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Executive Summary

The Henry County Emergency Operations Plan (EOP) has been revised as required by the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, as amended, §44-146:13 to §44-146.28:2.

The revised plan is an accurate and appropriate reflection of how the County will address natural and man-made disasters and events as they develop. The revised plan is based on current resources available at the local level.

The plan has been re-formatted to conform to the recommendations of the Virginia Department of Emergency Management (VDEM), the National Response Framework (NRF), and the National Incident Management System (NIMS), and the Incident Command System (ICS).

The EOP consists of a Basic Plan followed by the Emergency Support Functions (ESFs), Support Annexes and specific Incident Annexes.

The Emergency Support Functions (ESF) group resources and capabilities into functional areas to serve as the primary mechanism for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.

The Support Annexes describe the framework through which local departments and agencies, the private sector, volunteer organizations, and non-governmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs.

The specific Incident Annexes describe specific situations that present the highest potential of occurrence. These incidences can present independent from other events or within such larger events. The actions described in the Incident Annexes are limited to particular types of incidents but may be including in overarching incidents.

In addition to the Executive Summary, included in the Basic Plan is a Board Resolution. The purpose of the resolution is two-fold. First, it serves as the format for formal adoption of Henry County's Emergency Operation Plan. Second, it charges and authorizes the Director or his/her designee with the responsibility of maintaining the plan over the next four (4) years, when it will once again come before this Board for formal adoption.

Public Disclosure

Several components of this plan contain sensitive homeland security information and in certain copies, the information has been blanked out. Pages, sections, paragraphs, and words that are blanked out are NOT SUBJECT TO DISCLOSURE under Freedom of Information Act (FOIA); ref §2.2-3705 and §36-105.3 of the Code of Virginia. Persons or organizations violating distribution of restricted materials may be subject to criminal charges.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

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Preface

Virginia is continuously threatened by emergency and disaster situations such as flash flooding, hurricanes, hazardous materials incidents, weapons of mass destruction threats and incidents, and resource shortages. The Virginia Emergency Services and Disaster Law of 2000, as amended, §44-146:13 to §44-146.28:2, requires that the state, and each county and city within the state, develop and maintain a current Emergency Operations Plan (EOP) which addresses their planned response to such extraordinary emergency situations. This plan for Henry County is designed to meet this responsibility and to include the County in the mutually supportive statewide emergency management system.

The Henry County Emergency Operations Plan actually consists of three documents. The development and maintenance of these plans is the basis of the local emergency management program.

- (1) The **Base Plan** describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations, which are either part of, or will serve in support of, local government in time of an emergency. It becomes the organizational and legal basis for emergency operations. Emergency Support Functions, Incident and Support Annexes and Appendices to the Basic Plan provide additional guidance and set forth detailed procedures as needed to assure an appropriate level of emergency preparedness.
- (2) The federal Superfund and Reauthorization Act (SARA Title III) requires the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published **SARA Title III Plan** has been developed which supplements the EOP by providing additional procedures for a hazardous materials incident response.
- (3) Beginning in 2003, the Commonwealth of Virginia encouraged the twenty-one planning districts in the commonwealth to take the lead on development of local hazard mitigation plans. These plans, which are required by the Disaster Mitigation Act of 2000, help local governments determine risks and vulnerabilities and identify projects to help reduce these risks. A separately published plan titled, "**West Piedmont Multi-Jurisdictional Hazard Mitigation Plan**", has been developed which supplements the EOP in regards to these hazard mitigation activities.

The Henry County Department of Public Safety developed this Basic Plan with assistance from various emergency services partners, including the Commonwealth of Virginia Department of Emergency Management.

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Resolution of Adoption of EOP

**Resolution
Emergency Operations Plan**

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

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

WHEREAS, Henry County has established and appointed a Director and Coordinator of Emergency Management:

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

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

H.G. Vaughn, Chairman
Henry County Board of Supervisors

ATTEST:

Clerk
Henry County Board of Supervisors

Adopted this 15th Day of December, 2015.

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National Incident Management Systems (NIMS) Resolution

**RESOLUTION OF THE
HENRY COUNTY BOARD OF SUPERVISORS**

WHEREAS, the President in Homeland Security Directive (HSPD)-5, directed the Secretary of the Department of Homeland Security to develop and administer a National Incident Management System (NIMS), which would provide a consistent nationwide approach for Federal, State, and local governments to work together more effectively and efficiently to prevent, prepare for, respond to and recover from domestic incidents, regardless of cause, size or complexity;

WHEREAS, the collective input and guidance from all Federal, State, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS;

WHEREAS, it is necessary and desirable that all Federal, State, and local emergency agencies and personnel coordinate their efforts to effectively and efficiently provide the highest levels of incident management;

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters;

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Henry County's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes,

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System.

NOW, THEREFORE, BE IT RESOLVED on this 27th day of September 2005, that the Henry County Board of Supervisors hereby adopts the National Incident Management System dated March 1, 2004 and encourages all necessary county departments and other emergency services organizations in Henry County to become familiar, learn and apply NIMS as an integrated part of core emergency management doctrine, and to utilize the Incident/Unified Command System during all day-to-day operations, large-scale, multi-agency, multi-discipline, multi-located complex incidents. Further, the Board grants the County Administrator and the County Public Safety Director the authority to develop other policies and procedures as necessary to ensure full compliance with NIMS.



Paula M. Burnette, Chairman
Henry County Board of Supervisors

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Record of Changes

All updates to this document must be tracked. This section should include some format in which to do this. It should at minimum contain: date of change, page or section of change, name and title of person making the change.

Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change

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HENRY COUNTY EMERGENCY OPERATIONS PLAN

Record of Distribution

AGENCY/DEPARTMENT	DATE	HARD COPY (quantity)	ELECTRONIC VERSION (qnty)
Director of Emergency Management			
Deputy Director of Emergency Management			
Coordinator of Emergency Management			
Deputy Coordinators of Emergency Management			
Department of Public Safety			
Department of Parks and Recreation			
Department of Social Services			
VPI - Extension Service			
Health Department			
County Attorney			
Communications Center			
Board of Supervisors			
Henry County School System			
Henry County Sheriff's Department			
Department of Planning and Community Development			
Building Inspections			
Public Service Authority			
Department of Mapping & Engineering			
City of Martinsville			
County of Rockingham, N. C.			
County of Pittsylvania			
County of Patrick			
County of Franklin			
Town of Ridgeway			
County Volunteer Fire Departments			
County Volunteer Rescue Squads			
Memorial Hospital of Martinsville and Henry County			
Virginia Department of Emergency Management			
Virginia Department of Transportation			
Virginia State Police			
American Red Cross of Blue Ridge Virginia			
Emergency Operations Center			
Piedmont Community Services			
Stone Ambulance Service			
Providence Patient Transport Services			
Finance Department			
Henry County Refuse Department			

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I. Introduction

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

Purpose

The purpose of this Plan is to establish the legal and organizational basis for operations in Henry County in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal day-to-day functions involving the same personnel and material resources. Supporting plans for natural and man-caused disasters set forth the concepts and procedures whereby the County can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

Plan Elements

This plan consists of the basic plan, appendices, emergency support functions, incident and support annexes. The basic plan provides an overview of Henry County's approach to emergency response and operations. It explains the policies, organization and tasks that would be involved in response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident and support annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

Scope

This plan and all its contents apply to the entire jurisdiction and its citizens, including populations with special needs. Personnel or partners who have a role must have access to and be knowledgeable of the EOP.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Situation

Henry County, like most communities in Virginia, has an approved Hazard Mitigation Plan; the hazard analysis section has been reviewed as part of the plan development process and referenced in the Authorities and References.

Henry County is located in Southern Virginia, along and north of the Virginia-North Carolina border. It lies south of Franklin County and is bordered on the east by Pittsylvania County and on the west by Patrick County. Henry County fully compasses the independent City of Martinsville and incorporated Town of Ridgeway. The County seat is located at latitude 36° 44.533' and longitude -79° 53.438'. Henry County covers approximately 384 square miles and has a population of approximately 52,081 in 2014. Terrain ranges from 600 feet in elevation, to 1,000 feet in elevation with peaks to 1,400 feet. The Smith River is the largest waterway in the County. The County lies in the foothills just east of the Blue Ridge Mountains, providing a gently rolling topography.

The major transportation routes in Henry County are U.S. 58, U.S. 220, and Virginia 57. Norfolk and Southern Railroad traverses the County, with coal as its primary commodity of transport.

The population of Henry County is approximately 52,081 people with 20% of the population less than 18 years old and 22% of the population over 65 years old. The County has seen a general trend towards an aging population, as younger people leave the area and other older people retire to the County. (All data courtesy U.S. Census estimates for 2014)

Single-family homes account for the majority of the housing stock, though manufactured homes account for 21% of the overall housing stock, according to the 2009-2013 American Community Survey. The primary language spoken in Henry County is English.

HENRY COUNTY DEMOGRAPHIC DATA (2014)		
<i>Demographic</i>	<i>Number</i>	<i>Percentage</i>
Number of Households	26,101	
Persons per Households	2.33	
Persons under 5 years old	2,604	5.0%
Persons under 18 years old	10,312	19.8%
Persons 65 years old and over	11,354	21.8%

HENRY COUNTY EMERGENCY OPERATIONS PLAN

There are three *registered* skilled nursing facilities in Henry County.

There are eight watershed dams in Henry County currently managed by the Blue Ridge Soil and Water Conservation District. Philpott Dam and Reservoir, owned by the United States Army Corps of Engineers and the Martinsville Hydroelectric Dam, owned by the City of Martinsville, are also located in Henry County.

Henry County is the home of the Martinsville Speedway. Martinsville Speedway is an International Speedway Corporation-owned NASCAR stock car racing track. The Speedway is located one mile north of the intersection of the U.S. 220/58 Bypass and U.S. 220 Business. Speedway property covers 250 acres and hosts two nationally-televised event weekends per year.

Based on a hazard analysis of the area, the primary hazards in Henry County are winter storms, floods, and wind events.

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for Henry County. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard. These assessments are described in the West Piedmont Multi-Jurisdictional Hazard Mitigation Plan. Both natural and man-made hazards identified below pose a potential for loss of life, property, agriculture, and infrastructure.

HAZARD TYPE	PLANNING CONSIDERATION LEVEL
<i>Natural</i>	
Winter Storms	Significant
Flooding	Significant
Wind Events	Moderate
Drought	Moderate
Wildfire	Moderate
Tornado	Limited
Earthquake	Limited
Landslide	Limited
<i>Man-Made</i>	
Dams	Significant
HVT Lines	Moderate
Organic/Inorganic Spills	Moderate
Pipelines	Moderate
Agriterrorism	Limited

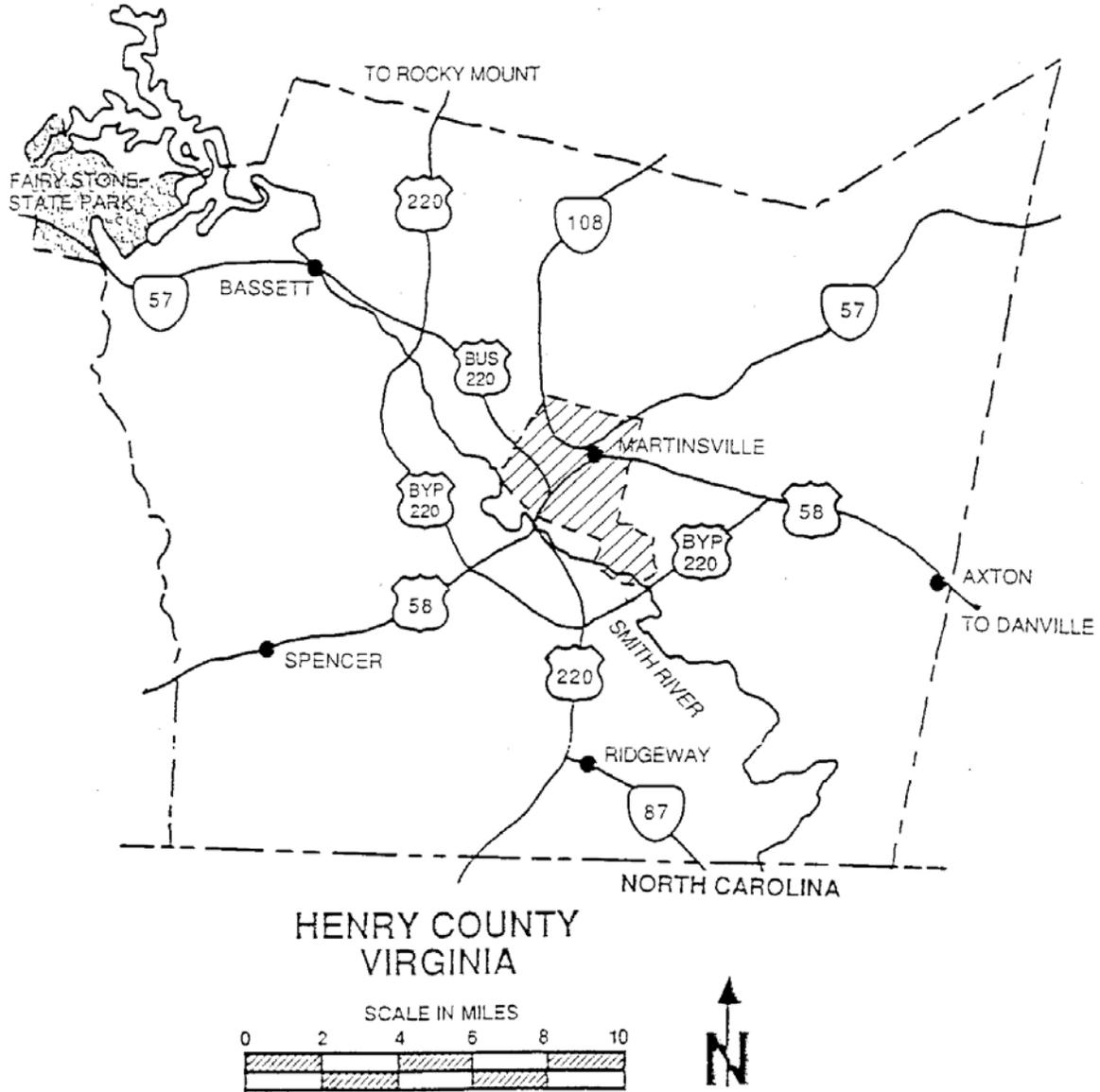
Capabilities Assessment

Annually, Henry County performs a capabilities assessment utilizing the Local Capabilities Assessment for Readiness (LCAR) tool provided by the Virginia Department of Emergency Management (VDEM). It provides a snapshot of Henry County's preparedness capabilities and resources and is also used to identify areas where memoranda of agreement, memoranda of understanding, and mutual aid agreements can be used.

No guarantee is implied by this plan of a perfect response system. Henry County makes no representation that it can or will respond effectively to all types of emergencies and disasters. Henry County will endeavor to make every reasonable effort to respond to emergencies and disasters based on the situation, information, and resources available at the time.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

HENRY COUNTY MAP



Assumptions

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

Incidents are typically managed at the lowest possible level of government.

Henry County's Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (NIMS).

The combined expertise and capabilities of government at all levels, the private sector, and nongovernmental organizations will be required to prevent, prepare for, respond to, and recover from disasters.

Incidents require local government to coordinate operations and/or resources and may:

- Occur at any time with little or no warning
- Require significant information sharing across multiple jurisdictions and between the public and private sectors
- Involve single or multiple geographic areas
- Have significant impact and/or require resource coordination and/or assistance
- Span the spectrum of incident management to include prevention, preparedness, response, and recovery
- Involve multiple, highly varied hazards or threats on a local or regional scale
- Result in numerous casualties, fatalities, displaced people, property loss, disruption of normal life support systems, essential public services and basic infrastructure, and significant damage to the environment
- Attract a sizeable influx of independent, spontaneous volunteers and supplies
- Require short notice State and Federal asset coordination
- Require prolonged, sustained incident management operations and support activities

The top priorities for Henry County are to:

- Save lives and protect the health and safety of the public, responders, and recovery workers
- Ensure security of the jurisdiction
- Prevent an imminent incident from occurring
- Protect and restore critical infrastructure and key resources
- Ensure local government continues to function throughout the incident

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- Protect property and mitigate damages and impacts to individuals, communities, and the environment
- Facilitate recovery of individuals, families, businesses, government, and the environment

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

The Emergency Operations Plan should be followed during incidents, but it is understood that based on the nature of the incident, deviations from the plan may be necessary.

In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available through mutual aid agreements with nearby jurisdictions and volunteer emergency organizations or through the State Emergency Operations Center. A local emergency must be declared and local resources must be fully committed before state and federal assistance is requested.

II. Concept of Operations

General

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

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency service organizations and operations will be structured around existing constitutional government. The Henry County organization for emergency operations consists of existing government departments, non-governmental, and private sector emergency response organizations.
2. The Director of Emergency Management is the County Administrator with the Deputy County Administrator serving as the Deputy Director of Emergency Management. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Management who is the Director of the Department of Public Safety. The Director of Emergency Management, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The Public Information Officer will be responsible for dissemination of emergency public information authorized by the Director or Coordinator of Emergency Management.
3. The Coordinator of Emergency Management, assisted by the Deputy Coordinators and department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is currently located adjacent to the Martinsville/Henry County Communications Center, Henry County Administration Building, 3300 Kings Mountain Road, Collinsville, Virginia. The alternate EOC facility is located in the Henry County Public Safety Complex, 1024 DuPont Road, Martinsville, Virginia.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Management is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

5. The Director of Emergency Management, with the consent of the County Board of Supervisors, is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency.
6. A local emergency may be declared by the Director of Emergency Management with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance thereafter. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.
7. The Director of Emergency Management or, in his absence, the Coordinator of Emergency Management will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Sheriff's Office will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the local Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate.
8. Succession to the Director of Emergency Management will be the Deputy Director, the Coordinator of Emergency Management, and the Deputy Coordinators of Emergency Management, respectively.
9. The Director of Emergency Management or, in his absence, the Coordinator of Emergency Management will notify the Virginia Department of Emergency Management immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
10. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities. Reference the annexes and appendices to this plan. Additional guidance is contained in the SARA Title III Plan.
11. The Coordinator of Emergency Management, assisted by the Deputy Coordinators, will assure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the County as appropriate.
12. The County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally

available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator.

