign language capability.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Information Technology Services

- Assure needed computer and communications systems are established and functional at shelters and other mass facilities.
- Provide technical support, maintenance, and repair needed to assist in shelter operations for victims of the affected emergency area.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Library

- Provide personnel, books, supplies, and other resources needed to assist in shelter operations for victims of the affected emergency area.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Police Department

- Provide security at shelters and/or supply distribution sites.
- Provide the means to identify sex offenders in shelters as needed.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Recreation, Parks & Cultural Activities

- Provide facilities, personnel, supplies, and other resources necessary to support shelter operations.
- Activate the shelter operation plans at the request of the EOC Manager and/or ESF 6 lead.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Sheriff's Office

- Provide personnel, equipment, supplies, and other resources necessary to assist with mass care management, including managing existing contracts for meals in the detention center.
- Provide security presence as needed at shelters and/or supply distribution sites.
- Provide frequent updates as to the status of feeding and security issues in the shelters.
- Assist with needed health services such as nursing and other health care professionals, medical surveillance, and prophylaxis.
- Provide limited laundry services for shelters.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Transportation & Environmental Services

- Provide the means to move resources and people as needed, to include shelter staff and volunteers.
- Provide personnel, equipment, supplies, and facilities to assist in shelter operations.
- Communicate with Dominion Virginia Power to ensure the highest priority for power restoration is given to facilities that are used for shelters.
- During shelter operations, provide frequent updates.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Emergency Support Function # 7: Logistics Management & Resource Support

Primary Agency

- Finance Department

Support Agencies

- Alexandria City Public Schools (ACPS)
- Fire Department (AFD)
- Health Department (AHD)
- Office of Emergency Management (OEM)
- Police Department (APD)
- Sheriff's Office
- Transportation & Environmental Services (T&ES)

Coordinating Organization

- American Red Cross

Purpose

The purpose of Emergency Support Function (ESF) # 7: Logistics Management & Resource Support is to provide resource and logistical support for emergency response and recovery efforts. It describes the processes and procedures for effective procurement, utilization, prioritization, and conservation of available local resources (equipment, personnel, and supplies) during emergencies, as well as the acquisition of resources from the state or federal government when local resources are depleted.

Scope

The scope of ESF # 7 is to provide citywide resources for emergency operations in the event of resource depletion (e.g., contracting services, office supplies and equipment, emergency supplies, transportation services, additional personnel, etc.), as well as arrangements for obtaining, storing, and transportation of food, water, ice, and other consumable supplies to designated receiving areas.

Assumptions

1. Many resources are critical to the immediate emergency response following a major emergency event and may be critical for long-term recovery operations. Large-scale emergencies may quickly exhaust the normal stock of resources and supplies available, requiring the coordinated replenishment of personnel, equipment resources, and expendable supplies. When this occurs, the availability of those resources and supplies is limited in the region where the emergency occurred due to widespread consumption.
2. An emergency will deprive people of access to food and hydration by disrupting the supply distribution network and existing supply. Any existing supplies may be contaminated or rendered unsafe for consumption.

3. Most City Departments have some resources that can be used during an emergency.
4. The City's Procurement Office maintains a list of public and private sector resources that could be utilized during an emergency response.
5. Residents are not prepared to be self-sufficient for a minimum of 72 hours, which will put a strain on City resources.
6. City departments and volunteers will be directly impacted by the emergency and may be unable to respond to the emergency.

Policies

1. The City's Procurement Office will work with the Office of Emergency Management (OEM) to secure resources from outside the City. Additional resources will be requested through the City emergency operations center (EOC) to the State EOC. OEM will coordinate with the State EOC to establish an emergency distribution system if an emergency disrupts the normal distribution process.
2. The City Manager may invoke temporary controls on local resources and establish priorities for use. The City Manager, in extraordinary circumstances, may convene advisory groups of public and private sector representatives to coordinate and manage the emergency use of community resources
3. Departments are encouraged to provide the Logistics Section with resource requests needed for the response and recovery efforts. Each department is responsible for arranging the movement of departmental assets to points where they are needed during emergencies. If a department does not have suitable transportation capabilities, it may request assistance through the EOC. All resource requests should be made through the EOC or risk not being properly tracked and reimbursed.
4. Resources will be inventoried, prioritized, and utilized in the most efficient manner possible, and will be allocated based on EOC priorities. All resource requests and orders will be tracked and documented.

Concept of Operations

<u>General</u>

- The City will maintain a list of local resources available for emergency use. The list should indicate the quantity, location, and contact person. The City will commit all locally available

resources to protect the lives and property of its citizens. After local resources have been expended or committed, assistance will be sought through mutual aid and from the State EOC.

- City Departments will use their own resources and equipment during emergencies and will have control over the management of those resources.
- The Emergency Management Coordinator will initiate the acquisition and commitment of resources from outside City Government, except for normal mutual aid requests from the City's regional partners. Operational control of those resources' rests with the incident commander for the incident or function where the resources are assigned.
- When submitting resource requests to the EOC Logistics Section, the following information should be included (***CSALTT***):
    - **Capability** – what does the resource need to accomplish?
    - **Size** – Is there a specific unit or size measurement needed?
    - **Amount** – how many units of the resource are needed?
    - **Location** – what is the delivery/operational location of the resource?
    - **Type**– If applicable, define the specific type of resource.
    - **Time** – when and for how long is the resource needed?
- Within the emergency areas, after a catastrophic emergency, the following conditions may exist:
    - A substantial percentage of food processing and distribution capabilities will be disrupted.
    - Access to bulk quantities of usable food in the impacted area will be limited.
    - A substantial percentage of water supply will be unusable, requiring portable water supplies to be made available to the affected population.
    - There will be a near-total disruption of energy sources (e.g., electricity and gas). The only sources available will be oil and gasoline for generators and propane tanks.
    - Most commercial cold storage freezer facilities will be inoperable.
- Large bulk shipment of food supplies purchased, solicited, or donated will be coordinated with the ESF # 6: Mass Care. Individuals and relief organizations from outside the emergency will begin to collect food, water, and other commodities to assist. A plan for managing the likely inundation of donated commodities must be in place.
- All resource expenditures must be reported to the Finance/Administration Section.

Role of Emergency Operations Center (EOC)

- If the situation warrants, ESF-7 may be activated by establishing the Supply Unit within the Logistics Section and the Procurement Unit within the Finance/Administration Section. The Supply Unit Leader will coordinate with the EOC Manager and Logistics Section to determine resource needs. The Procurement Leader will work with all EOC staff to execute any existing or emergency contract and procurement needs.

- The EOC will develop a process for staging emergency personnel and equipment responding in an emergency.
  - Staging areas should be identified for both local resources and for outside resources entering the City.
  - Multiple staging areas may be established and should be coordinated with the field Incident Commander, if established.
  - Communications should be established between staging areas and the EOC.

Donated Goods

- After a major emergency has occurred, large quantities of unsolicited donated resources may be sent to the City. Information should be disseminated to send these resources to designated staging areas for receiving, inventorying, and distribution.
- Management of donated supplies, food, clothing, medicine, and other items are discussed in Support Annex #6: Volunteer & Donation Management.

Economy

- After a major emergency, maintenance of normal distribution, transportation, warehousing, and retail systems will be encouraged to the maximum extent possible. If an emergency causes a shortage of essential resources, the City will coordinate with the private sector and State EOC to encourage establishment of voluntary controls. Mandatory controls may be implemented if needed.

Pre-Emergency Tasks

Primary and support agencies will work with OEM to:

- Maintain and update ESF-7: Logistics Management & Resource Support when necessary.

- Develop a standardized resource request process for use when the EOC is activated.
- Pre-identify potential resource gaps/needs and establish mutual aid, MOUs, and/or contract vehicles for emergency use.
- Develop agreements, partnerships, and relationships with resource providers.
- Identify and establish agreements storage facilities, both refrigerated and non-refrigerated, for warehousing of food, water, and ice.
- Identify and maintain current resource inventories.
- Establish inventory, control, and delivery systems where applicable.
- Pre-identify staging area locations within the City.
- Participate in drills and exercises.
- Develop emergency action plans and checklists.
- Maintain a list and train emergency procurement liaisons from each department.

General Emergency Tasks

Primary and support agencies will:

- When notified of an emergency, send a representative to report to the EOC.
- Coordinate the implementation of resource management activities with the appropriate tasked organizations.
- Negotiate contracts for support of emergency actions as required.
- Determine the needs in terms of the number of people, their location, and available food preparation facilities for feeding.
- Identify, locate, and catalog available resources of food, transportation, equipment, storage, and distribution facilities.
- Coordinate with public health (ESF #8) to ensure foods are safe for human consumptions.
- Establish logistical links with organizations involved in mass feedings.

Roles and Responsibilities

<u>All identified primary and supporting agencies will:</u>

- Provide personnel, equipment, supplies, and other resources as necessary.
- Record costs and expenditures and forward them to the Administration/Finance Section.

<u>Alexandria City Public Schools</u>

- Provide personnel, equipment, supplies, and other resources necessary to aid the resource management needs utilizing existing staff and facilities as required.

- Provide frequent updates as to the status of the school's facilities and capabilities to the Supply and Procurement Unit Leaders.

American Red Cross

- Provide personnel, equipment, supplies, and other resources as necessary.
- Provide frequent updates as to the status of available Red Cross supplies and personnel.

Fire Department

- Provide the status of Department resources, personnel, and facilities.
- Provide personnel, equipment, supplies, and other resources as necessary.

Health Department

- Provide technical assistance to assure safe food and water.
- Lead distribution of medicines during events or emergencies requiring mass prophylaxis.
- Coordinate the distribution of Strategic National Stockpile (SNS) and donated clinical supplies for the healthcare community during shortages.

Police Department

- Provide security at staging areas and distribution sites.

Finance Department

- Assume the role of the primary department for ESF #7: Logistics Management & Resource Support.
- Assumes the position of both Supply Unit Leader and Procurement Unit Leader to carry out these functions within the EOC.
- Provide and schedule personnel to conduct resource management operations.
- Provide frequent updates to the EOC command and general staff during resource management operations.
- Assist with the development and maintenance of a resource management plan.
- Maintain the supply ordering and warehousing function for the EOC.

Sheriff's Office

- Manage existing contracts for meals vendors in the detention center.
- Provide security as needed at staging areas and distribution sites.
- Provide vehicles and staff as needed to facilitate resource distribution.

Transportation and Environmental Services

- Provide personnel, equipment, supplies, and facilities to assist in resource management operations.
- Provide frequent updates as to the status of transportation systems to the Supply Unit Leader and the Procurement Unit Leader.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Emergency Support Function # 8: Public Health, Behavioral Health, & Medical Facilities

Primary Agency
- Health Department (AHD)

Support Agencies
- Alexandria City Public Schools (ACPS)
- Animal Welfare League of Alexandria (AWLA)
- Community & Human Services (DCHS)
- Fire Department (AFD)
- Office of Emergency Management
- Police Department (APD)
- Recreation, Parks, & Cultural Activities (RPCA)
- Sheriff's Office

Coordinating Organizations
- American Red Cross
- Inova Alexandria

Purpose

The purpose of Emergency Support Function (ESF) # 8: Public Health & Medical Services is to coordinate the delivery of population and equity-based public health and medical care during an emergency, excluding the emergency medical services provided by the Fire Department and coordinated in ESF # 4: Firefighting, and the Support Annex # 5: Mass Fatality Management.

Scope

The scope of ESF # 8 is to organize appropriate health care personnel to provide community health services at clinics, provide surveillance and monitoring of the public health situation, infection prevention control measures, issues health warnings and information on preventative and treatment options, distributes medical countermeasures (prophylactic medicine and vaccines) to the public as necessary, coordinates the provision of health care services with private health care facilities and advises on the status of potable water, wastewater, solid waste, air monitoring, and other environmental health hazards.

Assumptions

1. A major event would rapidly impact local and state resources and ability to provide health services. Such an event would result in certain public health threats, including problems related to water, solid waste, and physical and mental health. Health facilities may be severely damaged or destroyed, resulting in medical and pharmaceutical supply/equipment

shortages. Injuries and health conditions will be complicated by the impact of the emergency as well as in coordinating services of health care facilities and pharmacies.

2. Emergencies have the potential to raise stress levels in survivors and emergency responders, which may negatively affect their mental and emotional well-being.
3. Situations with a potential threat to the health and safety of the community require coordination of public health and medical response; these could include natural disease outbreaks.

Policies

1. Continuation of public health functions and control of environmental factors is essential following an emergency to prevent the outbreak of disease and to monitor the spread of vectors associated with the emergency and its aftermath.
2. Expedient health services are provided by the staff of public health agencies and private health care facilities.
3. It is desired to provide the highest quality care possible. In all likelihood, emergency measures to protect life and health during emergencies will be exclusively dependent upon those resources available at the local level during the first critical hours post-event. Severe conditions may limit the amount and quality of care it is possible to deliver.