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

Sequence of Action

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

Non-Emergency/Normal Operations

Henry County maintains the following emergency management organizations to deal with normal day-to-day operations: Henry County Department of Public Safety, Henry County Sheriff's Office, Volunteer Fire Departments (8) and Volunteer Rescue Squads (5).

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

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

Pre-Incident Actions

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

Actions:

- Communication alert & warning
- Public health and safety
- Responder health and safety
- Property protection
- Possible partial activation of the EOC
- Alert emergency response personnel and develop a staffing pattern
- Coordinate with external agencies (i.e. Health Department, Red Cross, etc)
- Determine any protective action measures that need to be implemented in preparation for the situation

Response Actions

These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- Law enforcement
- Protection of responder health and safety
- Fire suppression
- Emergency medical services
- Evacuations
- Dissemination of public information
- Actions to minimize additional damage
- Urban search and rescue
- Public health and medical services
- Distribution of emergency supplies
- Debris clearance
- Protection and restoration of critical infrastructure

Some actions that may be necessary at this point in the incident are:

- Suspension of daily functions of the government that do not contribute directly to the emergency operation
- Efforts and resources may be redirected to accomplish an emergency task
- Implement evacuation orders as needed
- Open and staff emergency shelters as needed

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- Submit situation reports to the Virginia Emergency Operations Center (VEOC)

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

Recovery Actions

These actions occur after the initial response has been implemented. These actions should assist individuals and communities return to a normal state as much as feasible. During the recovery period, some of the actions that may need to be implemented:

- Preliminary damage assessment – within 72 hours complete and submit an initial damage assessment (IDA) to the VEOC
- Assess local infrastructure and begin repairs
- Determine viability of re-entry by residents
- Assess Long-term recovery needs
- Begin Cleanup and restoration of public facilities, businesses, and residences
- Re-establishment of habitats and prevention of subsequent damage to natural resources
- Protection of cultural or archeological sites during other recovery operations

A Joint Field Office (JFO) may be opened to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

Mitigation Actions

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the All-Hazard Mitigation Plan and update as necessary any mitigation actions that could prevent similar impacts for a future disaster
- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in areas most at risk
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event
- Grant programs for loss reduction measures (if available)
- Delivery of loss reduction building-science expertise
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs
- Predictive modeling to protect critical assets

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- Early documentation of losses avoided due to previous hazard mitigation measures
- Community education and outreach necessary to foster loss reduction

Declaration of a Local Emergency

The Henry County Board of Supervisors shall declare by resolution an emergency to exist whenever the **threat** or **actual occurrence** of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A local emergency may be declared by the local director of emergency management with the consent of the governing body of the political subdivision. In the event the governing body cannot convene due to the disaster or other exigent circumstances, the director, or in his absence, the deputy director, or in the absence of both the director and deputy director, any member of the governing body may declare the existence of a local emergency, subject to confirmation by the governing body at its next regularly scheduled meeting or at a special meeting within fourteen days of the declaration, whichever occurs first. The governing body, when in its judgment all emergency actions have been taken, shall take appropriate action to end the declared emergency. (§ 44-146.21) A declaration of a local emergency as defined in § 44-146.16 shall activate the local Emergency Operations Plan and authorize the furnishing of aid and assistance thereunder

Activation of the Emergency Operations Center (EOC)

The Director or Coordinator of Emergency Management may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale
- An extensive multiagency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event
- The disaster affects multiple jurisdictions within a region that rely on the same resources to resolve major emergency events
- The local emergency ordinances are implemented to control the major emergency or disaster event

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

Communication, Alert and Warning may be provided to the public via the Integrated Public Alert & Warning System (IPAWS), Henry County's Citizens' Alerting System (CodeRed), local media outlets or other systems that may be available.

Information Collection, Analysis, and Dissemination

Henry County will work closely with the Virginia Fusion Center and other law enforcement agencies to ensure the accurate and timely collection, collaboration, analysis and dissemination of information as it relates to emergency preparedness and response to acts of crime and terrorism. The Henry County Sheriff's Office is the primary law enforcement agency and will serve as the lead agency locally for information collection, analysis, and dissemination. The Department of Public Safety will also assist with this topic. Members of both the Sheriff's Office and the Department of Public Safety have been credentialed by the Virginia Fusion Center to receive For Official Use Only / Law Enforcement Sensitive (FOU-LES) materials. Additionally, individuals with both organizations has been credentialed to receive information from the Federal Bureau of Investigations, Law Enforcement Online (FBI-LEO) site, the Homeland Security Information Network (HSIN), and the Emergency Management and Response—Information Sharing and Analysis Center (EMR-ISAC). The Virginia Fusion Center may be reached by calling (804) 674-2196.

Criminal Injury Compensation Fund

If an incident is the result of criminal activity that has resulted in personal injury the Director of Victim Witness for Henry County will be immediately notified. The Director will contact all appropriate agencies including the Department of Criminal Justice (DCJS) and The Virginia Criminal Injuries Compensation Fund (VCICF) to ensure appropriate victim compensation.

Henry County Victim Witness Director Robin Byrd
Commonwealth's Attorney's Office
Henry County Courthouse
Martinsville, Va.
276-634-4503

The Victim Witness Director Jack Ritchie, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department
Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
CICF Toll Free: 1-800-552-4007
Phone: (804) 367-1018
Email: Jack.Ritchie@cicf.virginia.gov
804-307-5431 (after hours)
Leigh Snellings
CICF Asst. Director
800-552-4007 (normal business hours)
804-212-4232 (after hours)

Virginia Department of Criminal Justices Services

Melissa Roberson
Training and Critical Incident Response Coordinator
1100 Bank Street
Richmond, VA 23219
Phone: (804) 840-4276
Fax: (804) 786-3414
Link: <http://www.dcjs.virginia.gov/research/reportemergency/>

Patrick-Henry Community College

Henry County will work closely with PHCC Administration to ensure the safety of students, staff and visitors to the campus by:

- Sharing hazard vulnerabilities and emergency planning opportunities,
- Identifying critical gaps in security
- Conducting an analysis for all-hazards
- Sharing Emergency Operations Plans, Continuity of Operations Plans, and exercises

III. Roles and Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provides that emergency services organizations and operations are structured around existing constitutional government. §44-146.19 of this Code establishes the powers and duties of political subdivisions.

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

Assignment of Responsibilities

Elected Officials (Henry County Board of Supervisors)

- Protect the lives and property of citizens
- Understand and Implement laws and regulations that support emergency management and emergency response
- Establish the local emergency management program
- Appoint the local emergency manager
- Adopt and promulgate the Emergency Operations Plan (EOP)

Director of Emergency Management (County Administrator)

- Coordinate local resources to address the incident
- Determine the need to establish a curfew
- Determine the need to evacuate an endangered area
- Exercise direction and coordination from the EOC during disaster operations
- Hold overall responsibility for maintaining and updating the plan

Deputy Director of Emergency Management (Deputy County Administrator)

- Carry out all responsibilities of the Director of Emergency Management in his absence

Coordinator of Emergency Management (Public Safety Director)

- Ensure the local EOC is in a constant state of readiness
- Assess the availability and readiness of local resources most likely required during an incident
- Advise and inform local officials about emergency management activities during an incident
- Assume certain duties in the absence of the director of emergency management
- Ensure that the EOP is reviewed, revised and adopted every four years

Local Government Agencies

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

Emergency Support Functions (ESFs)

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

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

A matrix of responsibility is included in the ESF section of this document. The matrix identifies the agencies and organizations that are typically involved in an emergency response.

Citizen Involvement

Henry County coordinates with several citizen groups that may be activated for emergency response, including:

- Citizens Emergency Response Team (CERT)
- Medical Reserve Corp (MRC)
- Neighborhood Watch Groups
- Sheriff's Office Auxiliary Officer Program
- Disaster Recovery Task Force

Private Sector

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

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

The private sector has the responsibility to:

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

Henry County maintains ongoing interaction with the critical infrastructure and key resources and industries to provide coordination of prevention, preparedness, response, and recovery activities. Private sector representatives are included in planning and exercises.

Individuals and households

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. Citizens are encouraged to be self-sufficient for at least three (3) days should an emergency or disasters occur. Individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in and around their homes, such as raising utilities above flood level
- Preparing an emergency supply kit and household emergency plan, including supplies for household pets and service animals
- Monitoring emergency communications carefully to reduce their risk of injury, keep emergency routes open, and reduce demands on landline and wireless communications
- Volunteering with an established organization to become part of the emergency management system and ensure that their efforts are directed where they are needed most
- Enrolling in emergency response training courses to enable them to take initial response actions required to take care of themselves and their households

Organization

This plan identifies local agencies that will participate in emergency response in Henry County. Detailed descriptions of their roles are provided in the Emergency Support Functions (ESFs) annexes. Henry County has formally adopted the use of the Incident Command System (ICS) and the National Incident Management System (NIMS) as a basis for managing all emergency response.

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

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

Organizational charts for Henry County, including Incident Command Structure, Emergency Management Structure, Emergency Operations Center Structure, and Joint Field Office Structure are located on pages 17-19 of this EOP.

Emergency Operations Center (EOC)

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

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

The Incident Command System ensures:

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

HENRY COUNTY EMERGENCY OPERATIONS PLAN

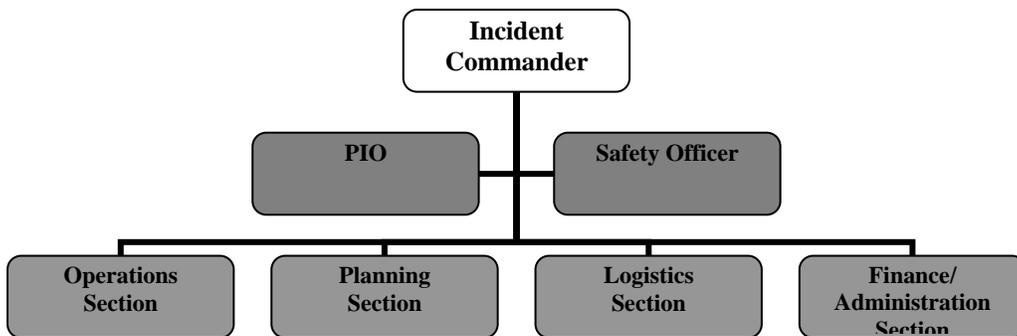
The diagram on page 22 represents the EOC staff. Additional details on the EOC function can be found in the ESF #5 Annex.

Joint Field Office (JFO)

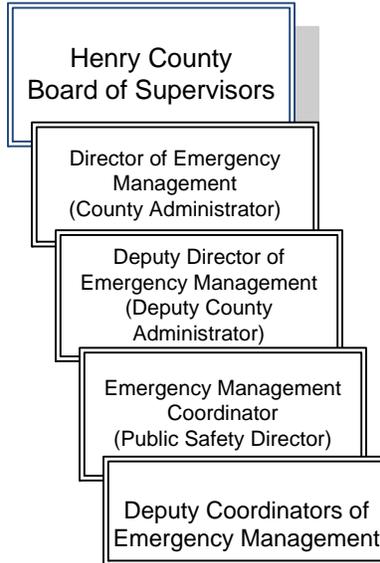
The Joint Field Office (JFO) is responsible for coordinating Federal assistance supporting incident management activities locally. Activities at the JFO primarily focus on recovery operations; however, a JFO may be operating simultaneously with a local EOC during response operations.

The diagram on page 23 represents the JFO Organizational Structure. Additional details on the programs and services coordinated from the JFO are available in the ESF#14 Annex.

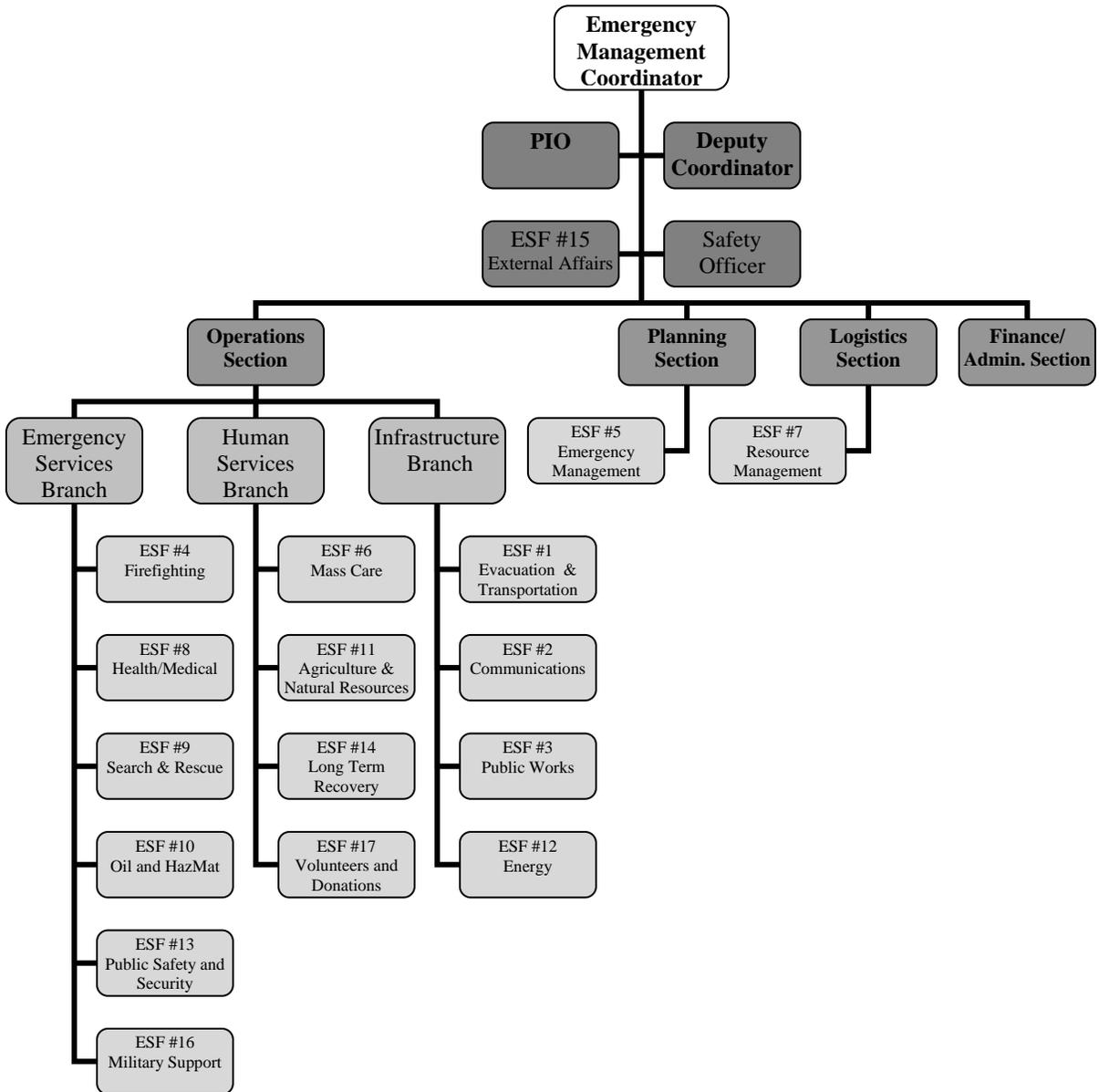
Henry County's Core Incident Command Structure



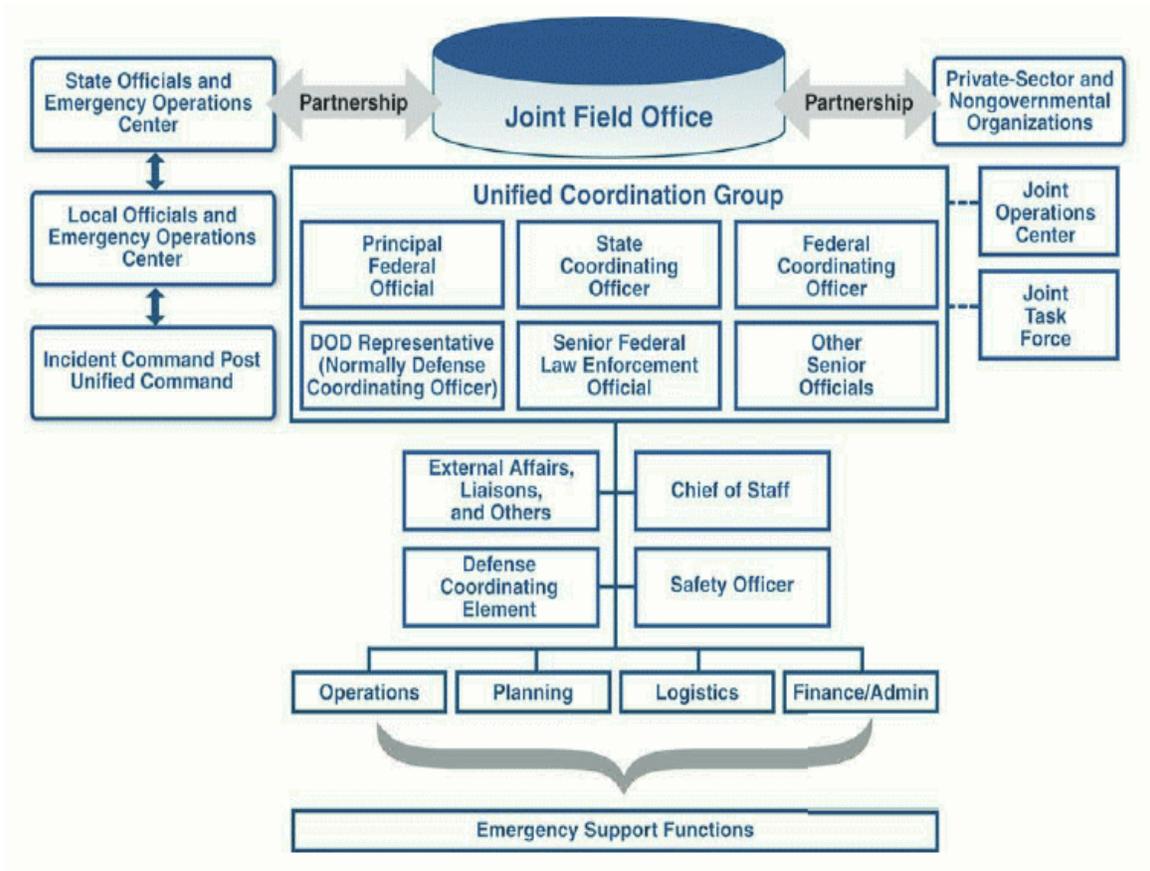
Henry County's Emergency Management Organizational Structure



**Henry County's
Emergency Operations Center Structure**



**JOINT FIELD OFFICE
ORGANIZATIONAL CHART**



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IV. Administration, Finance and Logistics

Henry County's Finance Department ensures the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following a disaster.

The Director of Emergency Management must notify the Finance Director or designee that a local emergency or disaster has been declared in accordance with the provisions of §44-146.21 of the Virginia Emergency Services and Disaster Law of 2000, as amended.

Concept of Operations

- A. In an emergency situation as defined by the Emergency Operations Plan (EOP), the Finance Director or designee will be responsible for expediting the process of purchasing necessary capital items. Verbal approval will replace the usual written budget change request process; however, the budget change requests must be documented at a later time. The Director of Emergency Management or designee must request verbal approval of funding.
- B. The Finance Director or designee would permit over-spending in particular line items (e.g. overtime, materials, and supplies) under emergency circumstances as defined in the EOP. A year-end adjustment can be made if required.
- C. The Finance Department will staff the Emergency Operations Center's Finance and Administration Section during emergency operations. This section will work with the Emergency Support Functions (ESF) to facilitate needed purchases.
- D. The Director of Emergency Management or designee must define disaster related expenditures for the Finance Section and the appropriate length of time these disaster-related expenditures will be incurred. All disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement from the Commonwealth of Virginia or Federal government. The Finance Department will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will assist in compilation of information for the "Report of Disaster-Related Expenditures" as required.
- E. The Finance Department will work with ESF #7 – Resource Management – to track resource needs, purchases, equipment, and personnel, utilizing electronic software to the extent possible.

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- F. All assets (human resources, facilities and equipment) of the community will become the purview of the County Administrator of Henry County to direct in any way to respond to an emergency.
- G. The County Administrator may also appoint this authority to his designee or the Coordinator of Emergency Management.
- H. The Director of Emergency Management or the Coordinator of Emergency Management, with support from designated local officials, may exercise direction and control from the EOC or at the on-scene command center during disaster operations. The EOC may be partially or fully staffed depending on type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures that will insure maximum protection of the population, property, and supplies from the effects of threatened disasters.
- I. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be needed. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of essential emergency personnel.
- J. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
- K. Henry County has mutual aid agreements in place with surrounding jurisdictions, local volunteer and non-governmental agencies for use during disaster response and recovery. Henry County also participates in the Statewide Mutual Aid (SMA) Agreement, which provides for requesting goods, services, personnel and equipment through the Virginia Emergency Operations Center. Mutual Aid Agreements are referenced in ESF #7.

Actions

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations; as well as support and maximize claims of financial assistance from state and federal governments
- Provide training to familiarize staff with state and federal disaster assistance requirements and forms
- Instruct all departments to maintain a continuous inventory of core supplies on hand at all times
- Prepare to make emergency purchases of goods and services;
- Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures
- Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation
- Track and compile accurate records from data submitted by departments and ESFs
- Prepare and submit disaster assistance applications for reimbursement;
- Assist in the preparation and submission of government insurance claims;
- Work with the County Treasurer to ensure reimbursements are received and reconciled
- Update and revise, as necessary, human resource policies and procedures

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V. Plan Development and Maintenance

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

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

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

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

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

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VI. Exercise and Training

Trained and knowledgeable personnel are essential for the prompt and proper execution of the Henry County Emergency Operations Plan and sub-plans. The Director of Emergency Management will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the Henry County Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

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

Training will be based on federal and state guidance. Instructors will be selected from Henry County government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency services and response. All training and exercises conducted in Henry County will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Coordinator of Emergency Management will develop, plan, and conduct table top, functional and/or full-scale exercises annually. These exercises will be designed to not only test the Henry County Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, Henry County employees, and improve the overall emergency response organization and capability of Henry County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. An after-action report and an improvement matrix will be done after each exercise. Henry County may also participate in regional HSEEP or other jurisdictions exercises, as appropriate.

The Coordinator of Emergency Management will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities.

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

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VII. Authorities and References

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
2. The Homeland Security Act of 2002.
3. National Response Framework.
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security.

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, December 2012, revised 2015.

Local

1. West Piedmont Regional Hazard Mitigation Plan, September 2006, revised 2011.
2. Local Comprehensive Plan

References

1. Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide 101. Federal Emergency Management Agency. November, 2010.

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Appendix A – Succession of Authority

Continuity of Government is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed below by position in decreasing order.

Organization / Service Function	Authority in Line of Succession
Direction and Control	1. Director of Emergency Management 2. Deputy Director of Emergency Management 3. Emergency Management Coor. 4. Deputy Coordinator of Emer. Mgmt.
Emergency Public Information	1. Director of Emergency Management 2. Deputy Director of Emergency Management 3. Emergency Management Coor. 4. Public Information Office (PIO)
Sheriff's Office	1. Sheriff 2. Lt. Colonel 3. Major 4. Captain – Patrol
Fire Department	1. Chief 2. Deputy Chief 3. Assistant Chief
Emergency Medical Services	1. Captain 2. 1 st . Lieutenant 3. 2 nd Lieutenant
School System	1. Superintendent 2. Asst. Superintendent-Administration 3. Asst. Superintendent – Instruction
Health Department	1. District Health Director 2. Environmental Manager 3. Nurse Manager
VPI Extension Service	1. Unit Director 2. Extension Agent
Social Services	1. Director 2. Assistant Director 3. Benefits Program Manage 4. Administrative Services Manager
Planning & Community Development	1. Director 2. Chief Building Official
Public Service Authority	1. General Manager 2. Assistant General Manager 3. Director of Mapping/Engineering
Finance Department	1. Director 2. Deputy Director
Public Safety Department	1. Director 2. Deputy Director 3. Division Chief of Fire Prevention/Fire Marshal 4. Division Chief of Operations
Parks & Recreation Department	1. Director 2. Senior Services Coordinator 3. Parks Maintenance Director
Information Technology Department	1. Director 2. Systems Analyst
9-1-1 Communications Center	1. Director 2. Operations Supervisor 3. Shift Supervisor
Mapping and Engineering	1. Director 2. Engineer

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Appendix B – Sample Declaration of Local Emergency

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

1. That due to _____ (Specify Event) _____, Henry County is facing/faced dangerous conditions;
2. That due to the _____ (Specify Event) _____, a condition of extreme peril to life and property necessitates/necessitated the proclamation of the existence of a local emergency;

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

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

Date

Chair, Board of Supervisors
County of Henry
Commonwealth of Virginia

Attest: _____
Clerk, Board of Supervisors
Henry County
Commonwealth of Virginia

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Appendix C – Essential Records

Court Records

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

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

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

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

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

Agencies/Organizations

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

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Official	Name	Work Phone
Clerk of Court	Jennifer Ashworth	276.634.4892
Deputy Chief Clerk of Court	TBA	TBA

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Appendix D – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
IPAWS	Integrated Public Alert & Warning System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration

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NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NTAS	National Terrorism Advisory System
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

Appendix E – Glossary of Key Terms

Amateur Radio Emergency Services

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

American Red Cross

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

Command Section

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

Command Post

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

Comprehensive Resource Management

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

Coordination

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

Emergency

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

Decontamination

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

Emergency/Disaster/Incident

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

Emergency Alert System

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

Emergency Operations Center

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

Emergency Operations Plan

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

Emergency Management

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

Emergency Support Function

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

Exercise

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

Evacuation

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

Federal Disaster Assistance

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

Geographic Information System

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

Hazardous Materials

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

Hazardous Materials Emergency Response Plan

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

Incident Command System

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

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

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

Integrated Communications Plan

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

Local Emergency

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

Local Emergency Planning Committee

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

Mitigation

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

Mobile Crisis Unit

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

Mutual Aid Agreement

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

National Response Framework

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

National Weather Service

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

Preparedness

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

Presidential Declaration

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

Primary Agency

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

Regional Information Coordination Center

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

Situation Report

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

Span of Control

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

State of Emergency

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

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Unified Command

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

Weapons of Mass Destruction

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

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Matrix of Responsibilities

Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF # 4 Fire Fighting	ESF # 5 Emergency Management	ESF # 6 Mass Care	ESF # 7 Resource Support	ESF # 8 Health & Medical	ESF # 9 Search & Rescue	ESF # 10 Hazard Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Public Safety	ESF # 14 Long-Term Rec.	ESF # 15 External Affairs	ESF # 16 Military Affairs	ESF # 17 Volunteers & Donations
Emergency Management		S	S		P	S	P			P		P	S	S	S	S	P
Sheriff's Office	S	S			S	S			P	S			P				
Amateur Radio		S															
Appalachian Power Co.												S					
ARC of Blue Ridge Va						S		S			S			S			S
Board of Supervisors														P		S	
Communications Center		P											S				
County Attorney					S									S			
Danville Electric Company												S					
Faith Based Organizations																	S
Finance Department							P										
Fire Departments				P					S	S							
Health Department			S			S		P			S						
Hospital								S									
Information Tech. Dept.		S															
Local Emer. Planning Comm.										S							
Mapping & Engineering Dept			P						S								
Parks & Recreation Dept.	S		S														S
PIO		S			S		S									P	
Planning, Zoning and Insp.			S											S			
Public Safety Department				S	S			S	S	S			S	S			
Public Schools	S		S			S											
Public Service Authority			P				S		S								
Purchasing Department							S										
RADAR Bus Services	S																
Real Estate Assessors			S														
Refuse Dept			S														
Rescue Squads / EMS	S			S		S		P	S								
Social Services Department						P	S				S						P
Southwest Virginia Gas												S					
State Corp. Comm. (SCC)												S					
VDACS											P						
VDEM				S			S		S	S					S	P	
VDEQ			S							S					S		
VDOF				S													
VDOT	P		S							S			S				
VDOMH						S											
VDSS											S						
Virginia Tech Ex Serv			S								S						
Virginia DMME												S					
Virginia National Guard																P	
Vol. Relief Orgs. (VOAD)						S			S		S			S			S
VSP		S											S				

(P)-Primary (S)-Secondary/Support

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HENRY COUNTY EMERGENCY OPERATIONS PLAN

Emergency Support Function # 1 – TRANSPORTATION/EVACUATION

Primary Agencies

VA Dept. of Transportation

ESF Coordinator

Coor. of Emergency Mgt.

Secondary/Support Agencies

Henry County Sheriff's Office
Henry County Public Schools
Henry County Parks and Recreation
RADAR Bus Service
Rescue Squads

Introduction

Purpose:

Transportation assists local, federal, and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. ESF #1 will effect a timely and orderly evacuation of the risk population. ESF #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

Primary transportation infrastructure in Henry County is the responsibility of the Virginia Department of Transportation. ESF #1 is the primary coordination point to VDOT.

Scope:

ESF #1 will:

- Coordinate evacuation transportation as its first priority during disaster operations
- Prioritize and allocate all local government transportation resources
- Facilitate movement of the public in coordination with other transportation agencies
- Maintain ingress/egress
- Provide traffic control
- Communicate and coordinate with Virginia Department of Transportation
- Coordinate with surrounding localities and private organizations to ensure that potential resources are available during disaster operations

Policies:

Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident, including, but not limited to:

- Use available transportation resources to respond to an incident
- Provide traffic control
- Develop priorities for various incidents through an interagency process led by Henry County Emergency Management and Virginia Department of Transportation

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- Facilitates the prompt deployment of resources
- Request additional resources as needed

Concept of Operations

General:

The prompt and effective evacuation of high-risk areas requires the cooperation and coordination of many County departments, state and federal agencies, private facilities, volunteer organizations/groups, and adjacent jurisdictions.

Access routes should remain clear to permit a sustained flow of emergency relief. Primary routes in Henry County include U.S. 58, U.S. 220, and U.S. 58/220 Bypasses. See page 5 of the Base Plan for a map of these routes.

All requests for transportation support will be submitted to the Henry County Emergency Operations Center for coordination, validation, and/or action in accordance with this Emergency Support Function.

Organization:

The Virginia Department of Transportation (VDOT) is responsible for transportation infrastructure of Henry County. Henry County and VDOT are responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during emergencies or disasters.

VDOT, in conjunction with support agencies, will assess the condition of highways, bridges, signals, and rail services, and other components of the transportation infrastructure and where appropriate:

- Provide information on road closures, alternate routes, infrastructure damage, debris removal
- Close infrastructure determined to be unsafe
- Post signage and barricades
- Maintain and restore critical transportation routes, facilities, and services
- Coordinate activities with ESF #

The Director of Emergency Management is responsible for issuing the order to evacuate. However, in the event of a fire or hazardous materials incident, the first responder or the Incident Commander, when he arrives at the scene may order evacuation. The Coordinator and Deputy Coordinators of Emergency Management will coordinate the evacuation effort. The Sheriff's Office, assisted by the fire departments and rescue squads, is responsible for implementing the evacuation directive, in coordination with other County departments (e.g., schools, social services), and appropriate state agencies (e.g., Virginia State Police, Virginia Department of Transportation), as required. Evacuation response teams will be organized for warning, traffic control, and security of the evacuated areas, as necessary.

The Coordinator and the Deputy Coordinators of Emergency Management, assisted by the school administration, will coordinate all transportation resources that will be utilized in the evacuation. The school system will provide school buses for

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transporting those people who do not have any means of transportation. If necessary, additional transportation resources may be used from public (Parks & Recreation Department) and private bus companies (RADAR Bus Services), churches, as well as private non-profit agencies that provide transportation services for special populations in the County. Local service stations and independent towing services will provide road service as necessary.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and TV (See **ESF#15**). The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures, to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.

Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies, if needed, and sleeping bags or blankets. Evacuees with special needs will be encouraged to take any durable medical equipment, care devices, or medications with them also.

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

If an accident requiring evacuation occurs at any one of the County's industrial plants, the County will provide assistance as required. If an accident requires large-scale evacuation, the County may need to coordinate with an adjacent jurisdiction to receive and care for evacuees in a designated shelter center located safely away from the impacted area.

Responsibilities

1. Normal Operations

- a. Delineate hazard-prone areas that may need to be evacuated
- b. Develop plans and procedures to provide warning and effect evacuation

2. Increased Readiness

A natural or man-made disaster is threatening the local area. Example: "Flash Flood Watch"

- a. Review and update plans and procedures
 - (1) Delineate the specific areas, which may need to be evacuated and designate evacuation routes
 - (2) Make a list of potential evacuees, if feasible
 - (3) Prepare news releases
 - (4) Anticipate and resolve special problem such as evacuating nursing homes, schools, etc.

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- b. Alert personnel to standby status
- c. Begin to keep records of all expenses incurred and continue for the duration of the emergency

3. *Emergency Operations*

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Implement evacuation; disseminate warning via radio news releases and via mobile loudspeakers
- (2) The EOC staff should maintain a log of emergency operations noting the time each area or family is alerted to the evacuation order
- (3) Provide security for the evacuated area; set up barricades and deny access to all but essential traffic
- (4) Advise the State EOC of the order to evacuate and advise again when the evacuation has been completed

b. Response Phase

Disaster strikes; an emergency response is required to protect lives and property

- (1) Complete evacuation
- (2) Consider expanding the evacuation area, if necessary
- (3) Continue to provide security and access control for the evacuated area
- (4) Record disaster-related expenses

4. *Recovery*

- a. Continue to provide security and access control for the evacuation area, if necessary
- b. Compile and submit records of disaster-related expenses
- c. Coordinate with Public Works (**ESF#3**) to prioritize cleanup of roadways and damaged infrastructure

HENRY COUNTY EMERGENCY OPERATIONS PLAN

**Tab 1 to Emergency Support Function #1
Transportation Resources**

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Resource	Organization	Address	Contact	Phone Number(s)
School Buses	Henry County Public Schools	119 Coffman Drive Collinsville, VA 24078	Tim Fulcher	276-647-3704
Senior Buses (Wheel Chair Accessible)	Henry County Parks & Recreation	3300 Kings Mtn Rd, Martinsville, VA 24112	Roger Adams	276-634-4640
Public Bus	RADAR of Roanoke	P.O. Box 13825 Roanoke, VA 24037	Nathan Sanford	540-519-9797
Large Capacity Wrecker Service	Laurel Park Tire & Auto	5961 A.L. Philpott Hwy Martinsville, VA 24112		276-632-9388
	B&B Truck & Heavy Equipment Towing	Blackberry Road Bassett, VA		276-629-2822 276-252-3512
	Nelson Automotive			276-647-5151 276-252-3034
	There are numerous other wrecker services in the area that are capable of providing passenger vehicle type services. The Martinsville-Henry County 911 Communications Center maintains a current list of active wrecker services in the area.			

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**Emergency Support Function # 2 –
COMMUNICATIONS**

Primary Agencies

ESF Coordinator

Martinsville-Henry County 9-1-1 Communications Ctr.