Concept of Operations

General

- Emergencies can potentially exacerbate or lead to public health problems. Depending upon the nature of the incident, complications might include communicable diseases, sanitation problems, contamination of food and water, community mental health problems, and other health problems that arise from animal diseases (i.e., infectious complications from animal bites and during debris management).
- Emergency operations for public health services will be an extension of their normal duties. However, during widespread, multiple-site emergencies, health personnel, resources, and facilities may be inundated by a surge in workload.
- Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from regional, state and federal health services, and groups.
- Coordination between other public health departments is necessary to ensure emergency operational readiness. Each department having responsibility for public health services should deploy operating instructions and a list of resources to support the plan.

- The City of Alexandria maintains a listing of available emergency public health services resources.

Role of Emergency Operations Center (EOC)

- When the EOC is activated, the EOC Manager, on the recommendation of the Health Department, may activate ESF # 8 by assigning an EOC Health Group Supervisor to coordinate public health services activities. The EOC Health Group Supervisor is responsible for directing and coordinating efforts relating to the Regional Healthcare Coordination Center (RHCC) ESF # 8 desk for additional resources when all local public health services resources have been exhausted. Requests for the Strategic National Stockpile (SNS) will be made through the Virginia Department of Health.
- Public Health personnel will be alerted according to prescribed departmental/agency policy. The Health Group Supervisor will assign the operational priorities for personnel. All personnel will report to their predesignated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
- The Health Group Supervisor will establish and maintain lines of communications in the EOC during major response operations to facilitate the coordination of activities and resources.
- The Health Department will ensure that ESF # 8 is activated and that the appropriate public health service support any evacuation efforts. Any evacuations will be coordinated through the EOC to ensure that evacuees are moved to appropriate locations and that the needs of individuals with disabilities and access and functional needs are met.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Maintain and update contact information and list for ESF #8: Public Health, Behavioral Health, & Medical Facilities.
- Maintain inventories of resources and equipment.
- Develop public education information concerning the use of untreated water, contaminated food, and other unsanitary practices following emergencies.
- Develop a format for preparing health-related public information for distribution to the EOC PIO for release to the general public.

- Develop procedures for deploying personnel into affected areas to provide surveillance and monitoring of public health following major emergencies.
- Participate in drills and exercises.
- Develop emergency action checklists.
- Maintain mutual aid agreements.
- Develop and test methods for providing large scale medical countermeasure dispensing in the community.

General Emergency Tasks

All Primary and support agencies will:

- When notified of an emergency, send a representative to the EOC.
- Provide guidance on personal protective equipment, infection prevention measures and other exposure precautions.
- Recommend measures, and provide oversight for food, water and vector control activities, for prevention of disease transmission.
- Ascertain the need for health surveillance.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Roles and Responsibilities

Health Department

- Assume the role of the primary department for this ESF and the Health Group Supervisor in the EOC Operations Section to carry out those functions.
- Provide personnel, equipment, supplies, and other resources necessary to coordinate plans and programs for public health activities during an emergency.
- Coordinate distribution/dispensing of vaccines and/or prophylaxis.
- Coordinate health inspections and advise on general food handling and infection control matters.
- Coordinate and the disseminate risk communication materials and emergency public health information messages to the public.
- Coordinate with hospitals and other health care providers on responding and addressing public health needs of the community.
- Conduct surveillance, case investigation and contact tracing activities for diseases, and provide guidance on the prevention and control of the spread of disease.

- Provide coordination of public health laboratory services.
- Coordinate with ESF # 6: Mass Care Coordinator, if activated, to identify shelter occupants that may require medical assistance.
- Coordinate City fatality management services.

Alexandria City Public Schools

- Provide nursing personnel, facilities, refrigerated vehicles, and other resources as needed.
- Support relevant public information and education efforts (e.g., sending information home in backpacks and disseminating information via the ACPS TV channel).
- Assist in coordinating of language lines, interpreting services.
- Provide access to ACPS facilities for use as mass prophylaxis dispensing sites.

Animal Welfare League, Animal Control Division

- Coordinate collection and disposal of deceased animals.

Community & Human Services

- Assess behavioral health needs following an emergency.
- Communicate the unmet needs vulnerable populations currently served by the department
- Coordinate behavioral health activities among response agencies.
- Coordinate the dissemination of public education on critical incidents stress and stress management techniques with the EOC PIO.

Fire Department

- Provide medical support personnel, as requested and available.
- Communicate when CHEMPACK is deployed, and/or when the Regional Healthcare Coordination Center is activated.

Police Department

- Assist with security, traffic control and management at sites providing health and medical services.

Recreation, Parks, & Cultural Activities

- Provide access to RPCA facilities providing health and medical services.

Sheriff's Office

- Assist with security, traffic control and management at sites providing health and medical services.

Transportation & Environmental Services

- Monitor and report any impacts to potable water delivery or infrastructure; as needed, coordinate with ESF-8 to ensure safety of drinking water.

American Red Cross

- Provide State-licensed medical and mental health support personnel as requested.

Inova Alexandria Hospital

- Coordinate with Emergency Medical Services and other healthcare providers on patient care capacity.
- Work with public health personnel on community health and surge related issues.

Emergency Support Function # 9: Urban Search and Rescue

Primary Agency

- Fire Department (AFD)

Support Agencies

- Code Administration
- Finance (Purchasing)
- Health Department (AHD)
- Information Technology Services – GIS (ITS)
- Police Department (APD)
- Recreation, Parks & Cultural Activities (RPCA)
- Sheriff's Office (ASO)
- Transportation & Environmental Services (T&ES)

Coordinating Organizations

- Dominion Power
- Virginia Department of Emergency Management (VDEM)
- Washington Gas

Purpose

The purpose of Emergency Support Function (ESF) # 9: Urban Search and Rescue (US&R) is to provide overall coordination of US&R operations and resources involved in large-scale incidents or disasters.

Scope

ESF-9 will provide for the coordination of US&R efforts, utilizing the National Incident Management System (NIMS) and the Incident Command System (ICS), to protect lives, property and the environment in the City during large-scale incidents.

Assumptions

1. A single, large-scale event, or multiple small-scale US&R events will rapidly exceed the capabilities of City resources and will stress regional resources, requiring state or federal assistance. The Fire Department will utilize existing automatic and mutual aid agreements to obtain to resources when possible. When additional resources or support is needed, requests will be made through the EOC.
2. Responders will encounter widespread damage to buildings and will be called on to locate and rescue people trapped inside. Because the mortality rate for structural collapse entrapment dramatically increases beyond 72 hours, search and rescue must begin immediately.

3. A major event may impact the Fire Department's ability to provide essential services. Damaged or destroyed critical infrastructure will result in additional challenges to providing services and the ability to transport sick or injured people to definitive care facilities.
4. The threat of a large-scale event or disaster involving US&R could occur at any time with or without warning.
5. During a disaster, the Fire Department will be called upon to perform services not typically part of their day-to-day operations.

Policies

1. The Fire Department will exercise broad lawful authority to provide emergency services, including control and direction of activities at incident scenes, ordering evacuations where warranted, and taking actions necessary to save lives.
2. The City of Alexandria will strive to ensure the quality of services provided to its citizens will be at the highest level possible. However, measures to protect life and property during emergencies will be dependent upon local and area resources in the first hours and days of the incident. Severe conditions may limit the amount and quality of service possible.

Concept of Operations

General

- The Fire Department will coordinate US&R operations utilizing NIMS/ICS.
- US&R operations will be an expansion of the Fire Department's normal daily responsibilities. US&R emergencies and disasters will stress existing automatic and mutual aid agreements. If regional capabilities are exceeded, support may be requested through the EOC.

Role of Emergency Operations Center (EOC)

- The EOC Manager may activate ESF-9 as part of the EOC Operations Section, when needed, to coordinate US&R operations in the EOC, including requesting additional resources when local and regional resources have been exhausted.
- ESF-9 will establish and maintain lines of communication between the EOC and the field during major response operations to facilitate coordination of activities and resources.
- Emergencies and disasters requiring US&R are often large-scale events that will require significant fiscal and logistics support and often involve state and federal declarations, thus a high-level of coordination, support, and documentation through the EOC is required.

- Emergencies and disasters requiring the activation of ESF-9 will involve personnel displaced from their residences and businesses. Coordination through the EOC will be required to address their needs.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Support and update ESF-9 when necessary.
- Maintain inventories of resources available to support ESF-9 operations.
- Participate in trainings and exercises.
- Maintain automatic and mutual aid agreements.
- Foster and maintain relationships with local, state, and federal US&R partners.
- Encourage employees, businesses, visitors, and residents to be prepared for emergencies and disasters.
- Develop emergency action plans and checklists.

General Emergency Tasks

Primary and support agencies will:

- When requested to staff the ESF-9 position by the EOC/OEM, the Fire Department will send a qualified representative to the City EOC.
- Coordinate, conduct, and support search operations for victims throughout the impacted areas.

Roles and Responsibilities

Code Administration

- Provide personnel, equipment, supplies, and other resources necessary to aid technical rescue personnel with information regarding structural issues related to any involved properties.
- Provide expertise in building or structural issues.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Fire Department

- Implement ESF # 9 when needed by assuming the position of Technical Rescue Group Supervisor within the EOC Operations Section.

- Provide personnel, equipment, supplies, and other resources necessary to locate, extricate, and treat the inured/trapped victims.
- Coordinate the acquisition of personnel, supplies, and administrative support necessary to conduct technical rescue operations.
- Request further assistance from the Virginia Department of Emergency Management through the EOC Commander for additional technical rescue resources.
- Provide frequent updates to the EOC on the status of technical rescue operations.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Police Department

- Provide personnel, equipment, supplies, and other necessary resources for security in the emergency area.
- Assist with the Technical Rescue Group Supervisor with frequent updates as to the status of security in the emergency area.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Recreation, Parks, & Cultural Activities

- Provide heavy equipment, operators, supplies, and other resources necessary to aid the technical rescue personnel as needed.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Sheriff's Office

- Provide personnel, equipment, supplies, and other necessary resources for security in the emergency area.
- Assist with the control of ingress and egress of personnel and equipment.
- Provide the Technical Rescue Group Supervisor with frequent updates as to the status of security in the emergency area.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Transportation & Environmental Services

- Provide personnel, equipment, supplies, and other resources necessary to aid the technical rescue personnel with information regarding structural issues related to any involved bridges overpasses, culverts, or other public infrastructure components as needed.

- Provide heavy equipment and operators as needed.
- Provide expertise in right of way (ROW) structural issues related to infrastructure components.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Emergency Support Function # 10: Oil & Hazardous Materials Response

Primary Agency
- Fire Department (AFD)

Support Agencies
- Alexandria City Public Schools (ACPS)
- Code Administration
- Health Department (AHD)
- Police Department (APD)
- Recreation, Parks, & Cultural Activities (RPCA)
- Sheriff's Office
- Transportation & Environmental Services (T&ES)

Coordinating Organizations
- Inova Alexandria Hospital
- Virginia Department of Emergency Management (VDEM)

Purpose

The purpose of the Emergency Support Function # 10: Hazardous Materials is to provide coordination of resources called to respond to an accident or incident involving hazardous materials.

Scope

The scope of ESF # 10 is to coordinate an effective and efficient response to the discharge or release of hazardous materials.

Assumptions

1. The threat of an incident involving hazardous materials exists since these materials are involved in everyday activities by all segments of our population.
2. Hazardous materials emergencies could occur from any one of several sources, including roadway and rail transportation, aircraft accidents, or fixed facility accidents.
3. Evacuation or shelter-in-place may be required to protect portions of the City.
4. Victims of a hazardous materials incident may require unique or special medical treatment not typically available to the City.
5. The release of hazardous materials may have short and/or long-term health, environmental, and economic effects depending upon the type of product.
6. Hazardous materials emergencies may occur without warning requiring immediate emergency response actions.
7. The City has a hazardous materials response team and is part of the Northern Virginia Hazardous Materials Response Team, which is a component of the state response system.

Policies

1. The Fire Department will exercise broad lawful authority, within existing capabilities, to protect life and property threatened by hazardous materials incidents, to include ordering evacuations, shelter-in-place, and necessary actions to contain the spill or release.

2. For the purpose of this plan, a hazardous material is defined as any substance or material, including radioactive materials, which, when uncontrolled, can be harmful to people, animals, property, or the environment.

Concept of Operations

General

- Local resources may be overwhelmed by a hazardous materials incident.
- There are several types of incidents involving hazardous materials such as incidents at fixed facilities, shipping incidents, roadway, or rail transportation accidents, and those involving intentional releases.
- The level of response required for an incident is determined by:
    - Quantity, quality, and the toxic effects of the material involved in the release
    - Population and/or property threatened
    - Type and availability of protective equipment required for the released materials
    - Consequences if no immediate actions were taken
- Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering in place, evacuation, and/or isolation of the contaminated environment.
- Hazardous materials releases suspected of being acts of terrorism could fall under the jurisdiction of Federal law enforcement (e.g., the FBI).
- In some cases, the incident scene could be turned over to law enforcement or another entity prior to it being released to the responsible party.
- It may not be the responsibility of the City to monitor remediation.
- Response procedures for each incident will be according to local policies and procedures in compliance with worker safety standards.