9-1-1 Center Director

Secondary/Support Agencies

Henry County Emergency Management
Henry County Sheriff's Office
Virginia State Police
Amateur Radio Group
Information Technology Department
Public Information Officer

Introduction

Purpose:

Communications supports public safety and other county agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 uses available communications resources to respond to an incident by:

- Alerting and warning the community of a threatened or actual emergency
- Continuing to communicate with the community through a variety of media to inform of protective actions
- Provide guidance, when appropriate, to help save lives and protect property

This ESF describes Henry County's emergency communications/notification and warning system. Henry County will coordinate with the Virginia Emergency Operations Center should additional assistance and resources be required.

Scope:

ESF #2 works to accurately and efficiently transfer information during an incident. ESF #2 also:

- Inform the community of a threatened or actual emergency
- Ensure that Henry County has the ability to notify the community of a disaster or emergency
- Provides for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machine; and
- Support Henry County with the restoration and reconstruction of telecommunications equipment, computers, and other technical resources

Policies:

The following policies are reviewed and revised as necessary:

- The Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality warning point
- The ECC is accessible to authorized personnel only

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- The ECC staff includes the Director, Administrative Communications Supervisor, Shift Supervisors, VCIN Supervisor, and telecommunications
- Support personnel to assist with communications, designated logistics, and administration will also be designated
- The Director of Emergency Management will be available for decision-making as required
- The ECC will initiate notification and warning of appropriate personnel

Concept of Operations

General:

The Martinsville-Henry County Communications Center (ECC) is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disasters. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and Standard Operating Procedures (SOP).

Current ECC staffing includes three to five dispatchers based upon historic call volume with four additional office personnel certified as backup. The ECC operates on VHF narrow band frequencies using a four-site simulcast system. The sites are connected to at least two other sites by way of microwave radio.

All Henry County emergency radio equipment is programmed with the capability to talk to other fire, EMS, law enforcement, and public works groups. There are also shared channels available. Additionally, all radios are capable of directly communicating with similar disciplines in surrounding Counties of Patrick, Franklin, and Pittsylvania, and the City of Martinsville. Henry County has an ACU-1000 Interoperability Bridge. Henry County also participates in the RIOS Comlink project providing connectivity to many local and state agencies in the Commonwealth.

The ECC has the capability to access the Emergency Alert System (EAS) to deliver warnings to the public. These alerts are coordinated with the Virginia Emergency Operations Center and the National Weather Service. In addition, the ECC has a citizens' alerting system that is capable of making large volumes of outgoing calls or emails. Use of all available forms of warning and notification may not provide sufficient warning to the general public and special needs population.

TDD Calls to the 9-1-1 Center are automatically routed to a TDD device for communicating with deaf and hard of hearing individuals. Additionally, outbound calls from the Citizens' Alerting System are transmitted in TDD format.

The telephone company will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number will be reserved for rumor control to handle citizen inquiries. The Coordinator of Emergency Management will coordinate with the telephone company to provide these services. Amateur radio operators may provide emergency backup radio communications between the county's Emergency Operations Center (EOC) and the Virginia

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Emergency Operations Center (VEOC), should normal communications be disrupted. They may also provide communications with some in-field operators. It is important that while communicating, standard or common terminology is used so multiple agencies are better able to interact and understand each other.

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via the citizens' alerting system, radio, television, use of mobile public address systems, and/or, if necessary, door-to-door within the affected community. Henry County's Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.

Emergency Public Information regarding potential secondary hazards (i.e. landslides from flooding) and protective actions, such as shelter-in-place, and other information as determined by the event, will also be disseminated via appropriate communication methods.

Organization:

Warning and emergency communications will be provided from the Martinsville-Henry County Communications Center, Henry County Administration Building, 3300 Kings Mountain Road, Martinsville, Virginia.

The Emergency Management Coordinator will assure the development and maintenance of SOPs on the part of each major emergency support function. Generally, each designated agency should:

- Maintain current notification rosters
- Establish procedures for reporting emergency information
- Develop mutual aid agreements with like agencies in adjacent localities
- Provide ongoing training to maintain emergency response capabilities

When an emergency threatens, available time will be used to implement increased readiness measures as listed in each emergency support function annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.

The Public Information Officer (PIO) will represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warnings and emergency public information. The PIO will coordinate with ESF #15.

Henry County's emergency communications system is designed with no single point of failure. Each site has various levels of redundancy for electrical power and connectivity to other sites and the prime site. Each site has battery backup and propane generators with enough fuel for five days of operation. Henry County maintains a maintenance and emergency service contract with Motorola for any issue with the emergency communications system.

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The 9-1-1 phone lines and the Citizens' Alerting System are heavily dependent on the commercial telephone system. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper communications or the ability to communicate with the public throughout the locality.

Amateur radio operators and other non-governmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Communications Center Director. The amateur radio and other non-governmental volunteer operators will be required to actively participate in regular training and exercises established by the Communications Center Director.

Responsibilities

The Communications Center Director will be responsible for implementing and coordinating the following actions during the indicated phases of emergency operations.

1. *Normal Operations*

Maintain effective communications in order to have the capability to direct and control emergency operations, as well as to provide initial warning and alerting, in the event of an emergency.

- a. Develop procedures for communications, to include setting up telephones in the EOC on short notice and backup radio communications for operations in the field
- b. Develop procedures for warning. Describe the warning devices to be used. Assure complete geographical coverage. Assign responsibilities for activating warning systems. Include provisions for warning special facilities (schools, hospitals, nursing homes, major industrial employers, etc.) and individuals (hearing-impaired and non-English speaking), as appropriate
- c. Maintain and test communication equipment and citizens' alerting system as necessary, to ensure, as well as, enhance the County's communications capability in the event of an emergency
- d. Assign emergency duties and provide specialized training, as needed

2. *Increased Readiness*

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel, chiefs, and department heads, as required, by the type of incident and standard operating procedures
- b. Continue to monitor the situation
- c. Verify availability of off-duty personnel

3. *Emergency Operations*

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Alert all personnel as directed by the Coordinator of Emergency Management and/or according to SOP's
- (2) Ensure the operational capability of the EOC. Test communications systems and backup electrical power
- (3) Alert special facilities, if appropriate, that would require assistance to evacuate from threatened areas
- (4) Ensure that amateur radio operators are on standby to provide emergency backup radio communications in the event normal communications are disrupted

b. Response Phase

Disaster strikes; an emergency response is required to protect lives and property.

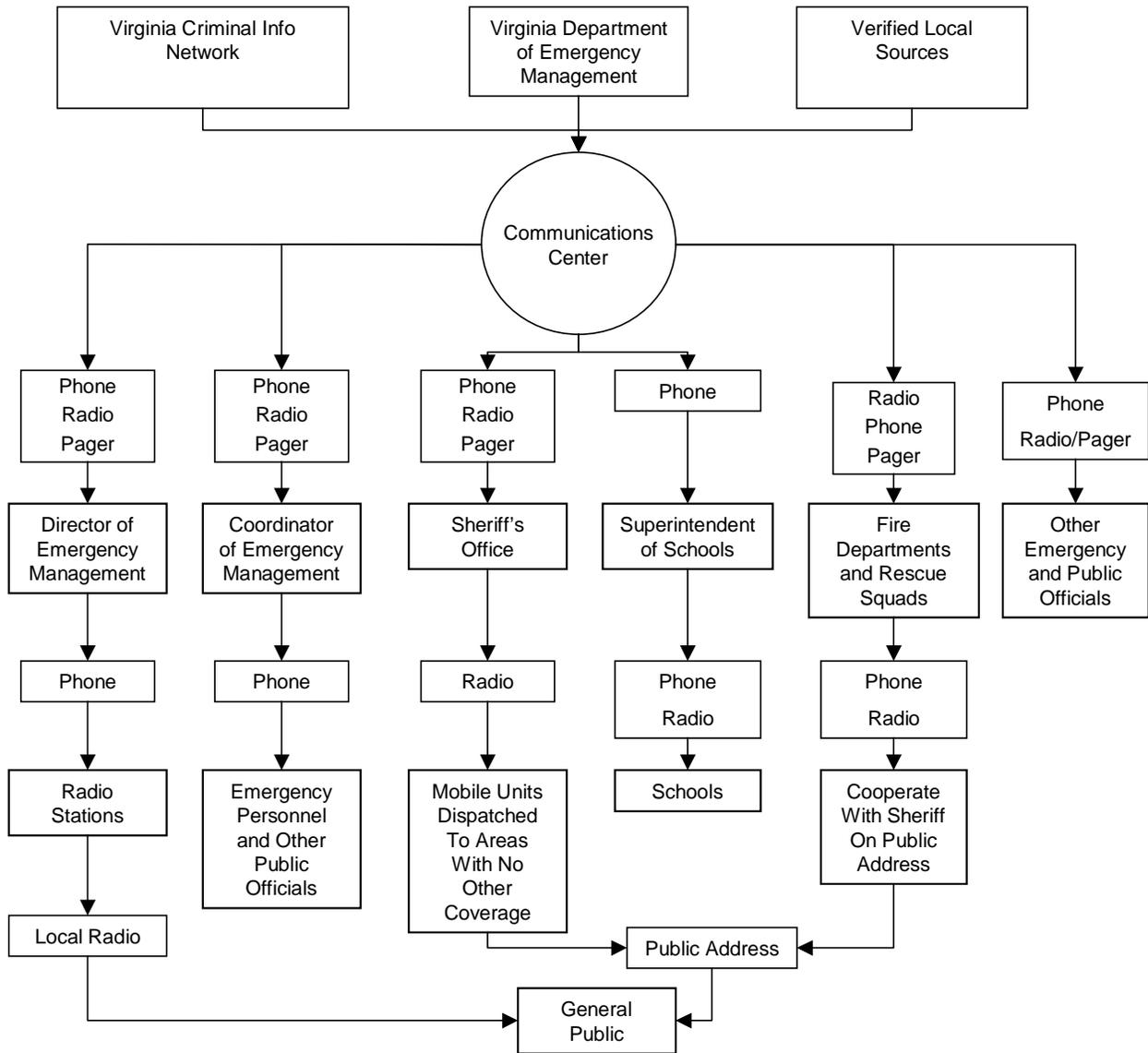
- (1) Maintain essential communications
- (2) Activate rumor control communications equipment and personnel to handle citizen inquiries
- (3) Coordinate, as necessary, with amateur radio operators to enhance the existing communications network and possibly to facilitate communications with selected in-the-field operators

4. *Recovery*

- a. Continue to maintain essential emergency communications through the established emergency communications network or through the use of amateur radio operators, if necessary, until the emergency has subsided
- b. Continue to provide rumor control communications equipment and personnel until directed to stand down that function by the Emergency Management Coordinator
- c. Conduct an After Action review of the Communication Center's operations after each EOC activation and incorporate modifications and improvements into SOP's based on "lessons learned"

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**Tab 1 to Emergency Support Function #2
EMERGENCY FAN OUT SYSTEM**



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Tab 2 to Emergency Support Function #2

EMERGENCY NOTIFICATION PROCEDURES

Communications Center personnel will follow established standard operating procedures for notifying officials upon receipt of severe weather information, mutual aid requests, emergency communications from the Virginia Emergency Operations Center, or when directed by an on-scene incident commander

Generally, the Martinsville-Henry County Communications Center will notify the following officials upon receipt of a severe weather flash flood or tornado watch or warning, or when directed by an on-scene incident commander:

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Official	Name	Work Phone
Public Safety Director	Matt Tatum	276.634.4660
Sheriff	Lane Perry	276.656.4200
Rescue Squads	All rescue personnel are notified via emergency radio system alerting.	
Fire Departments	All fire personnel are notified via emergency radio system alerting.	

Once the EOC is operational, the Communications Center will receive messages directly from the Virginia Emergency Operations Center (VEOC). It is then the responsibility of the Communications Center to monitor message traffic and ensure that messages reach the Director of Emergency Management or his designee.

Tab 3 to Emergency Support Function #2

Amateur Radio Emergency Service

The Amateur Radio Emergency Service (ARES) is an unincorporated association of federally licensed amateur radio operators who have voluntarily offered their qualifications and equipment for communications duty in the public service when disaster strikes, pursuant to Federal Communications Rule 97.1(a).

The Henry County leadership within ARES is exercised by the ARES Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of ARES throughout the county. The ARES Emergency Coordinator for Henry County reports to the South Piedmont Emergency Coordinator who, in turn, reports to the Virginia Section Emergency Coordinator.

A Memorandum of Understanding (MOU) between the Commonwealth of Virginia Department of Emergency Management and the Amateur Radio Emergency Service for the Radio Amateur Emergency Civil Service was signed on June 1, 1991, and remains in effect. This MOU, is referred to in Annex B of the Virginia Basic Plan.

Upon notification by the EOC or other appropriate Henry County official, the Henry County ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately to the EOC or other location as directed. Upon reporting to the responsible Henry County official directing activation, the ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency. Should the Virginia Department of Emergency Management or higher authority activate the Radio Amateur Civil Emergency Services (RACES) as specified in the Code of Virginia, Section 44-146.16, the ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

Henry County ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within Henry County to other local, state, and national locations, should the emergency so warrant. Emergency backup radio communications provided by Henry County ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing voice and/or record traffic, to include data processing, in order to support the telecommunications requirements of the EOC or other local officials.

It shall be the responsibility of the Henry County ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases delineated in **ESF #2 - Communications**. He shall keep the EOC fully advised of the state of readiness of ARES in Henry County.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 4 to Emergency Support Function #2

Martinsville/Henry County Joint 911 Center Manpower Schedule

Minimum staffing requirements for the 911 Center is as follows;

1. Monday thru Thursday
 - a. 0001 hrs to 0700 hrs – 3 Telecommunicators
 - b. 0700 hrs to 1200 hrs – 4 Telecommunicators
 - c. 1200 hrs to 1900 hrs – 5 Telecommunicators
 - d. 1900 hrs to 2400 hrs – 4 Telecommunicators

2. Friday and Saturday
 - a. 0100 hrs to 0700 hrs – 3 Telecommunicators
 - b. 0700 hrs to 1300 hrs – 4 Telecommunicators
 - c. 1300 hrs to 1900 hrs – 5 Telecommunicators
 - d. 1900 hrs to 2400 hrs – 4 Telecommunicators

3. Sunday
 - a. 0100 hrs to 0700 hrs – 3 Telecommunicators
 - b. 0700 hrs to 1200 hrs – 4 Telecommunicators
 - c. 1200 hrs to 1900 hrs – 5 Telecommunicators
 - d. 1900 hrs to 2400 hrs – 4 Telecommunicators.

It shall be the responsibility of the Shift Supervisor or the 911 ACS to see that needed positions are manned at all times and to schedule all leave, including vacation, holidays, etc., to meet the minimum manpower requirements. If because of illness or other emergency, a Shift Supervisor finds the requirements cannot be met, the matter shall be brought to the attention of the 911 Director, 911 ACS or his/her appointee(s) as soon as possible. The 911 Director or his/her appointee will then advise the Shift Supervisor on possible alternatives.

While scheduling long week hours off, such hours shall be scheduled in the morning hours preferably between 0100 and 1220, and not during busy hours of the 911 Center. However, with five on day shifts, there may be occasions where personnel may be scheduled to take afternoon hours off. However, every effort shall first be made to schedule the time off in the morning hours.

Supervisors may use Sunday's, during the morning hours, to schedule time off for staff with long hours from previous weeks, as long as the long weeks are on the same pay period (time card).

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**Emergency Support Function # 3 –
Public Works & Engineering**

Primary Agencies

ESF Coordinator

Public Service Authority
Building Inspection

PSA General Manager

Secondary/Support Agencies

Emergency Management
Mapping and Engineering Department
Refuse Collection Department
Parks and Recreation Department
Department of Planning, Zoning and Inspections
Public Schools
Virginia Tech Extension Service
Virginia Department of Transportation
Virginia Department of Health
Virginia Department of Environmental Quality
County Assessor

Introduction

Purpose:

ESF #3 addresses the public works infrastructure within Henry County following an emergency or disaster. Functions such as maintenance, inspections, building and grounds, debris removal, and facilities management will be addressed in this ESF. ESF #3 coordinates with the Damage Assessment Team, as described in the Damage Assessment Support Annex. Additional support for debris removal is available in support Annex #4 – Debris Management.

Scope:

ESF #3 will:

- Assess the overall damage to the community after a disaster
- Coordinate debris removal
- Assist with the recovery and restoration of critical infrastructure
- Provide supporting documents, charts or status board to facilitate assessment and infrastructure issues

Policies:

- Personnel will stay up to date with procedures through training and education
- The Public Service Authority will develop work priorities in conjunction with other agencies when necessary
- Local authorities may obtain required waivers and clearances related to ESF #3 support
- Acquiring outside assistance with repairs to the facilities that are beyond the capability of the community

Concept of Operations

Two County support functions accomplish the mission of this ESF. They include the County's Public Service Authority (PSA) and Life Safety Planning and Information Support functions. The operations of each of these functions are detailed separately in this ESF.

PUBLIC SERVICE AUTHORITY

Organization

PSA maintains its own equipment and supplies to handle normal and emergency water and sewer conditions. A PSA representative will be assigned to the EOC in order to coordinate the utility service response. The PSA representative will be part of the EOC staff and will assist with the overall direction and control of emergency operations.

Responsibilities

The Public Service Authority has operational control of water and sewer systems of the County and is prepared to protect and maintain these systems in all conditions. The PSA will direct and coordinate all water and sewer mitigation response and recovery strategies leading up to, during, and following an emergency disaster situation. The PSA, in coordination with the VPI and SU Extension Division and other county departments and agencies, will assist in damage assessment.

Contingency plans to provide emergency water and sewage disposal will be developed. The PSA will assist other County departments in developing and implementing mitigation strategies, response actions, and recovery activities to protect life and property, as well as bring about a prompt recovery.