Role of the Emergency Operations Center (EOC)

- Evacuations may be coordinated through the EOC to ensure that a clear and consistent message is communicated. The coordination will also help ensure that those displaced have access to appropriate facilities and that the needs of those with disabilities or access needs are met.
- The EOC may request resources that cannot be obtained through normal agreements.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Maintain and update ESF 10: Hazardous Materials when necessary.
- Develop an emergency action checklist for response efforts.
- Maintain a Community-Right-To-Know database of information on facilities with hazardous substances.
- Maintain a hazardous material response capability.
- Participate in internal and external planning, training, and exercises to ensure readiness.

General Emergency Tasks

Primary and support agencies will:

- Receive notice of hazardous materials incident(s).
- Identify, locate hazardous materials incident site(s).
- Activate additional and essential emergency support functions/services.
- Coordinate activities with the appropriate partner organizations.
- Provide resources to assist with the incident and/or to support the EOC.

Roles and Responsibilities

Alexandria City Public Schools

- Provide personnel, equipment, supplies, and other resources necessary to aid the hazardous materials response.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Code Administration

- Provide expertise in building or structural issues.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Fire Department

- Provide resources necessary to respond and mitigate all hazardous material incidents.
- Staff the EOC when activated.
- Provide emergency medical care resources when needed.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Inova Alexandria Hospital

- Provide treatment to the injured or contaminated victims.
- Coordinate with local and regional healthcare facilities through the RHCC.
- Provide frequent updates on the status of victims.

Police Department

- Provide resources necessary for security in the emergency area.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Public Health

- Provide resources as available to aid the hazardous material response with information regarding health issues arising from the release of hazardous materials.
- Provide expertise and guidance in the remediation of the impacted site(s).
- Record costs and expenditures and forward them to the Administration/Finance Section.

Recreation, Parks, & Cultural Activities

- Provide resources necessary to aid the response personnel with mitigation of the incident.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Sheriff's Office

- Provide resources necessary for security in the emergency area.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Transportation & Environmental Services

- Provide resources necessary to aid the response personnel with mitigation.
- Provide expertise and guidance in the remediation of the affected sites.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Virginia Department of Emergency Management

- Provide resources necessary to aid in this ESF

Emergency Support Function # 12: Energy & Water Supply

Primary Agency

- Transportation & Environmental Services (T&ES)

Support Agencies

- Code Administration
- General Services
- Health Department (AHD)
- Office of Climate Action

Coordinating Organizations

- Dominion Power
- Washington Gas
- Virginia American Water Company

Purpose

The purpose of Emergency Support Function (ESF) # 12: Energy & Water Supply is to respond to and recover from shortages of and disruptions in the supply and delivery of electricity, natural gas, other forms of energy and fuel, and potable water.

Scope

- The scope of ESF # 12 is to:
    - Coordinate the restoration of utility services that are interrupted due to any emergency and the coordination of services and communications among utilities and with local, state, and federal agencies.
    - Gather, assess, and share information on public utility system damage and estimation on the impact of an energy system outage.
    - Coordinate requests for assistance from public utility officials, suppliers, and deliveries.

Assumption

1. A major event will severely damage and/or destroy power lines, telephone equipment, drainage systems, water and sewer lines, and gas mains. Emergency equipment in the affected areas may be inaccessible and/or damaged. Restoration of these essential services must begin immediately.
2. Emergencies may cause shortages in energy supplies by disrupting transmission or fuel supply levels or increasing energy use.
3. Public utility emergencies can include acute shortages caused by power outages and flow disruption and chronic shortages caused by panic buying in fuels/electricity.
4. Fuel shortages can be caused by imbalances in supply and distribution.
5. Large scale incidents will increase the strain on the energy grid and which may cause for the need of controlled energy consumption to prevent widespread failure or outages.

Policies

1. The City Manager may establish energy and/or water allocation and usage priorities.
2. The City Manager may establish and order energy and/or water conservation measures.

Concept of Operations

General

- Power lines, telephone equipment, gas mains, water and sewer, and drainage systems may be destroyed or damaged and must be restored and repaired. Utilities may be decimated and may be partially or fully inoperable.
- Many local governments and utility response personnel will be unable to perform their prescribed emergency duties. Emergency equipment in the immediate emergency area may be damaged or inaccessible. Resources will be limited in the emergency area.

Role of the Emergency Operations Center (EOC)

- When the emergency operations center (EOC) is activated, the EOC Manager may activate the Energy & Water Group Supervisor to coordinate all energy and utility activities. The Energy & Water Group Supervisor is responsible for directing and coordinating emergency programs relating to energy and utilities. The Energy & Water Group Supervisor will make requests to the State EOC through the EOC Operations Section Chief for additional resources when all City resources have been exhausted.
- Energy and utility personnel will be alerted according to prescribed departmental/agency policy. The Energy & Water Group Supervisor will assign the operational priorities for personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
- Energy, water, and other utilities will establish and maintain lines of communication in the EOC during major response operations to facilitate coordination of activities and resources.

Emergency Energy & Water Supply Resource Requests

The procedures for receiving, evaluating, prioritizing, and implementing emergency energy & water supply resource requests is as follows:

- The primary department receives the emergency support request.
- The support department then prioritizes the request.
- The specific utility company will advise, in writing, an estimated completion time and submit this information to the Energy & Water Group Supervisor.
- If the resource request exceeds the available and obtainable government resources, the Energy & Water Group Supervisor will submit the request to the Logistics Section through the Operations Section Chief for additional resources or mutual aid.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Maintain and update ESF # 12: Energy & Water Supply when necessary.
- Identify local energy systems and providers.
- Establish and maintain resource inventories.
- Develop a database of critical facilities and whether they have emergency or standby power resources.
- Develop a database of existing critical facility generators, noting the type of fuel, quantity on hand, and generator load.
- Develop a database listing of reserve generators and develop procedures for acquiring and deploying the same with personnel to critical facilities during a power failure.
- Develop a listing of priorities with local energy providers for use in emergency restoration services.
- Coordinate with and assist, as applicable, utility companies with assessing damages to local utility distribution systems.
- Encourage mitigation practices at utility distribution facilities to reduce the potential effects of hazards on the utility's ability to deliver energy to local users.
- Participate in drills and exercises.
- Develop emergency action checklists.

General Emergency Tasks

<u>All primary and support agencies will:</u>

- Coordinate energy activities with the appropriate tasked organizations.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Roles and Responsibilities

Code Administration

- Act as a liaison with the business community for requests for restoration of utility services and/or repair of services.
- Support critical infrastructure damage assessments.

Dominion Power

- Provide an assessment report on the status of power systems and the impact of system outages.
- Provide personnel, equipment, supplies, and other resources needed to restore power systems critical to saving lives, protecting health, safety, and property.
- It is recommended that a representative be physically in the EOC, if possible.
- Provide the Energy & Water Group Supervisor with frequent updates as to the status of the power systems in the City.
- Maintain records of costs and expenditures to accomplish the energy function and forward them to the Energy & Water Group Supervisor, who will then provide them to the Finance/Administration Section.

General Services

- Monitor the resources necessary to operate City Buildings.
- Provide personnel, equipment, supplies, and other resources needed to maintain City buildings.
- Provide the Energy & Water Group Supervisor with frequent updates as to the status of energy and water systems affecting City facilities.

Health Department

- Monitor and test the drinking water supply, as needed.
- Issue boil water advisories and advise on health impacts due to loss of energy or water supply, as needed.

Transportation & Environmental Services

- Implement ESF # 12: Energy & Water Supply by assuming the position of Energy & Water Supply Group Supervisor within the EOC Operations Section.
- Monitor public utility-related issues to prevent a surprise public utility shortage.

- Develop an operations plan for responding to public utility shortages.
- Provide an assessment report on the status of the water and wastewater systems and the impact of system outages.
- Provide recommendations on priorities for energy, water, and other utility restoration.
- Coordinate the implementation of approved priorities for energy, water, and other utility restoration.
- Provide personnel, equipment, supplies, and other resources needed to restore water and wastewater systems critical to saving lives, protecting health, safety, and property.
- Maintain City fleet services and infrastructure.
- Coordinate with Dominion Power, Washington Gas, and Virginia American Water.
- Identify and address fire hydrants that are out of service.
- Coordinate and prioritize activities (e.g., road clearing) to facilitate the repair of electricity and water distribution systems.
- Provide the EOC Operations Section chief with frequent updates as to the status of public utilities.

Virginia American Water

- Respond to requests for restoration of water utility services and/or repair of services.
- Coordinate with the Energy & Water Group Supervisor to prioritize the needs for water utility restoration services.
- Identify required support agencies, begin mobilization of resources and personnel, and prepare to activate and direct water utility restoration resources according to priorities.

Washington Gas

- Provide an assessment on the status of natural gas systems and the impact of system outages.
- Provide personnel equipment, supplies, and other resources needed to restore natural gas systems critical to saving lives, protecting health, safety, and property.
- Provide the Energy & Water Group Supervisor with frequent updates as to the status of natural gas systems in the City.

Office of Climate Action

- Monitor need for energy conservation and provide supporting analysis and/or information to promote utility conversation as needed

Emergency Support Function # 13: Public Safety & Security

Primary Agency

- Police Department (APD)

Support Agencies

- Alexandria Sheriff's Office
- Alexandria City Public Schools (ACPS)
- Clerk of Circuit Court
- Department of Emergency and Customer Communications (DECC)
- Fire Department (AFD)
- Human Rights
- Transportation & Environmental Services (T&ES)

Coordinating Organization

- Virginia Department of Criminal Justice Services (VDCJS)

Purpose

The purpose of Emergency Support Function (ESF) # 13: Law Enforcement & Security is to coordinate City, State, and Federal Law Enforcement personnel and equipment in support of emergency response and recovery operations.

Scope

The scope of ESF # 13 is to provide for timely and coordinated efforts of law enforcement personnel for public safety and protection. Activities that relate to evacuation, curfew, traffic management, crowd control, security, and other extraordinary law enforcement functions are necessary to provide for the safety and welfare of the public during an emergency.

Assumptions

1. In an emergency, law enforcement/safety measures may be needed to protect life and property.
2. During an evacuation, traffic control personnel may be needed to ensure an orderly flow of traffic and proper parking at reception centers/shelters.
3. The concentration of a large number of people in shelters during an evacuation may necessitate a police presence to maintain orderly conduct.
4. Extra patrols/surveillance will be needed in evacuated areas to prevent looting and protect property.
5. Evacuation of prison/jails may require additional personnel.
6. When shelters, donation centers, distribution centers, immunization centers, or other emergency related service centers are operating, there would need to be a law enforcement security presence in the center plus security during non-operational hours.

Policies

The Police Department will exercise its authority to save lives and property, enforce laws, emergency orders, and regulations during emergencies.

The Virginia Department of Criminal Justice Services (VDCJS) and the Virginia Criminal Injuries Compensation Fund (VCICF) shall be contacted immediately to deploy assistance when there are victims as defined in the Commonwealth of Virginia Code §19.2-11.01.

"Victims," as defined in §19.2-11.01 is a person who has suffered physical, psychological or economic harm as a direct result of the commission of a felony or of assault and battery in violation of §18.2-57 or §18.2-57.2, stalking in violation of §18.2-60.3, sexual battery in violation of §18.2-67.4, attempted sexual battery in violation of §18.2-67.5, maiming or driving while intoxicated in violation of §18.2-51.4 or §18.2-266, (ii) a spouse or child of such a person, (iii) a parent or legal guardian of such a person who is a minor, (iv) for the purpose of subdivision A4 of this section only, a current or former foster parent or other person who has or has had physical custody of such a person who is a minor, for six months or more or for the majority of the minor's life, or (v) a spouse, parent, sibling or legal guardian of such a person who is physically or mentally incapacitated or was the victim of a homicide; however, "victim" does not mean a parent, child, spouse, sibling, or legal guardian who commits a felony or other enumerated criminal offence against a victim as defined on clause (i).

Concept of Operations

General

- During times of emergencies, law enforcement agencies will be called upon to expand their operations. Law enforcement agencies will utilize their normal communications networks. Existing mutual aid agreements will generally be able to augment and satisfy a temporary increase in local needs. If local capabilities are exceeded, support may be available from state and federal law enforcement groups.
- The Police Chief or designee is responsible for the coordination of operations in this ESF. The Police Chief is also responsible for law enforcement within the City. A chain of command will be established to cover shifts/vacancies.
- The Police Chief may enact a curfew under certain circumstances during a civil disturbance

Role of Emergency Operations Center (EOC)

- The Police Department will implement ESF-13 by assuming the position of Law Enforcement Group Supervisor within the EOC Operations Section. The Law Enforcement Group Supervisor will establish and maintain lines of communication in the EOC during major response operations to facilitate and coordinate all law enforcement activities and direct and coordinate all available local law enforcement personnel, equipment, and supplies. The Law Enforcement Group Supervisor will make requests through the EOC Operations Section Chief or EOC Manager to the State for additional resources when it is expected that all local law enforcement resources will be exhausted.
- Law enforcement personnel will be alerted according to prescribed departmental policy. The operational priorities will be assigned by the various law enforcement department chiefs. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in response time.
- Evacuations will be coordinated through the EOC to ensure that evacuees are moved to appropriate locations and that the needs of special populations and individuals are provided.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Maintain and update ESF # 13: Law Enforcement & Security when necessary.
- Maintain and update inventories of resources and equipment.
- Develop procedures and policies for use with civil disorder, terrorist activity, and other law enforcement-intensive emergencies.