The PSA will be responsible for securing and providing the necessary resource material and expertise in their functional area, through public as well as private means, to effectively perform their duties in the event of an emergency.

Mutual aid agreements will be developed and maintained with adjacent jurisdictions and private industry, as appropriate, to facilitate the acquisition of emergency resources and assistance.

The PSA will be responsible for implementing and coordinating the following actions during the indicated phases of emergency operations.

1. Normal Operations

Monitor water quality and flows and sewer flows to protect public health

2. Increased Operations

A natural or man-made disaster is threatening the area.

a. Continue normal operations

- b. Alert personnel

3. *Emergency Operations*

- a. Mobilization Phase

Conditions continue to worsen requiring full-scale mobilization.

- (1) Continue normal operations
- (2) Place personnel on emergency shifts
- (3) Begin record keeping of time and material beyond normal
- (4) Review and update plans and procedures with all personnel
- (5) Check equipment and supplies
- (6) Designated utility representative reports to EOC

- b. Response Phase

Disaster strikes.

- (1) Continue normal operations as far as possible
- (2) Record disaster-related expenses
- (3) Respond to utility-related calls
- (4) Assist other departments if not interfering with utility operations

4. *Recovery*

- a. Continue normal operations
- b. Bring damaged facilities back on line as soon as possible (those that affect the most customers get priority)
- c. Assist with clean-up operations when possible
- c. Compile records of expenses and damages and submit to coordinator
- d. Conduct an After Action review of the PSA's operations after EOC activation and incorporate modifications and improvements in SOP's based on "lessons learned"

LIFE SAFETY PLANNING & INFORMATION

Organization

The County Department of Planning, Zoning and Inspections along with the Department of Mapping & Engineering will be responsible for fulfilling the mission of this annex.

Responsibilities

The County departments mentioned above will inspect all buildings for structural, electrical, gas, plumbing and mechanical damage following a disaster situation. They will ensure that any repairs or rebuilding that occurs following the occurrence will comply with the County building codes, zoning and land-use regulations and comprehensive plan.

These departments will furnish population data, charts and development plans, as required. Liaison will be maintained with local building, electrical, plumbing and mechanical contractors to obtain their services when required.

1. Normal Operations

- a. Ensure that all construction that occurs within the County is in compliance with the County's comprehensive plan
- b. Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past (i.e., flooding) or have the potential of occurring in the future
- c. Maintain and update as appropriate County maps and population estimates
- d. Conduct inspections to enforce and carry out the jurisdiction's building codes (i.e., structural, mechanical, plumbing, gas and electrical)
- e. Review engineering plans prior to construction as a means of preventing an undesirable situation from occurring or a disaster from arising
- f. Identify and maintain liaison with local building, electrical, plumbing, and mechanical contractors to obtain their services if necessary

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert personnel; place off-duty personnel on standby
- b. Review existing plans and procedures
- c. Ensure that the necessary equipment and resources are available and ready to be activated

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- d. Contact and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary
- e. Notify public of proper policies and procedures to follow to ensure their safety

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Representatives should report to EOC
- (2) Call into service off-duty personnel
- (3) Activate the necessary equipment and resources to address the emergency
- (4) Begin to implement record keeping of all expenses and continue to do so throughout the duration of the event
- (5) Furnish population data, charts, development plans and personnel, as required
- (6) Coordinate response with the EOC

b. Response Phase

Disaster strikes; an emergency response is required to protect lives and property.

- (1) Follow established procedures and implement appropriate strategies to address emergency at hand
- (2) Continue to coordinate response with other service agencies
- (3) Request additional resources from federal and state agencies, as well as private industry for additional resources, equipment, and personnel, if necessary

4. Recovery

- a. Inspect buildings for structural, electrical, gas, plumbing and mechanical damage before permitting re-occupancy
- b. Assist in initial damage assessment and revisions to it
- c. Ensure that all repairs and rebuilding that occurs following extensive destruction complies with the County's building codes, zoning, land-use regulations and comprehensive plan

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- d. County agencies will assist where appropriate in the removal of debris and assist in disposal in compliance with all Federal and State codes (Support Annex 2)

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 1 to Emergency Support Function #3

Local Utility Providers

(Water, Electric, Natural Gas)

Additional Contact Information is available in the CONTACTS Section at the end of this document.

<i>Provider</i>	<i>Address</i>	<i>Phone Number(s)</i>
Appalachian Power Company - Electricity	River Road, Fieldale, VA	276-627-1226
City of Danville – Electricity	Monument Ave Danville, VA	434-799-5255
Century Link, Inc - Phone	Fischel Street Martinsville, VA	800-788-3600
Comcast Cable – Cable TV	Commonwealth Blvd. Martinsville, VA	888-266-2278
City of Martinsville – Water, Broadband	55 W. Church Street Martinsville, VA	276-403-5157 276-403-5138
Southwestern Virginia Gas Company – Natural Gas	208 Lester Street Martinsville, VA	276-632-5665
Henry County Public Service Authority – Water/Sewer	3300 Kings Mountain Road Collinsville, VA 24078	276-634-2500

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**Tab 2 to Emergency Support Function #3
Public Service Authority Resources**

Number of Employees: 52

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Name	Position
Tim Hall	PSA General Manager
Tim Pace	PSA Assistant General Manager
Jason Gardner	Mapping/Engineering
Mike Ward	PSA Division Manager - Treatment
Steve Clary	PSA Maintenance/Construction Manager

Resources:

- Rubber Tire Backhoes – 5 (PSA)
- Track hoe Backhoe – 1
- 953 Track loader – 1
- L30 Michigan rubber tire loader – 1
- L70 Volvo rubber tire loader – 1
- Tandem Dump Truck – 1
- Single Axle Dump Truck – 3
- Two-ton flatbed Truck – 2
- Crash Cushion – 1 (Permanently affixed to one of our 2-ton flatbed trucks).
- One-ton dump bed Truck – 2
- Water Truck – 1
- Jet Truck (4x4) – 2
- Flashing Arrows – 1 set
- Crane Truck (eight ton) – 1
- Service Truck – 2
- Portable Generator (7.5 kw) – 0
- Portable Generator (175 kw) – 1
- Halogen Quartz lights set – 1
- Assorted Traffic Signs

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Tab 3 to Emergency Support Function #3
Life Safety and Information Resources

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Name	Position
Lee Clark	Director of Planning , Zoning, and Inspections
Cecil Stone	Chief Building Inspector
William Bennett	Building Inspector
Charles "Chuck" Campbell	Building Inspector
Tim Pace	Division Manager – Mapping & Engineering
Jason Gardner	Project Manager – Mapping & Engineering

Resources:

Department of Planning, Zoning and Inspections

Personnel: 1 Director
3 Inspectors
2 Clerical
2 additional staff

Vehicles 3

Mapping & Engineering

Personnel: 1 Director (Engineer)
1 Project Engineer
1 Clerical
4 Technical Staff

Vehicles 3

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Tab 4 to Emergency Support Function #3 Building Posting Guide

1. All buildings within an affected area, regardless of damage are to be POSTED by the assessment team at the site.
2. One of the following three posters is to be used:
 - i. "SAFE FOR OCCUPANCY" Green Poster
 1. No damage to structural elements
 2. No damage to utilities
 3. There is only minor damage to walls or roof
 4. Generally 10% or less damage
 - ii. "LIMITED ENTRY" Yellow Poster
 1. There is structural damage to a portion of the building
 2. The building needs utility or weather resistance repairs
 3. The building may be occupied safely
 4. Generally greater than 10% and less than 50% damage
 - iii. "THIS BUILDING IS UNSAFE" Red Poster
 1. There is major structural damage
 2. No occupancy is allowed
 3. May or may not need to be demolished
 4. Generally more than 50% damage
3. If there is immediate danger to life from failure or collapse, the damage assessment team should inspect and, as appropriate sign or have Building Official sign demolition order or call the appropriate entities to shore-up structures.

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Emergency Support Function # 4 – FIREFIGHTING

Primary Agencies

Volunteer Fire Departments

ESF Coordinator

Coor. of Emergency Mgt.

Secondary/Support Agencies

Public Safety Department
Virginia Department of Forestry (VDOP)
Virginia Department of Emergency Management
Rescue Squads

Introduction

Purpose:

Directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

Scope:

ESF #4 manages and coordinates firefighting activities including the detection and suppression of fires, and provides personnel, equipment and supplies to support agencies involved in the firefighting operations.

Policies:

- Priority is given to, the public, community, firefighter safety and protecting property
- For efficient and effective fire suppression, mutual aid may be required from various firefighting agencies to aid in the community's emergency response. This requires use of the Incident Command System together with compatible equipment and communications
- Personnel will stay up to date with procedures through education and training

Concept of Operations

General:

The eight volunteer fire departments serving the county are prepared to assume primary operational control in fire suppression and hazardous materials incidents. The Patrick-Henry VFD provides First Responder EMS service which, along with all other EMS services, will be coordinated by **ESF#8**.

Primary response is determined by geographical areas established by the Board of Supervisors. Established standard operating procedures will dictate apparatus

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deployment, personnel standards, and mutual aid within the County. Mutual aid agreements with other jurisdictions may be implemented should the emergency demand greater resources than are available within the County or in the event other jurisdictions need assistance to effectively respond to an emergency.

Fire department personnel who are not otherwise engaged in emergency response operations will assist other county agencies in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

Organization:

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

Responsibilities

During periods of threatening or actual emergency situations, the Fire Departments are responsible for:

1. Normal Operations

Develop and maintain plans and procedures to provide fire services in time of emergency.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

a. Alert personnel

b. In the event of extreme drought or other conditions that put Henry County at high risk for wild land fires, the County may consider:

- ban on outdoor burning
- water usage restrictions
- collaboration with Department of Forestry for aerial fire watch activities

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Review and update plans and procedures
- (2) Alert personnel to stand-by status
- (3) Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency
- (4) Check firefighting and communications equipment

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- (5) The designated fire service representative should report to the EOC and assist with emergency operations
- (6) As the situation worsens, assign duties to all personnel. Fire department personnel may be requested to assist with warning and alerting, search and rescue, evacuation, communications, and emergency medical transport

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Follow established procedures in responding to fires and hazardous materials incidents
- (2) For other disasters, Continue to assist with warning and alerting, search and rescue, evacuation, communications and first response as well as any other emergency response operation, as required, in time of emergency
- (3) Record disaster-related expenses

4. Recovery

- a. Continue to provide essential services as required
- b. Assist with cleanup operations
- c. Assist with the inspection of damaged facilities, if applicable
- d. Compile and submit records of disaster-related expenses incurred by the fire service to the Coordinator of Emergency Management
- e. Conduct After Action Review of Fire Department operations after each declared disaster, EOC activation and operational exercise or evaluation and incorporate modifications and improvements into SOP's based on "lessons learned"

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Tab 1 to Emergency Support Function #4
Firefighting Resources

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Chief	Department	Address
Jasper Peters	Company 07 - Axton Fire	55 Mt. Valley Road Axton, Virginia 24054
Junior Lynch	Company 08 - Bassett Fire	3735 Fairystone Park Highway, P.O. Box 469 Bassett, Virginia 24055
Jeff Beam	Company 10 - Collinsville Fire	205 John Redd Boulevard, P.O. Box 157 Collinsville, Virginia 24078
Tommy Martin	Company 11 - Dyers Store Fire	3230 Chatham Road Martinsville, Virginia 24112
Brian Shuler	Company 12 - Fieldale Fire	500 Field Avenue, P.O. Box 352 Fieldale, Virginia 24089
Charles Bradshaw	Company 13 - Horsepasture Fire	17815 A. L. Philpott Hwy. Ridgeway, Virginia 24148
Donald Turner	Company 14 - Patrick-Henry Fire	3125 County Line Road Patrick Springs, Virginia 24133
	Company 14 - Patrick-Henry Fire Station 2	3541 Stones Dairy Road Bassett, VA 24055
Zebulon Trent	Company 15 – Ridgeway Fire	60 Magnolia Street, P.O. Box 4 Ridgeway, Virginia 24148
	Company 15 - Ridgeway Fire Station 2	1766 Joseph Martin Hwy. Ridgeway, VA 24148
Kenny Shumate	HCDPS Patriot Centre	155 Beaver Creek Drive Martinsville, VA 24112

Personnel: 300

Equipment: 16 Pumpers
2 Tankers
8 Pumper/Tankers
8 Brush Trucks
2 Ladder Trucks
7 Utility Vehicles
2 EMS First Response Vehicles

**Emergency Support Function # 5 –
EMERGENCY MANAGEMENT**

Primary Agencies

ESF Coordinator

Emergency Management

Coor. of Emergency Mgt.

Secondary/Support Agencies

Public Safety Department
Sheriff's Office
Public Information Officer
County Attorney

Introduction

Purpose:

Directly controls and coordinates emergency operations from the Emergency Operations Center (EOC) utilizing the Incident Command System (ICS).

Scope:

During normal operations, the mission is to assign emergency duties and responsibilities, direct planning, conduct training, and generally to maintain an effective emergency response capability.

In time of emergency, the mission is to direct and control emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and coordinate with the State EOC should outside assistance be required.

ESF # 5 facilitates information flow in the pre-incident prevention phase in order to:

- Place assets on alert or pre-position assets for quick response
- Provide alerting and notification
- Coordinate with agencies, organizations, and outside organizations when capabilities are anticipated to exceed local resources

Post-incident functions that support and facilitate planning and coordination are:

- Alert and notification
- Deployment and staffing of emergency response teams
- Incident action planning
- Coordination of operations with local government for logistics and material
- Direction and control
- Information management
- Facilitation of requests for assistance
- Resource acquisition and management (to include allocation and tracking)
- Worker safety and health
- Facilities management

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- Financial management
- Other support as required

Policies:

- Provides a multi-departmental command system
- Manages operations at the county level
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management
- ESF # 5 staff supports the implementation of mutual aid agreements to ensure seamless resource response
- Provides representatives to staff key positions on Emergency Response Teams
- Departments and agencies participate in the incident action planning process which is coordinated by ESF #5
- The guidelines set forth in this EOP will conform to guidelines under the National Incident Management System (NIMS) for an effective Emergency Operations Center (EOC), also referred to as a “Multi-agency Coordination System” in the National Incident Management System, which is mandated as part of Homeland Security Presidential Directive (HSPD) 8

Concept of Operations

General:

The Emergency Management Coordinator:

- Assures development and maintenance of SOPs on the part of each major emergency support function
- Each function should maintain current notification rosters
- Designate staff to the Emergency Operations Center
- Establish procedures for reporting appropriate emergency information
- Coordinate emergency response plan with the local government
- Develop mutual aid agreements with the local government in adjacent localities
- Designate a representative to the local EOC if the local plan is implemented and representative is needed
- Develop threat levels

The Emergency Management Coordinator will assume all responsibilities and assure that all actions are completed as scheduled.

Procedures for these support operations should be established and maintained. Henry County has standing mutual aid agreements with the City of Martinsville, Franklin County, Patrick County and Pittsylvania County and also participates in the Statewide Mutual Aid Agreement (SMA). Emergency Management staff has

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already been trained on WebEOC and this will be utilized when there is a need to request state-wide mutual aid.

Organization:

Emergency operations will be directed and controlled from the Henry County Emergency Operations Center located adjacent to the Martinsville-Henry County Communications Center, Henry County Administration Building, 3300 Kings Mountain Road, Martinsville, Virginia. The alternate EOC is located at the Public Safety Complex, 1024 DuPont Road, Martinsville, Virginia. The EOC staff may consist of the Director, Deputy Director, Coordinator, and Deputy Coordinators of Emergency Management, and key department heads or their designated representatives. Support personnel to assist with communications, designated logistics, and administration will also be designated. The Director of Emergency Management will be available for decision-making as required.

Responsibilities

The Coordinator of Emergency Management is responsible for coordinating the county's resources in the event of a disaster. The county Emergency Operations Center (EOC) acts as the direction and control mechanism for the assignment of resources, coordination and approval for assistance requests from other jurisdictions and coordination among State, Federal and local agencies during large disasters.

During normal day-to-day operations, the Henry County 911 Communications Center is the primary source and manager of emergency information for the County. If an incident occurs that has potential to become a disaster, then the 911 Communications Center will advise the Coordinator of Emergency Management, who will then decide on the activation of the EOC. The Communications Center will then alert those persons designated to occupy EOC positions when a danger is recognized. Levels of activation and the specific staff that will be directed to report to the EOC will be determined by each incident's individual characteristics.

All County emergency operations are conducted in accordance with the National Incident Management System and employ the Incident Command System. An Incident Commander will direct rescue, suppression, law enforcement and all supporting operations at the incident(s) site.

The Coordinator of Emergency Management will coordinate a unified command structure with centralized management of resources for response and recovery operations. The representatives from each county department/agency located at the EOC, will comprise the unified command. Staff will direct personnel and resources from their own organizations in support of the incident. The Coordinator of Emergency Management, thru the use of the EOC support staff, will coordinate the overall activity and the effective communication among the county departments and agencies. Refer to Tab 1, Tab 2, Tab 3 and Tab 4 of this ESF more information on the staffing, operation, and layout of the EOC.

Each service in Henry County supporting emergency operations should maintain current notification rosters, designate and staff an official emergency control

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center as tasked by the Coordinator of Emergency Management, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements are listed in each respective functional annex.

When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.

The EOC support staff may include the following positions:

- Recorder/Chronology Log
- Message Clerk
- Logistics Coordinator

Other support personnel will be assigned by the Coordinator of Emergency Management as required to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained. Suggested forms are included in the appendices. Maps and other tools for EOC staff will be specified by the Coordinator of Emergency Management and maintained in the County EOC available for use there or for deployment. A separate Reports Section should also be established as an adjunct to the EOC staff. Refer to the Tab 5, Tab 6, Tab 7, and Tab 8 of this section for more information.

The Emergency Management Coordinator will be responsible for coordinating the following actions during the indicated phase of operations.