- Participate in drills and exercises.
- Develop emergency action plans and checklists.
- Maintain mutual aid agreements.

General Emergency Tasks

Primary and support agencies will:

- When notified of an emergency and requested, send a response team/personnel, equipment, and vehicles to the emergency scene or other location, as appropriate. Send a representative to the City EOC when activated and requested.
- Manage law enforcement resources and coordinate law enforcement field operations.
- Provide security and control access to the area affected by the emergency to protect public and private property.
- Assist with evacuation of individuals at risk in and around the emergency scene.
- Record costs and expenditures and forward them to the Finance/Administration Section.

Roles and Responsibilities

Alexandria City Public Schools

- Provide security personnel, equipment, supplies, and other resources needed to assist in law enforcement and security activities, particularly when school facilities are being used as shelters or resource staging locations.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Clerk of Circuit Court

- Ensure the continuity of the criminal justice system during emergencies.

Department of Emergency and Customer Communications (DECC)

- Support public safety organizations by dispatching and coordinating requested resources.
- Maintain status of all available City public safety resources.

Fire Department

- Provide personnel (Fire Marshals), equipment, supplies, and other resources needed to assist in law enforcement activities as requested.
- Provide frequent updates on the status of law enforcement activities.

Human Rights

- Advise on tolerance issues, anti-discrimination laws, civil rights issues, and factors impacting situations of civil unrest.
- Provide personnel, equipment, supplies, and other resources needed to assist in law enforcement activities as requested.
- Serve as a liaison, as appropriate, to diffuse tension.

Police Department

- Ensure the performance of normal law enforcement activities and general emergency tasks.
- Provide traffic control, law enforcement, and security at damaged City property.
- Staff control points and roadblocks to expedite traffic to reception centers and prevent reentry of evacuated areas.
- Provide the Law Enforcement Group Supervisor in the EOC with frequent updates as to the status of law enforcement activities.

Sheriff's Office

- Provide security at the City Courts and City Hall.
- Provide personnel, equipment, supplies, and resources necessary to assist law enforcement activities.
- Provide traffic control, law enforcement, and security at damaged City property.
- Provide security at the EOC during activation.
- Assist with security at shelter facilities and donation centers.
- Provide the Law Enforcement Group Supervisor in the EOC with frequent updates on the status of law enforcement activities

Transportation & Environmental Services

- Assist with traffic management (e.g., provide barricades, provide variable message signboards, manage traffic signals), etc.

Virginia Department of Criminal Justice Services (VDCJS)

- Deploy assistance when there is a victim, or victims, as the result of a crime.

Emergency Support Function # 15: External Affairs

Primary Agency

- Office of Communications & Community Engagement (OCCE)

Support Agencies

- Alexandria City Public Schools (ACPS)
- Community and Human Services (DCHS)
- Emergency and Customer Communications (DECC)
- Fire Department (AFD)
- Health Department (AHD)
- Historic Alexandria
- Human Resources (HR)
- Amateur Radio
- Police Department (APD)
- Recreation, Parks, & Cultural Activities (RCPA)
- Sheriff's Office
- Transportation & Environmental Services (T&ES)

Coordinating Organization

- Inova Alexandria

Purpose

The purpose of Emergency Support Function (ESF) # 15: External Affairs is to establish a system that gathers and disseminates emergency related information through the media, and directly to the public. ESF-15 does not include emergency alerting and notification functions, which are covered in the Support Annex # 3: Alert & Warning. ESF-15 ensures that sufficient City assets are deployed to provide accurate, coordinated, and timely information to the public and the media.

Scope

The scope of ESF-15: External Affairs is to manage information during an emergency so that the most up-to-date and accurate information is used to inform the public. ESF-15 will lead efforts to create and disseminate a singular unified message. ESF-15 will coordinate this message with all involved agencies to ensure consistent messaging.

Assumptions

1. It is important to provide timely and accurate information to the public and media outlets.
2. During an emergency, the public seeks guidance and information about the government's response and recovery operations.
3. Emergency information will be disseminated by appropriate means based on the incident. The primary methods will be the use of Alexandria eNews, media outlets, the City's cable TV channel, website, and social media.

4. News coverage must be monitored to ensure that accurate information is being disseminated.
5. Rumor monitoring and rumor control is an important component of messaging.
6. Given the City's location and high profile, it needs to be prepared to keep our federal partners and legislative officials informed.

Policies

It is the goal of the City of Alexandria to release timely and accurate emergency information to the public in cooperation with the media. The City will coordinate the release of emergency information with state and federal governmental partners. The City Public Information Officer (PIO), through the City Manager's Office and/or Emergency Operations Center (EOC) Manager, manages all aspects of emergency public information.

Concept of Operations

General

- Emergency public information efforts will focus on specific event-related information. Implementation of the Joint Information Systems (JIS) plans, protocols, and structure will establish a mechanism to ensure delivery of understandable, timely, accurate, and consistent information through coordination within the City and with neighboring jurisdictions, as well as state and federal governmental partners. The information will generally be instructional with the focus on items such as warning, evacuation, and sheltering. It is also important to keep the public informed of the general progress of events. A special effort will be made to report accurate information regarding emergency response to reassure the community that the situation is under control. Rumor control will be a major aspect of the JIS, along with monitoring public feedback as a measure of the program's effectiveness. Information dissemination efforts will rely heavily on the cooperation of media organizations.

In general, the responsibilities of the public information functional components include:

Public Communication

- Coordinate messages from the various response agencies, activate the Joint Information System (JIS) and stand-up the Joint Information Center (JIC).
- Gather information on the incident.

- Provide incident-related information through the media and other City sources to residents, visitors, businesses, and industries directly or indirectly affected by the incident.
- Use a broad range of resources to disseminate information.
- Monitor news coverage to ensure the accuracy of the information being disseminated.
- Assist in coordination with news conferences as deemed appropriate by the City Manager and Director of Communications. Handle appropriate special projects such as news conferences and news operations for incident area tours.
- Oversee the key function of media relations.

Community Relations

- Prepare an initial action plan with incident–specific guidance and objectives at the beginning of an actual or potential incident.
- Identify and coordinate with community leaders and neighborhood groups to assist in the rapid dissemination of information, identify unmet needs, and to establish an ongoing dialogue and information exchange.
- Encourage the use of Alex 311 or an established incident hotline as a way of getting input.

Governmental Affairs

- Establish contact with the elected and appointed officials representing the affected areas to provide information on the incident.
- Be prepared to arrange an incident site visit for these officials and their staffs.
- Respond to inquiries.

Role of Emergency Operations Center (EOC)

- During emergency operations, the EOC PIO reports to the EOC Manager. As a member of the EOC Command staff, the EOC PIO works closely with the EOC Manager, EOC General Staff, and public information officers from all concerned agencies and private businesses to collect accurate information. The EOC PIO will brief EOC staff on public messaging procedures and protocols.
- The EOC PIO (designated by the Director of Communications) will:
    - Determine EOC and JIC staffing levels based on incident.
    - Determine the appropriate cadence for briefing media outlets, creating and updating status boards, and establishing press conferences.
    - Coordinate and Delegate responsibilities to JIS Working Group.
    - Collect and disseminate emergency information in a timely manner.

  - Issue official emergency instructions and information to the public through all available means.
  - Prepare news releases and develop methods that allow the news media to verify sources of information before publication or broadcast.
- Establish a process to receive and handle non-emergency calls, arrange for and accompany all visitors to the EOC, and provide escorts to accompany visitors into emergency areas.
- Provide language accessibility resources to aid with message delivery.

Joint Information System and Center (JIS & JIC)

- In the event of an incident requiring extensive coordination between City and one or more non-City agencies, the JIS may be activated and a JIC may be established. In consultation with the EOC Command Staff, the EOC PIO will determine whether the JIS or a JIC is needed for the incident. Widespread incidents may also call for the establishment of a regional JIC, usually coordinated by Regional ESF-15 or several component jurisdictions.
- The JIS and a JIC:
  - Provides a system and source for the public and news media to obtain information, deconflict reports, and address rumors.
  - Allows spokespersons from federal, state, and local representatives to jointly develop and issue news releases.
  - Collects and disseminates information to the public to include rumor control information.
- JIC facilities need to be equipped with communications equipment and necessary supplies. A JIC typically contains a room for news media briefings, a news media work area, a public information work area, and other rooms for inquiry functions.
- If a Rumor Control Unit is activated, it should operate from a room separate but adjacent to the media briefing room and deals with questions from the public and calmly disperses accurate information to callers.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Maintain and update ESF-15: External Affairs when necessary.
- Conduct hazard awareness programs.
- Develop and deliver public education preparedness programs.
- Prepare emergency information and instructions for its release during emergencies.
- Coordinate and maintain a working relationship with the media, particularly those who will

disseminate emergency information to the public.

- List and maintain available news media resources (e.g., names, addresses, and telephone numbers) that will disseminate emergency information to the public.
- Establish a means to monitor and respond to rumors.
- Designate an information center that will be the single, official point of contact for the news media during an emergency.
- Develop rumor control procedures.
- Ensure the ability to provide emergency information and instructions to individuals with disabilities and individuals with limited English proficiency.
- Participate in drills and exercises.
- Develop emergency action checklists.

General Emergency Tasks

All Primary and all support agencies will:

- When notified, report to the City EOC or incident scene as appropriate.
- Distribute approved information to the public using text messaging, email, or other systems.
- Record costs and expenditures and forward them to the Administration/Finance Section

Roles and Responsibilities

Alexandria City Public Schools

- Provide public information staff to assist in the development and dissemination of public information.
- Advise on customizing public information to meet any special needs of students and parents.
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information, including assisting with the public information officer's duties.
- Provide frequent updates on the status of public information activities.
- Distribute approved information to the public using text messaging, email, the school's Web site, ACPS cable television channel, or other systems, including sending printed information home to parents in students' backpacks).
- Provide personnel with foreign language skills.

Amateur Radio

- When needed, provide staff in the EOC to assist in disseminating public information.

Community & Human Services

- Provide department public information staff to assist in the development and dissemination of public information.
- Advise on customizing public information to meet any special needs of the Department's clients
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information
- Provide frequent updates on the status of public information activities
- Distribute approved information to the public and department clients using any means necessary.

Emergency and Customer Communications (DECC)

- Serves as the Public Safety Answering Point for all emergency services within the City.
- Answers and routes calls for service from the public through the City's 311 non-emergency number.
- Provide 24/7 radio communications and other essential services to police, sheriff, fire, and other public safety departments

Communications and Community Engagement (OCCE)

- Implement ESF-15 by assuming the position of Public Information Officer within the EOC Command Staff.
- Assume overall responsibility for ensuring a coordinated communications effort.
- Develop coordinated messages to send out regarding any emergency in conjunction with all City agencies and regional partners.
- Implement the JIS and establish a JIC as needed.
- Establish a news media briefing area as needed.
- Coordinate or delegate all interviews with news media and officials as deemed by EOC PIO or EOC Manager.
- Brief and liaise with elected and appointed officials or staff as appropriate.
- Manage the use of the City cable television channel and capability.
- Distribute information to the public via text, email, the City website, and other systems.
- Disseminate approved information in response to incoming inquiries.
- Provide information on feedback and complaints received from the community.
- Provide frequent updates on the status of public information activities.

Fire Department

- Provide department public information staff to assist in the development and dissemination of public information.
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information.
- Provide frequent updates on the status of public information activities.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Health Department

- Serve as primary message content advisor for public health-related information
- Provide department public information staff to assist in the development and dissemination of public information.
- Advise on customizing public information to meet access and functional needs of the population.
- Provide personnel, equipment, supplies, and other resources as available to assist in the distribution of information.
- Provide frequent updates on the status of public information activities.
- Distribute approved information to the public using City communications system via text messaging, email, or other systems.

Historic Alexandria

- Provide department public information staff to assist in the development and dissemination of public information.
- Provide advice on message content to best reach department clients.
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information.
- Provide frequent updates on the status of public information activities.
- Distribute approved information to the public using text messaging, email, or other systems.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Human Rights

- Provide department public information staff to assist in the development and dissemination of public information.
- Provide personnel with foreign language skills.
- Provide advice on content and presentation of information in a culturally sensitive manner, especially during instances of civil unrest.

- Advise on customizing public information to meet any special needs of the Department's clients.
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information.
- Provide frequent updates on the status of public information activities.
- Distribute approved information to the public using text messaging, email, or other systems.

Police Department

- Provide department public information staff to assist in the development and dissemination of public information.
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information.
- Provide frequent updates on the status of public information activities.
- Provide security for the JIC and/or media briefing areas as necessary.
- Distribute approved information to the public using text messaging, email, or other systems.
- Assume lead for any public information release or media inquiries for any incident where the Police Department is the lead Agency.

Recreation, Parks and Cultural Activities

- Provide department public information staff to assist in the development and dissemination of public information.
- Advise on customizing public information to meet any special needs of the Department's clients.
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information.
- Provide frequent updates on the status of public information activities.
- Distribute approved information to the public using text, email, or other systems, including sending printed information home with children attending recreation programs.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Sheriff's Office

- Provide department public information staff to assist in the development and dissemination of public information.
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information.
- Provide frequent updates on the status of public information activities.