1. Normal Operations

- a. Complete, maintain, and update hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed
- b. Develop and maintain an operational capability for emergency operations and reflect the same in the local Emergency Operations Plan
 - (1) Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations. Maintain a notification roster of these key personnel and their alternates
 - (2) Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s)
 - (3) Assure proper training for EOC staff to handle disaster events. This shall be "All Hazard" Training

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- (4) Develop mutual aid agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross
 - (5) Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Consummate official working agreements with local EAS radio stations
 - (6) Identify and maintain a list of essential services and facilities that must continue to operate and may need to be protected during an emergency
 - (7) Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results
- c. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the County
 - d. Develop accounting and record-keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures and the State Emergency Management and Disaster Law of 2000
 - e. Define and encourage hazard mitigation activities that will reduce the probability of the occurrence of a disaster and/or reduce its effects

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel
- b. Alert appropriate personnel of the situation and assure that appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required
- c. Establish communications with information agencies such as the National Weather Service, Virginia Department of Transportation, American Electric Power, and Virginia Department of Emergency Management
- d. Implement record keeping of all incurred expenses, if applicable
- e. Prepare to provide emergency information to the public

3. *Emergency Operations*

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Direct and control emergency operations. Complete all checklist items listed above. Staff the EOC, as required. Provide logistical support to on-site emergency response personnel
- (2) Brief the Board of Supervisors as appropriate
- (3) Call a meeting of County personnel. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each functional annex
- (4) Disseminate emergency information and protective action guidance to the public. Advise individuals to evacuate from danger areas, if appropriate
- (5) Establish and maintain liaison with the Virginia EOC and adjacent jurisdictions. Provide daily situation reports to the Virginia EOC if Local State of Emergency is declared
- (6) Continue to maintain records for all expenses incurred. Coordinate daily with department heads

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

- (1) Direct and control emergency operations. Ensure that previous checklist items have been completed or initiated
- (2) Provide emergency information and protective action guidance to the public
- (3) Declare a local emergency if the situation warrants
- (4) Utilizing the Virginia Department of Emergency Management's WebEOC, provide periodic situation reports. Requests for assistance to the State EOC as the situation requires
- (5) Ensure that an accurate record of expenses is maintained
- (6) Make an Initial Damage Assessment and forward to the State EOC

4. *Recovery*

This phase requires that priority be given to the restoration of essential facilities and damage assessment.

- a. Restore essential facilities and services
- b. Provide temporary housing and food as required
- c. Continue to maintain a record of disaster-related expenditures
- d. Coordinate with the State EOC
- e. Provide supplementary damage assessment information as required.
Request post-disaster assistance if appropriate
- f. Provide information to the public

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Tab 1 to Emergency Support Function #5

EMERGENCY OPERATIONS CENTER PERSONNEL

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Position	Name	Work Phone
Emergency Management Director (County Administrator)	Tim Hall	276.634.4604
Emergency Mgmt. Dep. Director (Dep. County Administrator)	Dale Wagoner	276.634.4604
Emergency Management Coord. (Public Safety Director)	Matt Tatum	276.634.4665
HCDPS – Deputy Director/Div. Chief of Training	Suzie Helbert	276.634.4662
HCDPS - Fire Marshal	Pete Draper	276.634.4667
HCDPS – Div. Chief of Operations	Kenny Shumate	276.634.4658
Sheriff	Lane Perry	276.656.4201
Public Information Officer	Susan Reynolds	276.634.4782
Social Services Director	Tanya Verlik	276.656.4301
School Superintendent	Dr. Jared A. Cotton	276.634.4700
Fire Association President	Lee Cooley	276.806-8773
District Health Director	Dr. Jody Hersey	276.638.2311
Red Cross Area Director	Ralph Lawson	434.709.0199
Rescue Association President	Melissa Hubbard	276.806.9251

*HCDPS staff listed above are also Deputy Coordinators of Emergency Management.

EMERGENCY OPERATIONS CENTER (EOC)

Mission

To provide centralized direction and control of any or all of the following functions: direction of all emergency operations; communications and warning, consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

Organization

1. See Organization Chart. (Tab 10)
2. The EOC staff will be organized as follows:

Incident Commander/EOC Manager:

- Manage overall operations
- Coordinate activities for all Command and General Staff
- Development and implementation of strategy
- Approve and authorize the implementation of an Incident Action Plan (IAP)
- Approve requests for additional resources or for the release of resources
- Authorize release of information to the news media
- Order the demobilization of the incident, when appropriate
- Ensure establishment and oversight of a Joint Information Center (JIC)

Safety Officer:

- Safety Officer is a member of the Command Staff and reports to the Incident Commander
- Monitoring and assessing hazardous and unsafe situations
- Developing measures for assuring personnel safety
- Correct unsafe acts or conditions through the regular line of authority
- Maintain an awareness of active and developing situations
- Investigate or Coordinate the Investigation of accidents that occur within the EOC
- Includes safety messages in each IAP

Liaison Officer:

- Liaison Officer is a member of the Command Staff and reports to the Incident Commander
- Interacting with the ESFs, state and federal agencies
- Identifying current or potential interagency problems
- Keeping the Incident Commander and Command Staff informed of current or potential problems

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External Affairs:

- Public Information Officer is a member of the Command Staff and reports to the Incident Commander
- Initiates and maintains contact with the media throughout the incident
- Arranges for press briefings with Incident Commander and other EOC staff, as appropriate
- Coordinates with state and federal public information officers
- Coordinates VIP visits to EOC and affected areas
- Prepares fact sheet
- Coordinates Community Relations with local community
- Keeps the public aware of the situation

Operations Section Chief:

- Operations Section Chief is a member of the general staff and reports to the Incident Commander
- Manages all operations directly applicable to the primary mission
- Activates and supervises operations, organizational elements, and staging areas in accordance with the IAP
- Assists in the formulation of the IAP and directs its execution
- Directs the formulation and execution of subordinate unit operational plans and requests or releases of resources
- Makes expedient changes to the IAP, as necessary, and reports changes to Incident Commander
- Activates and supervises the Emergency Support Functions (ESF) Branch Chiefs assigned to the Operations Section

Planning Section Chief:

- Planning Section Chief is a member of the general staff and reports to the Incident Commander
- Collect and process situation information about the incident
- Identify the need for specialized resources
- Perform operational planning
- Activate Planning Section Units
- Supervise preparation of IAP
- Analyze data and emerging trends
- Supervise Planning Section Units
- Prepare situation reports for the operational period
- Activates and Supervises the ESF Branch Chiefs assigned to the Planning Section

Logistics Section Chief:

- Logistics Section Chief is a member of the general staff and reports to the Incident Commander
- Provide facilities, services, and materials in support of the incident
- Participates in the development of the IAP
- Advises on current service and support capabilities
- Activate Logistics Section Units

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- Recommends the release of resources/supplies
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

Finance and Administration Section Chief:

- Finance and Administration Section Chief is a member of the general staff and reports to the Incident Commander
- Manage all financial aspects of an incident
- Activate Finance/Administration Section Units
- Organize and operate within the guidelines, policy, and constraints
- Participates in the development of the IAP
- Extensive use of agency provided forms
- Meet with assisting and cooperating agency representatives, as required
- Identify and order supply and support needs for Finance Section
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

Concept of Operations

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Management based upon the best available information. Depending on the situation, a partial or full activation will *be ordered*.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or here is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident
4. Initial situation briefings will be provided by the Coordinator of Emergency Management
5. Direction and control of county personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support
6. When the State EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management at (804) 674-2400 or 1-800-468-8892 or by WebEOC

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7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis

Location

The Emergency Operations Center (EOC) is located at 3300 Kings Mountain Road, Martinsville, VA. The alternate site EOC is located at 1024 DuPont Road, Martinsville, VA. The primary EOC has a generator that is maintained on a routine basis and the fuel supply is checked and maintained regularly. The alternate EOC has a backup generator with limited capacity.

ACTIONS – EMERGENCY OPERATIONS CENTER

- Direct overall emergency operations
- Initiate activation of EOC
- Determine operational course of action
- Coordinate request for resources
- Develop and maintain accurate status of the situation
- Develop, implement, and execute an initial action plan (IAP)
- Procure support services
- Establish and maintain emergency communications
- Use WebEOC to request and track resources
- When requesting resources, use the acronym S.A.L.T.T. to help describe your request:
 - S – Size
 - A – Amount
 - L – Location
 - T – Type of Resource
 - T – Time Frame

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 3 to Emergency Support Function #5
PRIMARY EOC STAFFING

Skeletal Staffing

Coordinator of Emergency Management
Deputy Coordinators of Emergency Management
Sheriff or Designated Person
Message Clerk
Communications Personnel

Full Staffing

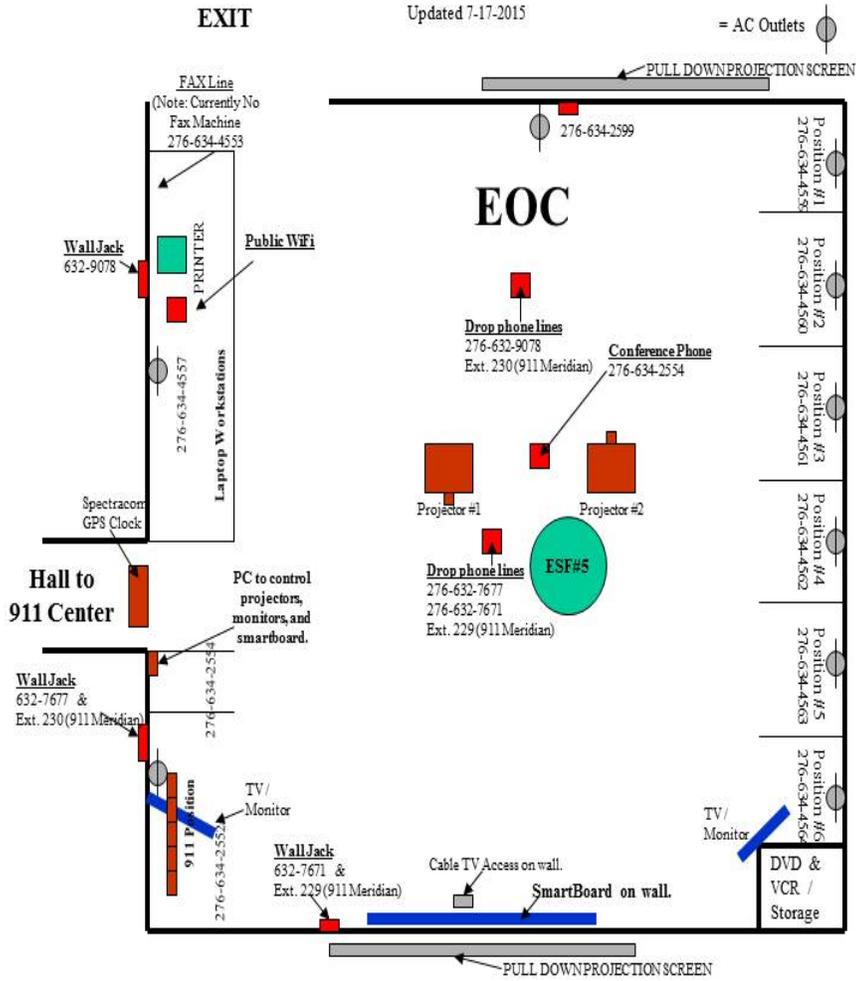
Coordinator of Emergency Management
Deputy Coordinators of Emergency Management
Director of Emergency Management
Public Service Authority Representative
Sheriff's Office
Fire Representative
EMS Representative
Superintendent of Schools or Representative
Health Department Representative
Social Services Representative
Red Cross Representative
Message Clerks (2)
PIO Officer
Communications Center Personnel
Messengers (2)
Status Board/Map Assistants
GIS Support Personnel
Phone Operators

Public Information/Rumor Control

Public Information Officer
Phone Operators
Message Clerk
Messenger
Security

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 4 to Emergency Support Function #5
EOC FLOOR PLAN



HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 5 to Emergency Support Function #5
SUGGESTED EOC MESSAGE FLOW

Dispatcher/Phone Operator

Receive incoming messages. Record them on standard 3-color form. Enter in personal log and make a photocopy if desired. Deliver messages to the Coordinator.

Coordinator

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the yellow action copy of the message. Assure the routing of all official messages through the Coordinator to the Message Clerk for filing.

Message Clerk

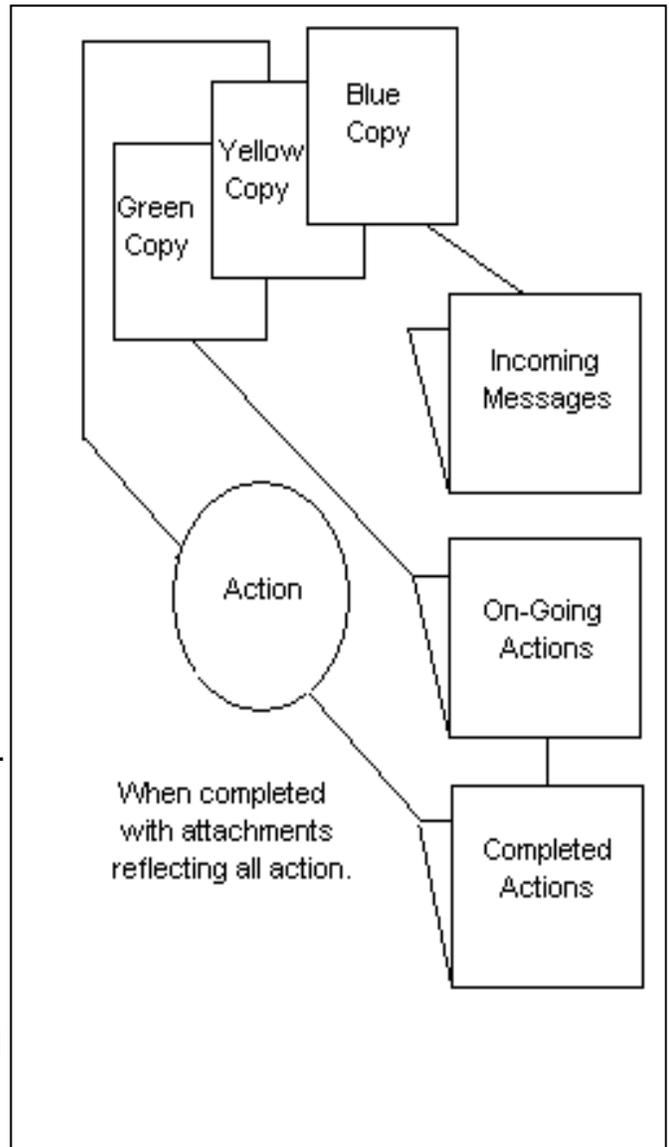
Maintain the official files for the Coordinator—“Incoming Messages,” “On-going Actions,” and “Completed Actions.” Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs

Receive task with yellow copy from Coordinator. Complete action. Make a record of all action and attach to yellow “action copy” of message. Return to Coordinator. Retain a photocopy of yellow message plus attachments.

Messengers

Make photocopies of messages and supporting documentation and return them with the original to the individual making the request. Deliver messages and perform other support duties as required.

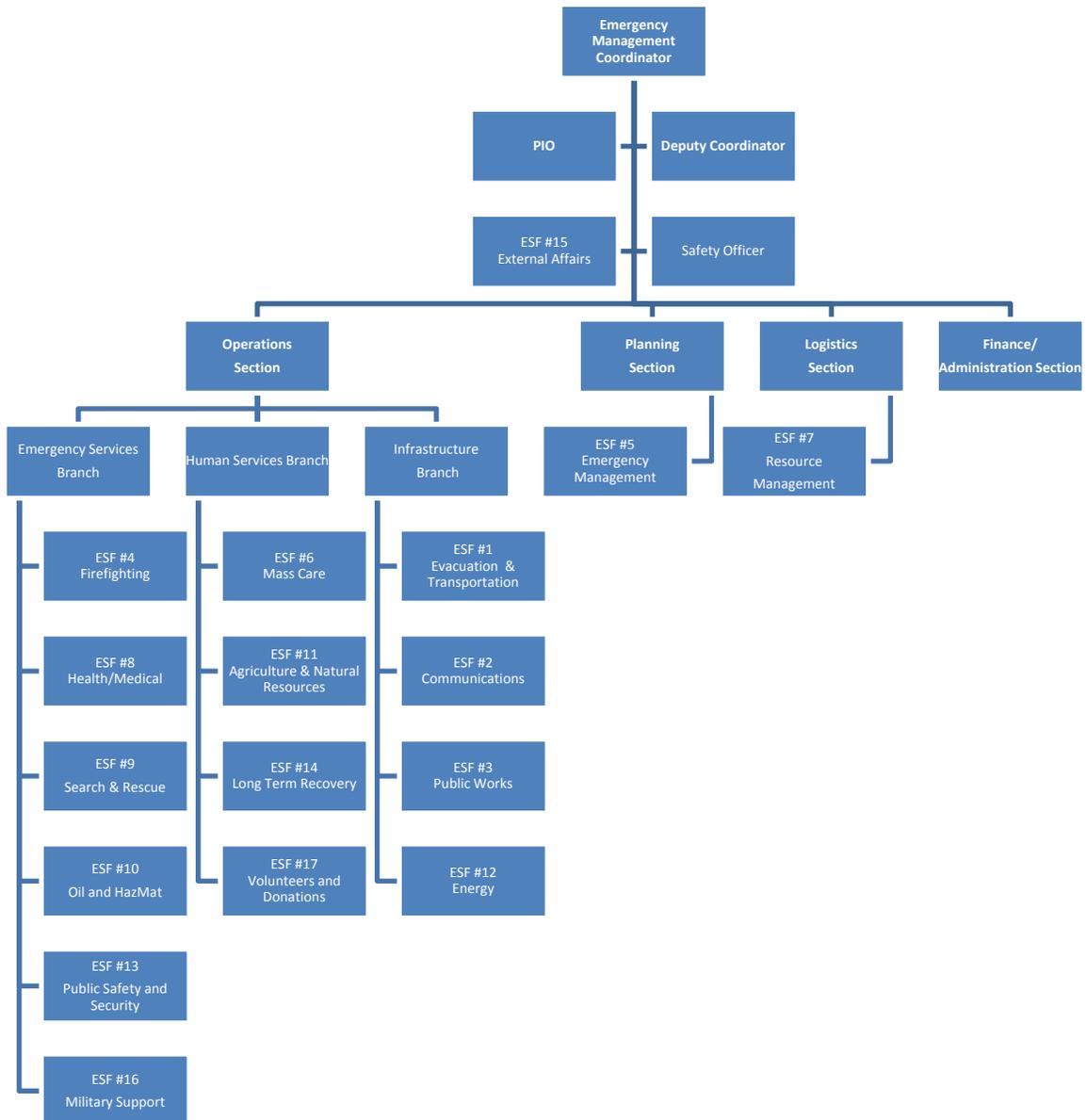


HENRY COUNTY EMERGENCY OPERATIONS PLAN

**Tab 9 to Emergency Support Function #5
INCIDENT COMMAND SYSTEM**

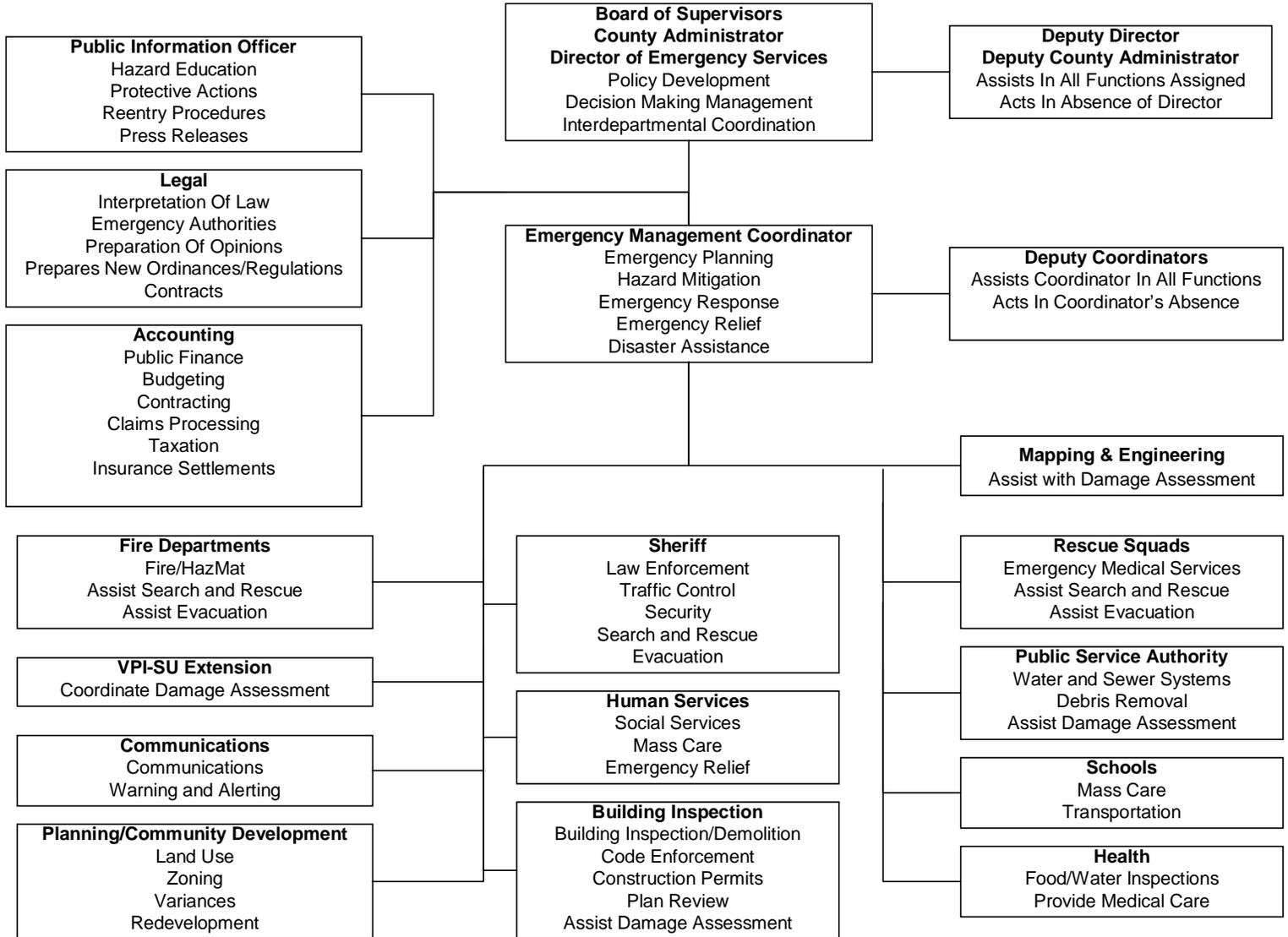
The EOC follows the Incident Command System (ICS)/NIMS structure and the Emergency Support Functions (ESFs) are aligned with ICS Staff. The Incident Command System ensures:

- Manageable span of control (3 to 7 staff; optimum is 5)
- Personnel accountability
- Functional positions staffed only when needed.



HENRY COUNTY EMERGENCY OPERATIONS PLAN

**Tab 10 to Emergency Support Function #5
ORGANIZATIONAL CHART**



**Emergency Support Function # 6 –
Mass Care, Housing, Human Resources**

Primary Agencies

Department of Social Services

ESF Coordinator

Social Services Director

Secondary/Support Agencies

Emergency Management
American Red Cross of Blue Ridge, VA
Virginia Department of Health
Virginia Department of Mental Health (VDOMH)
Virginia Voluntary Organizations Active in Disaster (VOAD)
Sheriff's Office
Rescue Squads
Henry County Public Schools

Introduction

Purpose:

ESF #6 Mass Care, Housing, and Human Resources address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by natural and/or technological incidents.

Scope:

ESF# 6 is intended to address non-medical mass care, housing and human service needs, including special, functional or access needs, for individuals and family members of the community affected by a disaster.

The services and programs may include the following:

- Sheltering
- Food service
- Emergency First Aid
- Counseling
- Family Assistance Center (FAC)
- Reunification Services
- Virginia Criminal Injuries Compensation Fund
- Piedmont Community Services
- Reportable Communicable Disease Surveillance (See ESF #8)

Policies:

- ESF #6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts
- To support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, or other affiliation

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- To coordinate with ESFs #1, #3, #5, #11, #14 and others regarding recovery and mitigation assistance, as appropriate
- To assign personnel to support ESF#6 functions in accordance with the rules and regulations of their respective parent agencies
- To reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts
- Work with ESF #2 & #15 to disseminate appropriate information about sheltering

Concept of Operations

General:

The Henry-Martinsville Department of Social Services (DSS) is designated the lead agency for ESF #6. DSS may be assisted by American Red Cross of Blue Ridge Virginia and the Superintendent of Schools in providing reception, care, and feeding of evacuee. In addition to providing shelter facilities, Henry County Public Schools may provide transportation of evacuees to the designated shelter location. Public school employees may be assigned support tasks. Security will be provided by the Sheriff's Office. The local rescue squads, American Red Cross, the Medical Reserve Corps and others may assist with establishing a medical care service at the shelter center. The local Health Department will assist with reportable communicable disease surveillance, nursing home screenings, food safety and institutional sanitation inspections.

DSS, as the lead for ESF#6, will ensure coordination with other ESFs for integration of special needs for non-general populations, including people with special medical needs and pets. DSS will also lead the efforts in assisting impacted individuals with any benefits and programs available to them and will coordinate with the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services to provide counseling services as needed.

DSS will maintain continuous communication with all agencies of this ESF to insure appropriate plans are current.

Sheltering

- An emergency shelter is an immediate short-term accommodation either (1) designated by local officials for persons threatened by or displaced by an incident, or (2) designated by state officials directing a mandatory evacuation across jurisdictional boundaries either before or after an incident
- In the event of a small-scale evacuation, shelter and care may be provided at a Henry County school or obtained at local motels at the discretion of the American Red Cross, all of which meet the required ADA accessibility guidelines. In the event of a large-scale evacuation/displacement of residents, or when the Emergency Management Coordinator decides that a larger facility is required, he will advise the Department of Social Services, the Red Cross and the Superintendent of Schools. The Superintendent of Schools will then activate one or more of the schools in

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- the County as shelter center(s) and will designate a school employee to be responsible for the facility. The Department of Social Services assisted by the Red Cross will be responsible for registration and record keeping
- Each of the Henry County Public School facilities has been identified and readied to be used as an emergency shelter. A description of these facilities is included on page 59. School personnel will insure the facility maintenance during its use as a shelter. Henry County does not publicly pre-designate shelter locations. Once the need for a shelter is determined, the most appropriate shelter(s), providing the optimal facilities and location, will be opened
 - Public emergency shelters will provide accommodations for all population groups. Appropriate provisions must be made within the shelter facilities to accommodate people with special medical needs, including those with special medical equipment, that do not require hospital admission, people without their own transportation, and registered sex offenders
 - Any individual under the age of 18, who reports to a shelter without a parent/guardian or other responsible adult will be assessed through Virginia Department of Social Services Child Protective Services guidance for appropriate action and services
 - Sheltering for pets and service animals are included in planning and coordinated with ESF #11. Refer to ESF #11 for details regarding pet and animal sheltering
 - Any individual being considered for shelter admittance will be accessed for any potential exposure threat such as hazardous or infectious waste. If such is detected, the individual shall be isolated until can be decontaminated
 - For mass evacuations directed by state officials, the Virginia Department of Social Services will coordinate the designation of shelter facilities and the operation of shelters for people who evacuate out of their home jurisdiction
 - The Emergency Operations Center will establish a reliable communications link with each shelter and keep the shelter updated as to the current status of the incident so it can be disseminated to individuals within the shelter. This may be accomplished with cellular telephones, portable radios, and/or amateur radios. Additionally, each shelter has a control station radio capable of communicating on all emergency services channel in use in Henry County as well as state and national interoperability channels

Hygiene

- Hygiene and clean-up kits will be available at each shelter site for individual use

Feeding

- Feeding is provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding is based on sound nutritional standards to the extent possible

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- Feeding should include meeting needs of victims with special dietary concerns
- The Department of Social Services will work with community and other governmental organizations to ensure essential food and water are available at the shelters

Emergency First Aid

- Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Provision for services is coordinated with ESF #8. *Refer to ESF #8 for details regarding medical care services*

Counseling

- Provide counseling through local government services if it appropriate based on the scale of the emergency and the capabilities of the counseling services. Services may be coordinated with Piedmont Community Services
- Outside counseling can be provided via the Department of Criminal Justice's Victims' Services Section, and the Department of Mental Health, Mental Retardation, and Substance Abuse Services, Emergency Mental Health Section, and activated via the local government.
- Events in which there are mass casualties and injuries that exceed Henry County's resources and capabilities may facilitate the need to acquire resources from mutual aid and by way of the Statewide Mutual Aid agreement

Security

- The Henry County Sheriff's Office has the responsibility for coordinating security during a disaster, evacuated areas and provide security to shelter(s)

Transportation

- The Coordinator of Emergency Management and Henry County Public Schools have the responsibility to coordinate transportation during an emergency event
- Ensure that residents are transported and sheltered safely. Refer to ESF #1 for details regarding Transportation

Family Assistance Center (FAC)

- The purpose of the FAC is to provide seamless delivery of services and the dissemination of information to victims and families following a large scale incident or one in which there are mass casualties, as stated in the Commonwealth of Virginia EOP, ESF #6
- The scope of services that the FAC may provide include: Reunification services, behavioral health care, medical records collection, communication services, benefits application entry points, and personal care

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- ESF #6 personnel report to the incident, coordinate/determine a physical site for FAC operations, and assume oversight and management of the FAC including establishing operational policies, maintaining situational awareness, coordinating needed services and/or resources, identifying gaps and requesting additional resources
- If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the State Program should be contacted, who will deploy the appropriate personnel to the FAC. These services will be necessary in cases where there are victims of crime in need of financial or advocacy assistance

The current contact information for the program is:
CICF, P.O. Box 26927, Richmond, Virginia 23261
PHONE: (804) 367-1018 Toll Free: (800) 552-4007

Reunification Services

- This service collects information regarding individuals residing within the affected area and makes the information available to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area
- This service will keep a record of any individuals who may be considered missing and/or injured

Responsibilities

Normal Operations

Develop plans and procedures to receive and care for an indeterminate number of evacuees.

- a. Designate shelter center(s); determine maximum capacities for each
- b. Designate manager(s) and other key staff personnel
- c. Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons

Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures
 - (1) Confirm task assignments and alert key personnel to stand-by status
 - (2) Prepare the necessary forms
 - (3) Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- b. Begin record keeping of disaster-related expenses and continue for the duration of the emergency

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) When advised that an evacuation order has been issued, activate the shelter center or activate agreements for other lodging, as required
- (2) Provide mass transportation, as required
- (3) Receive and care for evacuees/displaced persons; register and maintain accurate records on their status; provide mass feeding, as required
- (4) Provide periodic reports to the EOC

b. Response Phase

Disaster strikes; an emergency response is required to protect lives and property.

- (1) Continue to receive and care for displaced persons; provide mass feeding as required.

Recovery

- a. Continue to provide for the lodging and care of displaced persons, as required
- b. Consolidate and report disaster-related expenses

HENRY COUNTY EMERGENCY OPERATIONS PLAN

**Tab 1 to Emergency Support Function #6
Designated Shelter**

Name	Contact	Office Number	Fax Number	Generator	Shower Facilities	Shelter Capacity	
						Short-Term	Long-Term
High Schools							
Bassett High School	John Gibbs	(276) 629-1731	(276) 629-8221	None	Yes	917	458
Magna Vista High School	JaMese Black	(276) 956-3147	(276) 956-1401	None	Yes	982	491
Middle Schools							
Fieldale-Collinsville Middle School	Corbin Campbell	(276) 647-3841	(276) 647-4090	None	None	588	None
Laurel Park Middle School	Jo Ellen Hylton	(276) 632-7216	(276) 632-4865	None	None	567	None
Elementary Schools							
Axton Elementary School	Ben Boone	(276) 650-1193	(276) 650-1462	None	None	371	None
Campbell Court Elementary School	Elizabeth Fulcher	(276) 629-5344	(276) 629-3849	None	None	145	None
Collinsville Primary School	Marci Seay	(276) 647-8932	(276) 647-9585	None	None	193	None
Drewy Mason Elementary School	Sherri Lewis	(276) 956-3154	(276) 956-3156	None	None	288	None
GW Carver Elementary School	Judy Edmonds	(276) 957-2226	(276) 957-4234	None	None	288	None
John-Redd Smith Elementary School	Cherie Whitlow	(276) 647-7676	(276) 647-9434	None	None	246	None
Mount Olivet Primary School	Elizabeth Minter	(276) 638-1022	(276) 638-2281	None	None	224	None
Rich Acres Elementary School	Renee Scott	(276) 638-3366	(276) 638-2462	20 kW	None	226	None
Sanville Elementary School	Sally T. Rodgers	(276) 629-5301	(276) 629-4648	20 kW	None	145	None
Stanleytown Elementary School	Laryssa Hairston-Penn	(276) 629-5084	(276) 629-2925	20 kW	None	159	None
Other School Facilities and Resources							
Center for Community Learning	Lynn W. Fitzgibbons	(276) 638-1668	(276) 638-3942	None	None	173	

- Shelter capacities are based on the square footage of the gymnasium at each school and population densities recommended by FEMA. Short-term is 20 square feet per person, long-term is 40 square feet per person. Each school is more than adequate to meet the recommendation of one toilet per 75 people.
- Individual classrooms may be used as necessary to provide privacy to individuals with special needs and their families.
- Each facility is wheelchair accessible.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

**Tab 2 to Emergency Support Function #6
Shelter Registration Form**

AMERICAN RED CROSS
SHELTER REGISTRATION FORM
Please print all sections

Incident / DR Number & Name: _____
Shelter Name: _____
Shelter City, County/Parish, State: _____

Family Name (Last Name):		Total family members registered: Total family members sheltered:
Pre-Disaster Address (City /State/Zip):	Post-Disaster Address (if different) (City/State/Zip):	Identification verified by (Record type of ID; if none, write none):
Home Phone:	Cell Phone/Other:	Primary Language: If primary language is not English, please list any family members who speak English.
Method of Transportation: If personal vehicle-plate #/State: (for security purposes only)		

INFORMATION ABOUT INDIVIDUAL FAMILY MEMBERS (for additional names, use back of page)

Name (Last, First)	Age	Gender (M/F)	Rm./Cot #	Arrival Date	Departure Date	Departing? Relocation address and phone

Are you required by law to register with any state or local government agency for any reason?
 Yes No If Yes, please ask to speak to the shelter manager immediately.

I acknowledge that I have read/been read and understand the Red Cross shelter rules and agree to abide by them.

Signature _____ Date: _____

CONFIDENTIALITY STATEMENT
 American Red Cross generally will not share personal information that you have provided to them with others without your agreement. In some circumstances disclosure could be required by law or the Red Cross could determine that disclosure would protect the health or well-being of its clients, others, or the community, regardless of your preference.

Below, please initial if you agree to release information to other disaster relief, voluntary or non-profit organizations and/or governmental agencies providing disaster relief.

I agree to release my information to other disaster relief, voluntary or non-profit organizations _____
 I agree to release my information to governmental agencies providing disaster relief _____

By signing here, I acknowledge that I have read the confidentiality statement and understand it.

Signature _____ Date: _____

Shelter Worker Signature _____

After registration, each family should go through the Shelter Initial Intake Form to determine if further assistance or accommodation is needed.