- Provide security for the JIC and/or media briefing areas as necessary.
- Distribute approved information to the public using text messaging, email, or other systems.

Transportation and Environmental Services

- Provide department public information staff to assist in the development and dissemination of public information.
- Provide personnel, equipment, supplies, and other resources necessary to assist in the distribution of information.
- Provide frequent updates on the status of public information activities.
- Distribute approved information to the public using text messaging, email, or other systems.

Support Annex # 1 Volunteer & Donation Management

Primary Agency

- Office of Emergency Management (OEM)

Support Agencies

- Alexandria City Public Schools (ACPS)
- American Red Cross
- Health Department (AHD)
- Police Department
- Sheriff's Office
- Volunteer Alexandria

Purpose

The purpose of Support Anenx #1: Volunteer & Donation Management is to coordinate and manage affiliated and unaffiliated (i.e., spontaneous) volunteers and donated goods during an emergency.

Scope

The Volunteer & Donations Management Support Annex focuses on the coordination and collaboration between the Office of Emergency Management (OEM), Volunteer Alexandria, and NGOs that provide volunteer and/or donation services within the City of Alexandria.

Activities include, but are not limited to:

- Respond to public inquiries regarding the need for volunteers or donated goods during an emergency.
- Staff the Emergency Operations Center (EOC) when activated.
- Coordiante with EOC personnel to to determine needs for volunteers and donations during emergencies.
- Develop procedures to stand-up and manage Volunteer and Donation Reception Centers during the response and recovery phases if volunteers or donated goods are needed.
- Establish a plan to communicate to the public how they can donate if cash donations are needed.
- Maintain communication with other regional Volunteer Centers and Voluntary Organizations Active in Disasters (VOADs) regarding mutual assistance.
- Provide just-in-time training to individuals interested in volunteering.

Assumptions

1. In the event of an emergency that has a significant impact on the City as a whole or an individual neighborhood, people will likely want to donate goods and volunteer their services to assist in the community's response and recovery efforts.
2. It is the responsibility of the City government to have a plan for communicating with the public and for handling solicited and unsolicited donations and/or receiving and coordinating volunteers.

Policies

1. In an emergency response, qualified volunteers will be utilized. Volunteer needs will fluctuate and needs will be determined by volunteer qualifications and incident operations.
2. The time and effort put-forth by volunteers must be properly documented for possible reimbursement after the emergency ends.
3. Volunteers will follow the direction of their supervisor and adhere to all safety precautions. The City does not accept responsibility for risk-taking and negligent actions by the volunteers.
4. Generally, unsolicited donated goods (other than monetary donations) will not be accepted by the City, but rather will be directed toward non-governmental Organizations (NGOs).

Concept of Operations

<u>General</u>

Volunteers

- It can be anticipated that in an emergency, a large number of individuals will volunteer.
- A volunteer is defined as a person who donates their time and/or skills without re-numeration.
- A Volunteer Reception Center and/or staging areas may be established for persons wishing to volunteer and who may or may not be affiliated with one or more volunteer organizations.

Donations

- Disasters attract donations of goods, funds, and services, which may be in response to formal requests for assistance through the news media or may be spontaneous.

- A Donations Center may be established to collect, sort, and distribute donated goods.
- Messaging will be coordinated to provide the public with information of what and how to donate goods.

Pre-Emergency Tasks

Primary and support agencies will work with OEM to:

Volunteers

- Develop a City volunteer management plan for coordinating volunteers to include provisions for referring volunteers to support appropriate Emergency Support Functions (ESFs).
- Coordinate with City personnel and/or volunteers who will assist with all needed functions, including managing Volunteer Reception Centers.
- Participate in regular trainings and exercises.
- Develop a formal process to register volunteers as agents for the City.
- Develop procedures for coordinating volunteer assignments across organizations to prevent duplication of services.
- Develop procedures for assisting other agencies with job descriptions and personnel management policies related to the deployment of volunteer groups/persons.

Donations

- Develop a Donations Management Plan; coordinate plan development with the state donation management plan, as appropriate.
- Develop procedures for receiving, storing, sorting, and distributing donated goods.
- Develop and maintain a referral list of local charities and other non-governmental organizations that could potentially accept unsolicited donated goods in the event of an emergency or disaster.
- Develop procedures and policies, pre-scripted messaging, and pre-defined referals for disseminating information to the general public through the City's Public Information Officer (PIO).
- Coordinate with the Finance Department to develop procedures and policies for accepting special types of donations (e.g., cash, perishable materials, etc.).
    - Utilize the existing City procedures for receiving cash donations, as appropriate.

- Plan and coordinate with State Volunteer Organizations Active in Disasters (VOAD), as appropriate.

General Emergency Tasks

Primary and support agencies will work with OEM to:

Volunteers

- Activate or report to the Volunteer Reception Center, or other location specified by the EOC.
- Provide information to the media (through the PIO) concerning how to volunteer or donate goods.
- Coordiante deployment of affiliated and unaffiliated volunteers.
- Implement procedures to track volunteers and their status.
- Set up one or more assembly and staging sites for volunteers to report to for credential screening and potential assignment.
- Match appropriate volunteers to requests based on EOC priorities.
- Ensure volunteers are appropriately briefed and equipped to safely deploy.
- Provide all ESFs with periodic updates concerning the availability of volunteers.

Donations

- Implement Donation Management plans, policies, and procedures to include the following:
    - The issuance of press releases describing what is needed and what is not needed, as well as procedures for properly packaging, labeling, and transporting donated goods to Reception Centers.
    - The preference for cash donations, as opposed to in-kind donations, should be stressed.
    - Establish a Donations Management Center, as needed
- Coordinate transportation requirements for incoming donations
    - Coordinate logistical requirements for reception of goods to include signage and arrival directions
- Coordinate with Logistics to secure warehouse space arrange security of the logistics site, as needed.
- Request, through the State EOC, activation of a hotline number for use in managing donated goods, if needed.

Roles and Responsibilities

All supporting and coordinating departments should:

- Record costs and expenditures and forward them to the Administration/Finance Section.

Alexandria City Public Schools

- Provide available volunteers in support of Volunteer & Donations Management Support Annex initiatives.
- Provide space to support volunteer and/or donation management, as needed.

American Red Cross

- Provide direction and guidance regarding volunteer and donation management.
- Report emergence of spontaneous volunteers to the EOC or Volunteer Alexandria.

Health Department

- Oversee the Alexandria Medical Reserve Corps (MRC) and provide volunteer support as available.

Human Rights

- Serves as a conduit to nonprofit organizations providing disability services and interpreting (foreign language and sign language) services.

Office of Emergency Management

- Implement the Volunteer & Donation Management Support Annex
- Coordinate requests for goods/cash donations and volunteers from non-profits and other community agencies with calls from the public who wish to provide goods/cash donations or volunteer services.
- Provide personnel necessary to coordinate plans and programs for volunteers & donation management activities during emergencies.
- Coordinate with ESF-15 to send appropriate information to the public about ongoing efforts to solicit and receive donated goods and volunteers.
- Establish the needed facilities to take in, control and to disperse the donated goods in an efficient manner.

- Communicate with non-profits and other community organizations to assess their needs for volunteers or donated goods.
- Ensure coordination with other local, regional, and state volunteer and donations management efforts.
- Coordinate all volunteer centers of the National Capital Region according to the regional plan for communication/mutual cooperation in emergencies through the State VOAD and with Volunteer Alexandria.
- Coordinate the Community Emergency Response Team (CERT) and provide CERT volunteers in support of Volunteer & Donations Management Support Annex initiatives.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Police Department

- Activate the Police Department pre-screening of volunteers, as appropriate.
- Provide security access and traffic control at volunteer reception centers.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Sheriff's Office

- Coordinate the use of volunteer inmate labor.
- Provide security access and traffic control at volunteer reception centers.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Volunteer Alexandria

- Provide staffing to assist with the coordination and management of volunteers.
- Manage and operate a volunteer reception center (or centers), as necessary.
- Coordinate with other regional volunteer centers.

Support Annex # 2 Life Safety & Damage Assessment

Primary Agencies

- Office of Emergency Management (OEM)

Support Agencies

- Alexandria City Public Schools (ACPS)
- Code Administration
- Community & Human Services (DCHS)
- Fire Department (AFD)
- General Services (DGS)
- Health Department (AHD)
- Human Rights
- Planning & Zoning (P&Z)
- Police Department (APD)
- Real Estate Assessments
- Recreation, Parks, & Cultural Activities (RPCA)
- Sheriff's Office
- Transportation & Environmental Services (T&ES)

Purpose

The purpose of the Life Safety & Damage Assessment Support Annex is to coordinate the conduct of the initial life safety assessment and ongoing damage assessments of the City. One goal of the coordination is to obtain accurate and timely information on the post-emergency situation. Another goal is to accomplish comprehensive assessment and reporting of damage to public and private property resulting from an emergency and requesting state and federal disaster assistance.

Scope

The Life Safety & Damage Assessment Support Annex focuses on the City's concept of operations and logistical processes that will be performed in an area that has been impacted durung an emergency.

Assessment

1. Post-emergency impact assessment flights over the impacted area may not be feasible immediately due to lingering severe weather, lack of daylight, and other factors.
2. Road debris and downed power lines can hamper transportation and entry into an area and rescue efforts.

3. Likewise, random reentry attempts can waste response capabilities, cause duplication of effort, and cause damage to critical utilities.
4. Public and private organizations may have a variety of valid reasons for early reentry to impacted areas.
5. In advance of any storm or other weather phenomenon, routes that need to be opened, and the critical facilities that need to be accessed first can be identified in advance.
6. There are few existing facilities where essential personnel can find refuge and secure essential equipment during a major storm.
7. Communications capabilities are likely to be severely impaired for an unpredictable period in the immediate aftermath of a major emergency, which could interfere with the dispatch of damage assessment personnel and rescue units.
8. There is a need for immediate life-safety assessment that will eventually transition to the deployment of Local Damage Assessment Teams (LDATs).
9. Damage assessment is a structured attempt to quantify overall damage to property and the number of people injured or killed. Damage assessments are used to justify requests for gubernatorial and presidential disaster declarations. Damage assessments consist of gathering preliminary estimates in dollars and general descriptions of the location, nature, and severity of the damage sustained by the public and private sectors.
10. To support claims for public and private property losses under the city, state, and federal disaster recovery programs, the City will conduct a detailed assessment of damage to both the public and private sector and submit reports to the State emergency operations center (EOC).
11. A timely and well-managed damage assessment will enable the City, state, and federal assessment teams to do their jobs quickly, and maximize public assistance benefits to the City.

Policies

1. All City departmental personnel that are on the streets will regularly report operational information and damages observed by them to the EOC through their normal dispatch centers.
2. The City will share assessment information with the response and relief organizations in the EOC.
3. Personal information regarding emergency victims will be kept confidential. Personal information will only be shared with the response and recovery organizations identified within this plan for the sole purpose of aiding emergency victims.

4. In the event of a law enforcement related event, some assessment information may need to be kept confidential by the EOC staff or have a limited distribution within the EOC until such time as the Police Chief or designee deems it appropriate for release within the EOC or to the public.
5. Life safety assessment will begin immediately upon the occurrence of an emergency, and damage assessment will begin as soon as it can safely be done.
6. Damage assessment should be conducted using Crisis Track or surveys by teams of qualified and trained City inspectors representing both the public and private sectors. When required, the City teams will be augmented by inspectors from appropriate state and federal agencies. Types of damage assessment include:
    a. Individual Assistance damage assessment relates to estimates of damage to the private sector and individuals, and include damage to homes, businesses, possessions, and other improvements.
    b. Public Assistance damage involves damage to public buildings, facilities, roads, bridges, sewer plants, etc. Public Assistance is composed of emergency work and permanent restoration. Emergency work is defined as that necessary to save lives, protect public health and safety, and protect property. An example of emergency costs would be those associated with temporary facilities or temporary restoration of services. Permanent restoration is the cost associated with bringing a facility back to pre-emergency conditions.
    c. Building inspection is a more thorough professional evaluation of individual building safety and habitability conducted by City inspectors.
7. All impacted City departments will provide damage assessment reports regarding damage to buildings, equipment vehicles, communications, and personnel available to the EOC.

Concept of Operations

General

Life Safety Assessment

- The primary function of the life safety assessment is to rapidly determine the extent, location, and nature of life-threatening conditions with the City. The department assets (typically police patrol officers, fire and EMS units, and other City workers) shall report what they observe and what specific resources are needed. The information is transmitted back to the Situation Unit in the EOC, where it is processed into a picture of what has happened to the community.

- Because of the inherent danger in the immediate post-emergency environment, department staff or units performing this function in the field shall consist of a minimum of two people, operating out of a single-vehicle.

Damage Assessment

- A damage assessment of public and private property in the City is required to determine the extent of damage in order to provide a basis for the determination of actions necessary. The establishment of priorities among essential actions and allocation of City government resources and the damage assessment process will expedite relief and assistance if promptly implemented.
- The City is required to complete an initial damage assessment report and submits it to the State EOC within 72-hours.
- Damage assessment is conducted separately from life safety and property protection operations.
- Damage assessment is different from life safety assessment and may continue into the recovery phase.
- Forms for documenting public and private property damage and impact shall be included in department procedures or distributed by the Office of Emergency Management (OEM), as needed.
- Other public agencies are requested to utilize their communications capabilities to receive additional damage and situation information and to report this to the EOC

Role of Emergency Operations Center (EOC)

Life Safety Assessment

- When the EOC is activated, the EOC Manager may activate the Life Safety & Damage Assessment Support Annex function by staffing a Life Safety Assessment Team Leader position to assist the Situation Unit Leader in coordinating Life Safety Assessment activities. The Life Safety Assessment Team Leader is responsible for directing and coordinating activities related to life safety assessment and what the impacts are to the City from the event. The Life Safety Assessment Team Leader will make requests to the Situation Unit Leader for additional resources when more resources are needed.
- Life safety assessment personnel will be alerted according to prescribed procedures. The Life Safety Assessment Team will coordinate the notification of field personnel to perform life safety assessments with department shift commanders.

- Life safety assessment field units will establish and maintain lines of communications to their department communications center to report life safety assessment information. The dispatched center will forward information to the Situation Unit Leader to provide real-time information and facilitate coordination of activities and resources.

Damage Assessment

- When the EOC is activated, the EOC Commander may activate the Damage Assessment portion of the Life Safety & Damage Assessment Support Annex by staffing the Damage Assessment Team Leader to coordinate damage assessment activities with the EOC Planning Section and the Situation Unit. The Damage Assessment Team Leader is responsible for directing and coordinating emergency programs relating to damage assessment. The Damage Assessment Team Leader will make requests to the Situation Unit Leader for additional resources when additional resources are necessary.
- LDAT personnel will be alerted according to prescribed procedures. The Damage Assessment Team Leader will assign the operational priorities for damage assessment personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designation of duties and responsibilities will facilitate a reduction in deployment time.
- The individual LDATs deployed in the field will establish and maintain lines of communication to the Damage Assessment Team Leader in the EOC during major response operations to facilitate coordination of activities and resources.
- The City uses Crisis Track software to document and report damage assessments to the State EOC. Crisis Track is a web-based application that can be downloaded and installed on a smartphone or tablet. All LDAT personnel will be required to have training in the Crisis Track Software prior to documenting damage assessments.

Logistics & Administration

Damage Assessment Equipment

- Tools and equipment – individual: All LDAT personnel should be equipped with the following items.
    - Puncture resistant, waterproof footwear
    - Rain protection, hardhat, rubber gloves, leather gloves, ear protection, safety glasses, and flashlights with spare batteries.
    - Non-perishable food and water.

    - Medication and other personal items.
- Needed equipment – department provided:
    - Cellular phone and organizational radios, to the extent feasible.
    - Cellular phone or tablet with Crisis Track installed and access to the internet. If using a tablet without mobile internet connectivity, the damage assessment team should use mobile hotspot connectivity on a cell phone or a Mobile WIFI device.
    - Vehicle charger for phone and/or tablet.
    - Field glasses/binoculars
    - Radios for internal communications
    - GPS
    - Teams work area map set with markers
- Vehicles are to be furnished by members' organizations.

Pre-Emergency Tasks

Life Safety Assessment

Primary and support agencies will work with OEM to:

- Develop and maintain a plan for coordinating initial safety assessments with assigned areas,
- Train staff on the contents of the plan and the use of reporting forms and processes.
- Participate in exercises to validate the contents of the plan and improve staff performance.

Damage Assessment

Primary and support agencies will work with OEM to:

- Develop and maintain a plan for coordinating initial damage assessments with assigned areas,
- Train staff on the contents of the plan and the use of Crisis Track, reporting forms, and processes.
- Participate in exercises to validate the contents of the plan and improve staff performance.

General Emergency Tasks

Life Safety Assessment

Primary and support agencies will:

- Update lists of life safety assessment resources available and their areas of responsibility.
- Communicate with the EOC, when possible, to report status and situation.
- Deploy resources as directed or according to the pre-determined plans.

- Report on the extent, location, and nature of life-threatening conditions within the City. They may include: Unusual life-threatening situations; trapped or injured people; severe weather; energized, downed power lines; gas leaks; building collapses; impassible roads; and emergency actions needed.
- Each of the deployed resources may have primary operational responsibilities in a specified portion of the City area assigned by their department.
- OEM will coordinate training for City employees performing life safety assessments.

Damage Assessment

Primary and support agencies will:

- When notified of an emergency, send a representative to the EOC.
- Activate and deploy LDAT personnel.
- Participating organizations are responsible for selecting, outfitting, and equipping their members as is appropriate to both their tasks and the overall mission.
- Report on initial damage to include unusual situations, human-impacted, weather, downed power lines, and damage utilities, building damage, road conditions, and emergency actions needed.
- Collect, compile, and maintain damage assessment reports and provide the information to the EOC.
- Determine unsafe facilities.
- Maintain accurate records of funds, materials, and man-hours expended as a direct result of the emergency.
- Receive, record, and consolidate all damage reports made by private residents.
- OEM will coordinate training for City employees performing damage assessments.

Roles and Responsibilities

Alexandria City Public Schools

- Provide available personnel to lead special LDATs to access damage at school facilities.
- Provide available personnel as required to assist general LDATs.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Code Administration

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatcher.

- Relay the Life Safety Assessment information to the Duty Emergency Manager or the EOC.
- Staff the Life Safety & Damage Assessment Team Leader position in the EOC Situation Unit. Provide administrative advice and support relative to the preparation of damage assessment forms and reports.
- Provide available personnel to lead the general LDAT field teams.
- Provide available personnel as required to assist special LDATs (for assessment of City-owned and ACPS facilities, and assessment of roads, bridges, water control facilities, and other infrastructure).
- Record costs and expenditures and forward them to the Administration/Finance Section.

Community & Human Services

- Advise on known client-populations in immediate danger, based on information obtained through contracts and relationships with clients in the community.
- Relay the Life Safety Assessment information to the Duty Emergency Manager, or the EOC.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Fire Department

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay the Life Safety Assessment information to the Duty Emergency Manager or the EOC.
- Record costs and expenditures and forward them to the Administration/Finance Section.

General Services

- Provide available personnel to lead special LDATs to assess damage to City-owned facilities.
- Provide available personnel as required to assist general LDATs.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Health Department

- Advise clinic staff and other field personnel to report any observations regarding life safety hazards and areas of the City known to be impacted, based on incoming patients/victims.
- Coordinate assessment of damage or other impact to healthcare facilities in the City.
- Advise on known client-population in immediate danger, based on information obtained through contacts and relationships with clients in the community
- Relay the Life Safety Assessment information to the Duty Emergency Manager or the EOC.

- Record costs and expenditures and forward them to the Administration/Finance Section.

Human Rights

- Advise on known client-population in immediate danger, based on information obtained through contacts and relationships with clients in the community.
- Relay the Life Safety Assessment information to the Duty Emergency Manager or the EOC.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Office of Emergency Management

- Notify departments to advise their field units to report any observed life safety situations and areas of major damage to their department dispatcher for relay to the EOC.
- Coordinate assessment procedures with the City government.
- Develop a system and form for tabulating damage assessments.
- Conduct damage assessment training.
- Correlate and consolidate damage assessment, including estimated expenditures and submit a final report to the State EOC.
- Escort state and federal damage survey officials on inspection of damaged areas. Prioritize the sequence of site visitation to ensure the most heavily damaged areas are visited first.
- Provide administrative advice and support for the preparation of damage assessment forms and reports.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Planning & Zoning

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay the Life Safety Assessment information to the Duty Emergency Manager or the EOC.
- Provide available personnel to assist LDATs.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Police Department

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay Life Safety Assessment information to the Duty Emergency Manager or the EOC.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Real Estate Assessments

- Support LDAT assessment efforts by determining valuation on the damaged property.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Recreation, Parks & Cultural Activities

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay the Life Safety Assessment information to the Duty Emergency Manager or the EOC.
- Provide available personnel to lead special LDATs to assess damages to City-owned facilities.
- Provide available personnel as required to assist general LDATs
- Record costs and expenditures and forward them to the Administration/Finance Section.

Sheriff's Office

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay the Life Safety Assessment information to the Duty Emergency Manager or the EOC.
- Maintain and repair the radio system.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Transportation & Environmental Services

- Advise field units to report any observed life safety situations and areas of major damage to their department dispatchers for relay to the EOC.
- Relay the Life Safety Assessment information to the Duty Emergency Manager or the EOC.
- Provide available personnel to lead special LDATs to assess roads, bridges, water control facilities, and other right of way (ROW) infrastructure.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Support Annex # 3 Alert & Warning

Primary Agency

- Office of Emergency Management (OEM)

Support Agencies

- Amateur Radio
- Code Administration
- Communication & Community Engagement (OCCE)
- Emergency & Customer Communications (DECC)
- Fire Department (AFD)
- Health Department (AHD)
- Police Department (APD)
- Sheriff's Office (ASO)

Purpose

The purpose of the Alert & Warning Support Annex is to provide rapid alert and warnings to the public and key City officials and other stakeholders of any impending or occurring all-hazards incident.

Scope

The scope of the Alert & Warning Support Annex is to provide the relevant population with timely alerts and warnings, including information on protective actions such as shelter in place or evacuation, as well as where additional information can be obtained.

Assumptions

1. Notifications will not reach the entire public
2. Special attention will be needed for non-English speaking individuals and those that may be hearing or visually impaired.
3. The use of one or several forms of warning and notification may not provide sufficient warning to the entire public and, in particular, individuals with disabilities and access and functional needs.
4. It is possible for portions of the City to be isolated from communications for extended periods of time.

Policies

1. Unless specifically allowed elsewhere in this plan, the decision to send an alert & warning will be made by the Emergency Management Coordinator. There will be occasions where some emergency decisions will be made in consultation with the City Manager or designee.

2. The criteria for issuing an alert & warning are:
    a. Public Safety – dissemination of information, which will aid in reducing the loss of life or substantial loss of property.
    b. Official Information – the source of information is a local, state, or federal government agency that directly supports federal responsibilities concerning the protection of life and property.
    c. Time Critical – an event that requires immediate public knowledge to avoid adverse impact.
3. Once an emergency has ended, a message indicating such may be sent.
4. Incident command/unified command may authorize the use of public address systems on vehicles, bull horns, face-to-face communications, and prescripted messages for time-critical notifications.

Concept of Operations

General

- The need to warn the public of impending danger could arise at any time. Adequate and timely warnings must be provided whenever possible to reduce the loss of lives and protect property. Appropriate action-oriented information must be supplied.
- A warning period will be available for most emergencies, although the amount of lead-time will vary from hazard to hazard. Proper use of this warning period will save lives, reduce injuries, and protect property.
- Broadcast and print media outlets will assist the City with the following:
    - Disseminatining warning messages provided by authorized sources to the general public as rapidly as possible in the event of an impending or actual emergency.
    - Activating the emergency alert system (EAS).

Role of the Emergency Operations Center (EOC)

- When the EOC is activated, the EOC Manager may activate the Alert & Warning Support Annex to coordinate alert and warning activities. The EOC Manager is responsible for directing and coordinating emergency programs relating to alert and warning notification.

- Personnel tasked with a role to support the Alert & Warning Support Annex will be alerted according to prescribed departmental/agency policy.
- The EOC Manager will establish and maintain lines of communication in the EOC during major response operations to facilitate coordination of alert and warning functions.

Notifications

- The Washington Area Warning System (WAWAS), a component of the National Warning Systems, is the primary system used by the federal and state government to notify Alexandria of emergencies.
- OEM and Emergency & Customer Communications (DECC) are the WAWAS local warning points for the City. When a warning is received for the City, the information is relayed within the City and the community through all available methods. The City may receive initial warning of an emergency or pending emergency from other sources, including the State EOC, neighboring jurisdictions, the National Weather Service, the news media, or the general public.

Alexandria Alert & Warning Systems

The City of Alexandria may utilize the following alert & warning systems:

- Emergency Alert System (EAS)
    - The EAS provides a means for supplying information to the public. It uses commercial radio and TV broadcast services, which are provided on a voluntary and organized basis. Radio stations WTOP (103.5 FM and 820 AM) are the designated primary EAS station based upon a contractual agreement between the station and the FCC.
    - Prior to the release of EAS message content, the messages should be coordinated with other local governments involved in the local EAS plan, and with State EOC, whenever possible.
    - EAS information should be disseminated to the field so they know what information and guidance are being released to the public.
- Alexandria eNews
    - Alexandria eNews, the City's mass notification system, can send email, SMS, and voice notifications to individuals who have opted into the system. Depending on the data provided, individuals can receive notifications based on subscription topics, geographic locations, or other factors.
- Print and Electronic Media
    - Warning and emergency information are provided through the print and electronic media, particularly newspapers and the City's website.

- Neighborhood Warning Procedures
    - Warning may be provided for specific areas by vehicle-mounted public address systems, flyers, and door-to-door warning.
- Public Safety Radio Network
    - This network provides a vital link between the public safety communications centers and the local government and agencies using land mobile radios.
- Health Department Blast Fax
    - The Health Department's blast fax system can be used to send simultaneous alerts to known healthcare provider offices within the City.

Pre-Emergency Tasks

Primary and support agencies will work with OEM to:

- Maintain and update the Alert & Warning Support Annex.
- Develop and maintain a system to disseminate emergency alerts and warnings to the public.
- Develop and maintain a system to notify key officials and agencies in the event of an emergency.
- Develop and maintain procedures for warning special populations and locations, such as schools, hospitals, nursing homes, major industries, institutions, and places of public assembly.

General Emergency Tasks

Upon receiving notification of a potential or actual emergency, primary and support agencies will:

- Notify the Duty Emergency Manager
- Alert employees assigned to emergency duties.
- Send a representative to the EOC, if requested.
- If requested, augment the City's efforts to warn the public using vehicles equipped with public address systems, sirens or employees going door-to-door, etc.

Roles and Responsibilities

Amateur Radio

- Assist with the dissemination of warnings and emergency information.

Code Administration

- Provide staff for door-to-door warning.
- Order an evacuation when necessary to protect lives and property.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Communication & Community Engagement

- Provide staff to fill the role of Public Information Officer in the EOC and continue to disseminate warning information when needed.
- Responsible for supporting the development and dissemination of alerts and warning information on behalf of the EOC.
- Use Cable TV and Alexandria eNews to disseminate critical messages.
- Develop real-time alert and warning releases to be disseminated to the public and news media.
- Activate the Joint Information System (JIS) and establish a Joint Information Center (JIC).
- Ensure that warning information is disseminated to the public and news media on a timely basis.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Emergency & Customer Communications

- Disseminate emergency messages when directed.
- Monitor WAWAS and other emergency communications systems and networks.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Fire Department

- Provide siren-equipped and/or public address mobile units.
- Provide staff for door-to-door warning.
- Direct on-scene evacuation as a result of a fire, hazardous materials spill, transportation accidents, etc., as necessary when there is an immediate threat to life and safety.
- Order evacuation whenever necessary to protect lives and property.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Health Department

- Disseminate public health messages via appropriate media outlets and other methods.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Office of Emergency Management

- Monitors local, regional, state, and federal emergency alerting systems.
- Activates this annex and coordinates all related activity.
- Notify departments and agencies to activate response efforts in support of alert and warning activities.
- Coordinate alert and warning notification with other City agencies and adjoining jurisdictions.
- Disseminate emergency information in order to advise the public of what actions to take.
- Test and maintain all alert and warning systems to ensure functionality.
- Monitor utilities (e.g., electricity, telephone service) to identify and report outages and utilize alternative methods for communicating emergency information to the public.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Police Department

- Provide siren-equipped and/or public address mobile units.
- Provide staff for door-to-door warning.
- Ensure emergency evacuation orders are implemented.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Sheriff's Office

- Provide siren-equipped and/or public address mobile units.
- Provide staff for door-to-door warning.
- Ensure emergency evacuation orders are implemented.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Support Annex # 4 Administration/Finance

Primary Agencies

- Finance
- Human Resources

Support Agencies

- All Departments
- City Attorney
- Emergency Management (OEM)
- Management & Budget (OMB)

Purpose

The purpose of the Administration & Finance Support Annex is to provide fiscal and administrative oversight, construct and adhere to procedures and internal controls to support emergency measures at all level of government during emergency events, record and document cost analysis of ongoing and proposed activities, monitor risk management of ongoing and proposed activities, and preserve vital event records.

Scope

The scope of the Administration & Finance Support Annex is to provide the effective documentation of the amount, type and length of use for personnel and equipment deployed, administration of the financial matters related to the procurement of needed supplies, vendors contracts, leases, and other fiscal agreements, a collection of accurate cost information, cost-effectiveness analysis, and providing cost savings recommendations for EOC operations, and management and direction of administrative matters about compensation for injury and non-injury claims-related activities.

Assumptions

1. Disasters disrupt normal administrative and financial processes.
2. Accurate documentation of efforts and expenditures is critical to receive reimbursement.

Policies

1. Departments must comply with Emergency Purchasing Regulations issued by the Finance Department – Purchasing Division. All expenditures are subject to audit by Federal, State Authorities and the Office of Internal Audit. Violations of such policies may subject personnel to civil or criminal penalties as specified by law.

2. Departments will make every effort possible to assure the safety of cash, checks, accounts receivable, purchasing cards, and assist in the protection of other valuable documents and records.

3. Departments will designate personnel to be responsible for documentation of emergency operations and expenditures. Emergency expenditures will be incurred per existing emergency purchasing procedures.

4. During emergency operations, nonessential administrative activities may be suspended, and personnel not assigned to essential duties may be assigned to other departments to provide emergency support.

5. Each department will keep an updated inventory of its personnel, facilities, and equipment resources as part of their standard operating procedures (SOPs).

6. The City of Alexandria may qualify for reimbursement of certain emergency costs from state and federal disaster recovery programs. The City may also collect damages from its insurance carriers. Documentation of expenditures will maximize the reimbursement and assistance that the City and its citizens will receive. All departments are expected to include requirements for emergency fiscal record-keeping as identified in their SOPs and must use the specified forms.

Concept of Operations

General

- During and after emergency events, normal fiscal and administrative functions and regulations may need to be temporarily modified or suspended to support emergency operations in a timely promptly. Additionally, if certain emergency costs can be documented, certain reimbursements from state and federal sources may be possible.

- During declared emergencies, the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) will provide current regulations, applications, forms, and program guidance concerning state and federal emergency response and recovery reimbursement programs.

The City of Alexandria Insurance Program

- The Risk Management Division coordinates the City's insurance program, which includes self-insurance and commercial insurance for various exposures.
    - The City is self-insured for general liability and automobile liability. The City carries public entity excess policies for liability exposure above $2,000,000 per occurrence.
    - The City is self-insured for Workers Compensation, with a commercial excess policy for claims which exceeds $1,000,000 per injury or illness.
    - The City carries property insurance on all owned structures and contents, and for contents of rented/leased space.
- Risk Management will advise on all insurance and insurance-related matters, including filing claims with carriers and investigating claims under the self-insurance programs.

Emergency Workers

- Human Resource will develop a program to ensure an emergency hire system is in place to meet emergency response needs and will assist in registering emergency hires.

- All entities are responsible for keeping records of the name, arrival time, duration of utilization, departure time, and other information relative to the service of emergency workers, as well as documentation of the injuries, lost or damaged equipment, and any extraordinary costs.

Role of Emergency Operations Center (EOC)

- When the EOC is activated, the EOC Commander implements this support annex by filling the positions of Administration/Finance Section Chief within the EOC General Staff. The Administration/Finance Section Chief is responsible for directing and coordinating emergency programs relating to administrative and finance. The Administration/Finance Section Chief will make requests to the state EOC through the EOC Manager for additional resources when all resources have been exhausted.

- Administration/Finance Section personnel will be alerted according to prescribed departmental/agency policy. The Administration/Finance Section Chief will assign the operational priorities for personnel. All personnel will report to their pre-designated locations unless otherwise directed by their supervisor at the time they are notified of the emergency. Pre-designated of duties and responsibilities will facilitate a reduction in response time.

- Administration/Finance Section Chief will establish and maintain lines of communication in the EOC during major response operations to facilitate a reduction in response time.

Emergency Fiscal/Finance

- An EOC Administration/Finance Section may be formed to handle the monetary and financial functions during large emergencies. The Administration/Finance Section may also be required in the recovery phase to begin containing costs and document spending for possible reimbursement.

- Staffing for this section will include personnel from the Finance Department, Purchasing Department, and Office of Management & Budget. Personnel from other agencies may be assigned to this section during an emergency to perform the required functions under the direction of a single manager.

- The Administration/Finance Section will:
    - Manage all financial aspects of the event.
    - Provide input in all planning sessions on financial and cost estimate/analysis matters.
    - Ensure that all obligation documents initiated in the incident are properly prepared and completed.
    - Brief agency administrative personnel on all incident related business management issues needing attention and follow up.

- The Procurement Unit administers all contractual matters pertaining to vendor contracts. It will coordinate with local sources for preparations and signing of rental or lease agreements, and processing the necessary paperwork, and maintains records security.

- The Compensation/Claims Unit will ensure that all forms required by Workers Compensation are completed, will maintain a file or injuries and illness associated with the incident and will be responsible for handling the investigation of civil tort claims for damages involving property associated with, or involved in, the incident, and maintains records security. This unit may be combined with the cost and time unit if the workload is low.

- The Cost Unit collects all cost data, performs cost-effectiveness analysis of the current operations, provides a cost estimate of proposed operations, and recommendations on cost savings for the incident, and maintains record security. This unit may be combined with the compensation/claims and time unit if the workload is low.

- The Time Unit collects records and summarizes the time that equipment and personnel are used on the event, maintains overtime logs, submits cost estimate data to the cost unit, and maintains records security. The unit may be combined with the compensation/claims and cost unit if the workload is low.

- The City may qualify for reimbursement of certain emergency costs from state and federal disaster recovery programs. Local governments may also collect damages from their insurance carries. Successful documentation of City expenditures will maximize the reimbursements and assistance that the City and its citizens will receive. All local government departments/agencies are expected to include requirements for emergency financial record keeping in their department's emergency procedures.

Pre-emergency Tasks

Primary and support agencies will work with the Office of Emergency Management to:

- Establish and maintain a system whereby incident costs are identified and accumulated for state and federal reimbursements.
- Ensure the payroll system is set up to pay employees.
- Set up specific organizational cost accounts (OCAs) for the event.
- Develop and maintain resource lists, including sources for specialized personnel (e.g., engineers, IT experts, etc.), and possibly an employee skills database.

General Emergency Tasks

Primary and support agencies, and all other departments as assigned will:

- When notified of an emergency, send a representative to report to the EOC.
- Document emergency work performed.
- Document costs.
- Preserve essential records.
- Utilize designated OCAs.
- Keep complete and accurate documentation of all financial and administrative records.

Roles and Responsibilities

All Departments

- Develop and maintain emergency procedures for making and documenting emergency purchases and expenditures and for reporting information to the EOC.
- Document emergency work performed.
- Record costs and expenditures and forward them to the Administration/Finance Section.

City Attorney

- Provide legal advice to departments/agencies regarding administrative procedures.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Emergency Management

- Advise all departments and other entities on response phase data collection and documentation, specifically with an eye toward potential Stafford Act reimbursement.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Finance

- Provide staff for the Administration/Finance Section, when activated in the EOC.
- Set up OCAs.
- Preserve vital financial records.
- Maintain cost documentation
- Establish a system for coordination and acquisition of supplies, equipment, and services in support of emergency response efforts.
- Ensure emergency purchasing procedures are followed.
- Update and maintain (real-time) resource lists (e.g., hotels with available rooms, etc.).
- Coordinate and administer insurance programs.
- Ensure that all forms required by Workers Compensation are completed, maintain a file or injuries and illness associated with the incident, and coordinate the investigation of all civil tort claims involving property associated with or involved in the incident.
- Provide direct assistance in support the support annex
- File reports on City property losses.
- Process claims for damage.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Human Resources

- Provide staff for the Administration/Finance Section, when activated in the EOC.
- Provide information and assistance to the EOC staff regarding personnel policies during emergencies.

- Coordinate employee issues with Finance.
- Provide an emergency hire program.
- Maintain and administer work schedules and overtime policies.
- Maintain payroll system and adapt/employ an alternate system, as necessary.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Management & Budget

- Provide direct assistance in support of this annex.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Support Annex # 5 Mass Fatality Management

Primary Agency
- Health Department (AHD)

Support Agencies
- American Red Cross
- Clerk of Circuit Court
- Community & Human Services (DCHS)
- Emergency Management (OEM)
- Fire Department (AFD)
- Human Rights
- Police Department (APD)
- Sheriff's Office
- Transportation & Environmental Services (T&ES)

Coordinating Agencies & Organizations
- Funeral Directors Associations
- Funeral Home Directors
- Inova Alexandria Hospital
- Office of Chief Medical Examiner (OCME)

Purpose

The purpose of the Mass Fatality Management Support Annex is to address the general policies and procedures for the collaboration, identification, and disposition of deceased victims from a mass fatality incident.

Scope & Applicability

The Mass Fatality Management Support Annex may be activated alone or in conjunction with the City of Alexandria Emergency Operations Plan (EOP) and the Family Assistance Center (FAC) Plan. The primary concern during a mass fatality incident is to recover the remains, identify the victims, determine the cause and manner of death, and provide aid to family and friends of the victims.

Assumptions

1. A mass fatality incident may be the result of a natural or human-caused disaster, acts of terrorism, disease outbreak, or a transportation incident.
2. A mass fatality incident may occur with little to no warning. There may be a period of days to weeks before there is a recognition of illness and death resulting from an act of terrorism.
3. Law enforcement is responsible for conducting initial death investigations in accordance with agency policies and procedures. Law enforcement is also responsible for the identification of the deceased and the notification to the next of kin.
4. Multiple fatalities in a short time span will quickly overwhelm local resources and could backlog the local mortuary affairs system.

5. There may be a shortage of caskets, litters, transportation vehicles, body bags, and storage capacity. The availability to perform recovery, investigation, transport and final disposition may also affect the response.
6. City Departments assigned roles and responsibilities during a mass fatality incident will develop and maintain supporting plans and procedures to fulfill their assigned functions.
7. The Office of Emergency Management will coordinate the activation, operation, and demobilization of a Family Assistance Center (FAC) if needed.

Policies

1. The City will follow all policies and procedures regarding the removal of human remains as directed by the Office of Chief Medical Examiner (OCME) or designee. All human remains will be treated with the utmost respect and dignity during the collection and removal process. Personnel involved in the collection, removal, and transportation of human remains must use the appropriate levels of personal protective equipment (PPE) to prevent injury or exposure to pathogens.
2. For a mass fatality incident that is crime-related, the Virginia Criminal Injuries Compensation Fund (CICF) and the Department of Criminal Justice Services (DCJS) must be notified per §19.2 -10.1. CICF will assist victims and their families with financial assistance. DCJS may be able to access federal funding from the Department of Justice to provide community-based services for the victims and family members well after the incident.
3. Coordination between the OCME and mortuary services agencies is necessary to ensure emergency operational readiness. Each department having responsibility for mortuary services must develop operating instructions and resources list to support this plan.

Concept of Operations

General

- When an emergency occurs that involves mass fatalities, the Incident Commander at the scene will notify the Office of Emergency Management (OEM) of the situation and discuss the need to open the Emergency Operations Center (EOC). OEM will notify the City Manager or designee and recommend activating the EOC. OEM will notify the Alexandria Health Department (AHD) regarding the activation of the Fatality Management Support Annex. The AHD will designate staff for the position of Fatality Management Group Supervisor within the EOC Operations Section to coordinate fatality management and mortuary services activities.

- The Fatality Management Group Supervisor is responsible for directing and coordinating emergency programs relating to OCME and mortuary services. The Fatality Management Group Supervisor will establish and maintain lines of communication between the EOC and Health's Department Operations Center during the mass fatality management operations to facilitate the coordination of activities and resources. The Fatality Management Group Supervisor will make any request to the State EOC through the EOC Manager for additional resources when all local medical examiner and mortuary services resources have been exhausted.

Notification

- Fatality management personnel will be alerted to a mass fatality incident by OEM through a phone call or Everbridge notification. All personnel will report to their pre-designated locations unless otherwise directed.

Mutual Aid

- Mutual aid can be requested from neighboring jurisdictions by directly contacting the jurisdiction or through the Virginia Department of Emergency Management (VDEM) Regional Coordination Center (RCC). Existing mutual aid agreements may be able to augment and satisfy a temporary increase in local needs. Additional support may be requested through additional mutual aid agreements and/or federal agencies through VDEM.

Office of Chief Medical Examiner

- There is an important distinction between fatalities under the jurisdiction of the OCME and those that are not. A mass fatality incident is an incident in which more human remains need to be recovered and examined than can be managed by regional OCME resources. The OCME, in conjunction with law enforcement, will coordinate the operational response of arranging for the investigation, recovery, transport, storage, tracking, and processing of decedents falling under the OCME's jurisdiction.
- OCME forms a response team in coordination with law enforcement. Within the EOC, OCME becomes part of the Operations Section and coordinates and facilitates mass fatality management services with the Fatality Management Group Supervisor and staff on-scene of the incident. If OCME does not have primary jurisdiction, then the AHD will assume the coordination role, with OCME providing support as needed.

Primary & Support Agencies

- All primary and support agencies will, when notified of a mass fatality incident, send a representative to the EOC when activated. The AHD will notify OCME when a

mass fatality incident occurs within the City. OEM will work with the Health Department, law enforcement, hospitals, and OCME to determine if there have been fatalities, the numbers involved, the cause of death, and the jurisdiction.

- Record costs and expenditures and forward them to the Administration/Finance Section.

Roles and Responsibilities

Alexandria Health Department

- Facilitate and coordinate the implementation of the Mass Fatality Management Support Annex by assuming the position of Mass Fatality Group Supervisor within the EOC Operations Section.
- Implement and coordinate the AHD Mass Fatality Management Plan.
- Advise on the use of personal protective equipment and coordinate medication/vaccination as appropriate.
- Assure epidemiological monitoring and surveillance are occurring.
- Establish and maintain a comprehensive recordkeeping system for continuous updating and recording of fatality numbers. Maintain liaison with the hospitals and help address surge issues.
- Communicate with and request assistance from OCME, funeral directors, and the Funeral Directors Association as appropriate.

American Red Cross

- Assist in providing mental health support.

Clerk of Circuit Court

- Determines the settlement of the property and estates of persons who were victims in a mass fatality incident.

Community & Human Services

- Provide advice to the community on where to seek behavioral and mental health assistance.
- Coordinate services for victims and families as appropriate.
- Coordinate mental health support for staff, victims, and families as appropriate.

Emergency Management

- Communicate with the Incident Commander to determine if additional resources are needed
- Work with the Incident Commander to determine if there is a need to open the EOC and activate the Mass Fatality Management Support Annex.
- Brief the City Manager or designee regarding the incident situation and recommendations for

opening the EOC.

- Notify the AHD of the mass fatality incident.
- Activate the City EOP and the Family Assistance Operations plan.

Fire Department

- Provide triage at the scene.
- Assist the OCME with the removal and recovery of remains.

Human Rights

- Advise on issues of cultural and religious sensitivity.
- Assist in providing language services to workers providing mental health support.

Police Department

- Provide scene security and evidence identification.
- Provide security at designated mortuaries and temporary morgue, when needed.
- Conduct initial death investigations.
- Assist in the identification of remains.
- Document death scenes.
- Provide traffic control.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Sheriff's Office

- Provide scene security and evidence identification.
- Provide security at designated mortuaries and temporary morgues, as needed.
- Conduct initial death investigation.
- Assist in the identification of remains.
- Document death scenes.
- Provide traffic control.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Transportation & Environmental Services

- Arrange for necessary transportation vehicles and personnel, as requested.
- Record costs and expenditures and forward them to the Administration/Finance Section.

Support Annex # 6 Debris Management

Primary Agency
- Transportation & Environmental Services (T&ES)

Support Agencies
- Alexandria City Public Schools (ACPS)
- Code Administration
- Fire Department (AFD)
- Police Department (APD)
- Recreation, Parks, & Cultural Activities (RPCA)
- Sheriff's Office (ASO)

Coordinating Agencies
- Dominion Energy

Purpose

The purpose of the Debris Management Support Annex is to provide for the coordination of debris collection and disposal.

Scope

The Debris Management Support Annex scope is to unify the efforts of public and private organizations for a comprehensive and effective approach to:

- Provide organizational structure, guidance, and standardized guidelines for the collection and disposal of debris caused by a major debris-generating event.
- Establish the most efficient and cost-effective methods to resolve emergency debris removal and disposal issues.
- Expedite debris removal and disposal efforts that provide visible signs of recovery designed to mitigate the threat to the health, safety, and welfare of residents.
- Coordinate partnering relationships through communications and pre-planning with local, state, and federal agencies that have debris management responsibilities.

Assumptions

1. The City will continue to be exposed to various hazards resulting in damage to both public and private property.
2. A significant response of both solicited and unsolicited resources from outside the impacted area can be expected, and precautions must be made in order to manage their assistance.

3. Emergency public information is a critical tool in immediate post-emergency response for informing the public about actions being taken and for requesting help from outside the impacted area. Pre- and post-event public information related to debris mitigation and sorting efforts is imperative in supporting and expediting debris removal.

Policies

1. Debris removal is necessary for affected areas to prevent the development and spread of vector-based epidemiological agents, general sanitation problems, and environmental damage.
2. All disposal activities will be conducted with health and environmental concerns being the foremost consideration.
3. To the extent possible, City staff and debris sites will be utilized; once exceeded, contract services will be used to supplement City efforts.

Concept of Operations

General

- The City will manage debris collection and disposal according to the Debris Management Plan to facilitate and coordinate the removal and disposal if emergency generated debris.
- The EOC Debris Management Group will coordinate with EOC Logistics to identify debris storage and reduction sites, obtain agreements to use these sites, and ensuring their continued availability.
- Post-disaster clean up and restoration efforts should be coordinated with adjacent jurisdictions. All jurisdictions are encouraged to participate in the existing mutual aid agreements for sharing resources among themselves as a priority.

Dominion Energy Company

Coordinate with the Debris Management Group Supervisor with regards to debris removal along electrical easements and right-of-way to ensure that all power lines are de-energized.

- Provide debris removal updates to the Debris Management Group.
- Provide personnel and equipment to the Rapid Response Team.

State Assistance

The Virginia Department of Transportation (VDOT) responsibilities include, but not limited to, the following concerning all debris management activities.

- Provide personnel and equipment to initiate the clearing of emergency evacuation routes and access to critical facilities throughout the City (Phase 1) as directed by the Debris Management Group Supervisor.
- Ensure that the VDOT Debris Coordinator keeps the Debris Management Group Supervisor informed of the clearing process and any problems encountered or expected.

Federal Assistance

- The City's Debris Management Group will recommend that the Emergency Operations Center (EOC) Manager request debris removal assistance when the debris-generating event exceeds the City's in-house debris clearing, removal, and disposal capabilities. The request will be submitted to the Operations Section Chief, who will then submit the request to the EOC Manager in the EOC. The EOC Manager will forward the request to the State, which will coordinate the request for a mission assignment with the Federal Emergency Management Agency (FEMA). FEMA will pass the mission assignment to the U.S. Army Corps of Engineers (USACE), who will then provide a liaison to the City's EOC. The liaison will serve as an advisor to the EOC staff, providing advice as needed and ensuring that the USACE is prepared to respond when tasked.
- The USACE will alert a Debris Planning and Response Team (PRT) and the Advance Contracting Initiative (ACI) Contractor under contract for that area and have them ready to respond when a mission assignment is received. Once the USACE receives a mission assignment from FEMA, the management groups for both the Debris PRT and ACI Contractor will be available to meet with the Debris Management Group Supervisor and State representatives to conduct contingency planning as required.

Role of the Emergency Operations Center (EOC)

- When the EOC is activated, the EOC Manager works in coordination with Transportation & Environmental Services (T&ES) to implement this support annex by coordinating with the primary and support agencies to fill the roles needed in the EOC.
- The EOC Manager may also activate additional emergency support functions to coordinate, request for resources, and assist with the debris removal activities.

Pre-Emergency Tasks

Primary and support agencies will work with the Office of Emergency Management (OEM) to:

- Update and coordinate the Debris Management Support Annex.
- Pre-identify temporary debris storage sites.
- Pre-identify means of transporting the debris if normal channels are unavailable.
- Establish pre-event working relationships and understandings with neighboring jurisdictions and contractors.

General Emergency Tasks

Primary and support agencies will:

- When notified of an emergency, may send a representative to the City EOC.
- Record costs and expenditures and forward them to the Administration/Finance Section

Roles and Responsibilities

Alexandria City Public Schools

- Support debris removal operations in school areas affected by emergencies.
- Coordinate debris removal and disposal requirements at facilities with the Debris Management Group Supervisor.

Code Administration

- In conjunction with AFD, approve debris management burn sites in accordance with appropriate local requirements to ensure safe burning.
- In conjunction with AFD, issue bans on open burning based upon an assessment of local conditions and ensures dissemination of information to the public.
- In conjunction with AFD, supervise the burn sites in accordance with all appropriate local requirements to ensure safe burning, subject to amendments by the Health Department or Fire Marshal.

Fire Department

- Approve debris management burn sites in accordance with appropriate local requirements to ensure safe burning.
- Issue bans on open burning based upon an assessment of local conditions and ensures dissemination of information to the public.
- Supervise the burn sites in accordance with all appropriate local requirements to ensure safe burning, subject to amendments by the Health Department.

Police Department

- Identify locations where debris removal and management are necessary.
- Provide security at debris clearing and dumping sites.
- Assist in monitoring debris management, illegal dumping activities.
- Assist in monitoring debris management sites to ensure compliance with local traffic regulations.
- Coordinate traffic control at all sites and entrances to and from debris management sites

Recreation, Parks & Cultural Activities

- Coordinate debris removal and restoration of access at recreation centers, parks, and public right of ways.
- Provide temporary debris staging sites and coordinate with TES during site selection

Sheriff's Office

- Identify locations where debris removal and management are necessary.
- Provide security at debris clearing and dumping sites.
- Assist in monitoring illegal dumping activities.
- Assist in monitoring debris management sites to ensure compliance with local traffic regulations.
- Coordinate traffic control at all loading sites and entrances to and from debris management sites.
- Coordinate utilization of Deputy supervised inmate work crews and work release personnel for debris removal.

Transportation & Environmental Services

- Lead and coordinate Citywide efforts to manage debris clearance, removal, and disposal resulting from an emergency or disaster.
- Provide personnel and equipment for debris management operations.
- Monitor debris management site operations to ensure environmental compliance.
- Oversee debris removal and management contractors.