For Red Cross Use Only		Form 5972 Rev 02/07
Copy Distribution		
1. Shelter registration on-site file - Mass Care	2. Information Management (Data Entry)	3. Client (if requested)

This "Disaster Shelter Registration" form (#5972) is the standard form used in all American Red Cross Shelter Centers. It is a four-part carbon form with the back copy made of card stock. Copies are distributed within the Shelter Center for various functions such as family assistance and outside inquiry. This form should be kept on hand locally in ready-to-go Shelter Manager Kits. It is available from the American Red Cross National Office through local chapters. They recommend keeping 150 forms for every 100 expected shelterees.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Emergency Support Function # 7 – RESOURCE SUPPORT

Primary Agencies

Emergency Management
Finance Department

ESF Coordinator

Coor. of Emergency Mgt.

Secondary/Support Agencies

Purchasing Department
Public Information Officer
Department of Social Services
Virginia Department of Emergency Management
Public Service Authority

Introduction

Purpose:

To identify, procure, inventory, and distribute critical resources, in coordination with other local and state governments, the federal government, private industry, and volunteer organizations, to effectively respond to and recover from the effects of a disaster.

Scope:

All departments will be responsible for identifying essential resources in their functional area to successfully carry out their mission of mitigating against, responding to, and recovering from the devastating effects of disasters that could occur within their jurisdiction. All departments will coordinate their resource needs with the County's finance director and purchasing agent.

Policies:

- Henry County will determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed
- Resource support may continue until the disposition of excess and surplus property is completed
- Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be brought in from outside the disaster area
- Resource needs will be met through a variety of sources and means to include local, state, and federal governments, private industry/contractors, mutual aid agreements, and donated goods
- Coordinate with ESF #17 for management of affiliated and spontaneous non-affiliated volunteers and donations

Concept of Operations

General:

The emergency management director or coordinator will appoint a logistics coordinator to manage ESF #7. The logistics coordinator will work with department managers, suppliers, vendors, state agencies, and other relief organizations for the appropriate purchase and distribution of scarce resources.

Organization:

The General Manager of the PSA will be responsible for resource coordination of the physical recovery and debris removal. He will be assisted by, and work in conjunction with a variety of local departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms.

The Director of the Social Services Department, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, clothing.

Responsibilities:

Normal Operations

- a. Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster
- b. Designate local department(s) responsible for resource management
- c. Identify personnel requirements and training needs to effectively carry out mission
- d. Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources. When possible, resources should be classified based on recommendations of the National Incident Management Systems (NIMS) for standardized resource typing
- e. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources
- f. Review compatibility of equipment of local departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment
- g. Develop SOPs to manage the processing, use, inspection, and return of resources coming into area
- h. Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated)

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- i. Develop training/exercises to test plan, and to ensure maximum use of available resources
- j. Coordinate and develop pre-scripted announcements with Public Information Officer regarding potential resource issues and instructions (e.g., types of resources required, status of critical resource reserves, recommended contingency actions, etc.)

Increased Readiness

A natural or man-made disaster is threatening the local area

- a. Review and update plans, standard operating procedures, and checklists detailing the disposition of resources in an emergency
- b. Ensure personnel, facilities, and equipment are ready and available for emergency use

Response

- a. Activate resource management plan, coordinate with needs assessment team
 - 1. Begin documenting costs
 - 2. Coordinate and track resources
 - 3. Establish priorities regarding allocation and use of available resources
 - 4. Identify sites to receive, store, stage, and disperse resources
 - 5. Activate mutual aid agreements, as necessary
- b. Request state assistance as required

Recovery

- a. Continue to coordinate and track resources (government, private, donated)
- b. Continue to document costs
- c. Continue to coordinate with PIO

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Tab 1 to Emergency Support Function #7
Staging Areas/Points of Distribution

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Facility Information	Contact Person(s)	Phone Number(s)
DSS Warehouse Progress Drive Martinsville, VA	Tanya Verlik	276.656.4301
Henry County Service Center Fairystone Park Hwy Bassett, VA	Steve Clary	276.634.2551

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Emergency Support Function # 8 – PUBLIC HEALTH AND MEDICAL SERVICES

Primary Agencies

Henry-Martinsville Health Department
Henry County Volunteer Rescue Squads

ESF Coordinator

Health District Director

Secondary/Support Agencies

Public Safety Department
Memorial Hospital of Martinsville-Henry County
American Red Cross of Blue Ridge, VA

Introduction

Purpose:

The purpose of ESF #8 is to provide health and medical services to all residents, including those with any special needs, of Henry County during and/or after an emergency situation.

Scope:

Two County Support Functions accomplish the mission of this ESF. They include the Medical and Health Support Function and the Rescue/Emergency Medical Services Support Function. The mission and operations of each of these functions is detailed separately in this ESF.

1. **Medical and Health** - To provide coordinated medical, health, and rescue services to save lives in time of emergency.
2. **Rescue /Emergency Medical Services** - To provide emergency medical treatment and pre-hospital care to the injured, and to assist with the warning, search and rescue, evacuation and relocation of citizens during a disaster.

When an incident exceeds Henry County's health and medical services capabilities, outside assistance should be requested through MOUs, Mutual Aid Agreements, including Statewide Mutual Aid. This plan should be coordinated ESF #17 – Volunteers and Donations Management, West Piedmont Health District Response Plan and the Near Southwest Hospital Alliance Plan.

Policies:

- The Director of the Henry-Martinsville Health Department will coordinate emergency public health services
- The Memorial Hospital of Martinsville and Henry County provides primary emergency medical care to all area residents. Other hospital facilities in the region may be used as needed and available

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- Emergency Medical Services transportation is provided by the Department of Public Safety and five volunteer rescue squads. There are also standing agreements with Martinsville Fire-EMS Department, Providence Ambulance and Stone Ambulance Services to provide EMS
- The Health Department and local funeral homes will assist the Office of the Chief Medical Examiner (OCME) in disasters involving mass fatalities

Concept of Operations

General:

- Henry County will respond with available resources as designated in the plan
- During a threatened or actual emergency, coordinated health and medical services will be directed from the EOC by the District Health Director or their designated representative in coordination with the hospital and EMS operations in the EOC. Coordination with adjacent jurisdictions will be conducted as required
- A rescue/emergency medical service representative will also be assigned to the EOC in order to coordinate the EMS response. The EMS representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations. All of the emergency medical service vehicles are dispatched through the Communications Center
- Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and rescue squads in neighboring jurisdictions through the state EOC. The crisis augmentation of trained health and medical volunteers may also be appropriate
- Essential public health services, such as food and water inspections, will be coordinated by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the Henry County EOC
- During an evacuation in which a large number of evacuees are sheltered, local rescue squads, health department medical staff and/or the Medical Reserve Corps will as needed set up and staff an emergency medical aid station in the shelter center
- In disasters involving a large number of fatalities, assistance will be requested from local funeral directors. The deceased must be legally identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster
- Henry County is served by Lifeguard 10, Lifeguard 11, and Aircare medical helicopter services.

Responsibilities:

MEDICAL AND HEALTH

During periods of threatening or actual emergency situations, the Health Department is responsible for:

1. Issuing Health Advisories

As a routine function, each member of the Health Department will be alert to health-threatening disasters of potential emergency situations. Any knowledge of such events shall be reported to the Coordinator of Emergency Management so that the public may be warned and precautionary actions taken

2. Epidemic Control Measures

- a. Maintain records of diseases reported and remain aware of conditions, which could lead to a disease outbreak
- b. Establish liaison with the State Health Department and establish procedures for immunization teams pooling of medications
- c. Establish procedures for and coordinate the development of medical supplies and pharmaceuticals contained in the federal Strategic National Stockpile (SNS). These procedures will include but not be limited to the following:
 - Identification of Reception Storage and Staging sites
 - Identification and training of staff necessary for timely storage, distribution, security and dispensing of SNS materials and pharmaceuticals
 - Identification, certification and training of volunteer staff necessary to augment Health Department personnel in executing the SNS mission
- d. Establish procedures for response to a pandemic outbreak

3. Sanitary Engineering of Sewage and Waste Disposal

- a. Provide information, assistance, and standards for emergency waste water treatment problems
- b. Provide information, assistance, and standards for emergency disposal of materials affecting air quality (burning)

4. Inspection of Food, Milk, and Water Supplies in conjunction with *Incident Annex #3*

- a. During and after emergencies, the Office of Drinking Water will test water supplies for potability, including municipal systems and wells

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- b. The Office of Drinking Water will assess damage to water treatment facilities
 - c. Issue guidelines on the maintenance of a safe water supply and request, through the Coordinator of Emergency Management, the acquisition of portable distribution and disinfecting equipment, if required
 - d. Determine the safety and wholesomeness of available food and milk supplies
 - e. Embargo or impound damaged and contaminated food supplies and coordinate with the State Department of Agriculture and Consumer Services concerning destruction or disposal
 - f. Request assistance through the Coordinator of Emergency Management for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination
 - g. Coordinate actions with ESF #3
5. Control of Hazardous Biological Substances
- a. Coordinate efforts to identify and isolate suspected contamination area(s) using appropriate agency(s) as needed
6. Provide Vector Control Services
- a. Prevent and minimize the spread of vector-borne diseases to the residents of Henry County.
 - b. Provide an on-site inspection and evaluate the best methods to control the particular vector through habitat modifications, source reductions, education, integrated pest management practices, and regulatory code compliance.
7. Identification of the Dead and Mortuary Operations
- a. The State Medical Examiner's Office has the lead responsibility for identification of the dead and mortuary operations. The Health Department provides support to this role as requested and available
 - b. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations
 - c. In the event of a mass fatality incident that overwhelms normal operations, the Coordinator of Emergency Management will coordinate the use of a suitable facility for use as a temporary morgue. The requirements for this

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facility will be based on guidance provided by the State Medical Examiner's Office

The Henry-Martinsville Health Department will be responsible for implementing and coordinating the following actions during the indicated phases of emergency operations.

1. Normal Operations

- a. Designate a specific position and alternate to coordinate public health services
- b. Develop and maintain procedures for providing a coordinated response. Maintain a contact roster of key officials in each medical support area
- c. Establish a working relationship and review emergency roles with the local hospital and nursing homes

2. Increased Readiness

A natural or man-made disaster is threatening the local area

- a. Review and update plans and procedures

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Alert personnel
- (2) Implement mutual aid agreements and incorporate rescue squad resources from adjacent jurisdictions as appropriate
- (3) Contact the Emergency Management Coordinator for EOC activation information

b. Response Phase

Disaster strikes; an emergency response is required to protect lives and property.

- (1) The Director of the Health Department or their representative should report to the EOC
- (2) Coordinate local public health services, such as testing food and water supplies and controlling communicable diseases, according to regulatory authority

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- (3) Coordinate response of health/medical personnel (e.g., nurse's aides, paramedics, American Red Cross personnel, and other trained volunteers) and supplies as needed
- (4) Maintain a record of department's disaster-related expenses

4. Recovery

- a. Continue to provide health services and to coordinate medical services. Maintain records and monitor the status of persons injured during the emergency. Assist the State Medical Examiner's Office in the identification and disposition of the deceased
- b. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel. Also, assist the Office of Drinking Water and/or the Department of Environmental Quality with the damage assessment of water and sewage facilities, as needed
- c. Conduct an after action review of Health Department operations after each declared disaster, EOC activation and operational exercise or evaluation and incorporate modifications and improvements into SOP's based on "lessons learned"

RESCUE/EMERGENCY MEDICAL SERVICES

The Henry County Rescue Squads/Emergency Medical Services Agencies will be responsible for ambulance service and emergency medical care. The Henry County rescue squads will also assist with the dissemination of warnings, evacuation, and other functions as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

During an evacuation in which a large number of evacuees are sheltered in the designated shelter center(s), the Henry County Rescue Squads/Emergency Medical Services may be needed to set up and staff an emergency medical aid station in the shelter centers.

During periods of threatening or actual emergency situations, the Rescue Squads are responsible for:

1. Normal Operations

Develop and maintain plans and procedures to implement rescue operations in time of emergency to provide emergency medical treatment and pre-hospital care to the injured; and to assist with the warning, evacuation and relocation of citizens during a disaster.

2. *Increased Readiness*

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel
- b. Assess availability of off-duty personnel

3. *Emergency Operations*

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Review and update plans and procedures
- (2) Alert personnel to stand-by status
- (3) Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency
- (4) Check rescue and communications equipment
- (5) The designated rescue squad service representative should report to the EOC and assist with emergency operations
- (6) As the situation worsens, assign duties to all personnel. Rescue Squad personnel may be requested to assist with warning and alerting, search and rescue, evacuation and communications

b. Response Phase

Disaster strikes; an emergency response is required to protect lives and property. (*Reference Incident Annex #6*)

- (1) Follow established procedures in providing rescue services, emergency medical treatment and pre-hospital care to the injured
- (2) Assist with warning and alerting, search and rescue, evacuation, communications and emergency medical transport as well as any other emergency response operation, as required, in time of emergency
- (3) Establish medical aid station at shelters
- (4) Utilize the Virginia Triage Tag when possible to provide for patient tracking and accountability
- (5) Record disaster-related expenses

4. *Recovery*

- a. Continue to provide essential services as required
- b. Assist with cleanup operations
- c. Assist with the inspection of damaged facilities, if applicable

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- d. Compile and submit records of disaster-related expenses incurred by the rescue/emergency medical services to the Coordinator of Emergency Management

- e. Conduct an after action review of Rescue Squad operations after each declared disaster, EOC activation and operational exercise or evaluation and incorporate modifications and improvements into SOP's based on "lessons learned"

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 1 to Emergency Support Function #8

Emergency Medical Services Resources

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Captain (Chief Operating Officer)	Department	Address
Jeff Fulcher	Station 03 - Bassett Rescue Squad	1950 Riverside Drive, P.O. Box 510 Bassett, Virginia 24055
Daryl Hatcher	Station 04 - Fieldale Collinsville Rescue Squad	1827 Daniels Creed Road, P.O. Box 760 Collinsville, Virginia 24078
Travis Pruitt	Station 06 - Ridgeway District Rescue Squad	108 Magnolia Street, P.O. Box 611 Ridgeway, Virginia 24148
Traci Shelton	Station 18 - Horsepasture Rescue Squad	18287 AL Philpott Hwy, P.O. Box 34 Spencer, Virginia 24165
Jessica James	Station 19 - Axton Life Saving Crew	1200 AL Philpott Hwy, P.O. Box 458 Axton, Virginia 24054
Kenny Shumate	HCDPS Summerlin Station	800 Hooker Street Martinsville, VA 24112
	HCDPS Patriot Centre	155 Beaver Creek Drive Martinsville, VA 24112
Michelle Stone-Agee	Stone Ambulance Service	827B Starling Avenue, P.O. Box 2415 Martinsville, VA 24113
Ted Anderson	Martinsville Fire & EMS	65 E. Church Street Martinsville, VA 24112
Kenny Carter	Providence EMS Transport LLC	2456 Kings Mountain Road Martinsville, VA 24112

Volunteer Rescue Stations – 5

Governmental Agency - 2

Private Ambulance Service - 2

Personnel: 250

Equipment:

- 21 - Advanced Life Support Vehicles
- 2 - Crash Rescue Vehicles
- 2 - Utility Vehicles
- 3 - ATV's
- 1 - Large Boat
- 2 - Small Boats

HENRY COUNTY EMERGENCY OPERATIONS PLAN

**Tab 2 to Emergency Support Function #8
Hospitals, Clinics, and Medical Resources and Personnel**

Memorial Hospital of Martinsville and Henry County

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Michael Ehrat	Martinsville Memorial Hospital - CEO
John Maxwell	Martinsville Memorial Hospital - COO
Michelle Pilon	Martinsville Memorial Hospital - CNO
Marcus Stone	Martinsville Memorial Hospital - E.D. Director
Debra Graem	Martinsville Memorial Hospital - Infection Control

Number of Physicians - 75
Number of RN's - 237
Number of LPN's - 54
Number of Nursing Assistants – 51
Number of E.D. Technicians – 11

Henry Martinsville Health Department

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Jody Hersey, MD	Health Department District Director
Chris Garrett	Health Department Local Health Emergency Coordinator
Tim Baker	Health Department District Environmental Manager
Sharon Ortiz-Garcia	Health Department District Epidemiologist
Darrin Doss	Health Department Environmental Health Supervisor
Bud Anderson	Health Department Environmental Health
Simon Le Ray	Health Department Environmental Health
John Wyatt	Health Department Environmental Health
Careen Rodgers	Health Department Immunization Nurse
Verna Burnette	Health Department Nursing Manager
Tina Oakes	Health Department Nursing Supervisor
Kathy Whitley	Health Department Nurse Practitioner

Clerical – 5 General and 2 in WIC

Miscellaneous Clinics/Medical Facilities

Additional Contact Information is available in the CONTACTS Section at the end of this document.

Facility	Address	Phone
Carilion Clinic Family Medicine	1107 Brookdale Street Martinsville, VA 24112	276-670-3300
Dr. Jons Urgent Care	2871 Greensboro Road Martinsville, VA 24112	276-638-2273
Martinsville Urgent Care	1044 E. Church Street Martinsville, VA 24112	276-634-0010

HENRY COUNTY EMERGENCY OPERATIONS PLAN**Tab 3 to Emergency Support Function #8****Emergency MEDEVAC Services**

	Helicopter Medevac	Alert	Non-Emergency
1	AirCare III (Spencer, VA)	800-336-6224	276-957-1569
2	Lifeguard 10 (Hardy, VA)	888-377-7628	540-345-7628
3	Lifeguard 11 (Christiansburg, VA)	888-377-7628	540-345-7628
4	AirCare II (Elkin, NC)	800-336-6224	336-713-3114
5	Centra One (Lynchburg, VA)	866-924-7633	434-200-6883
6	Duke Life Flight (Burlington, NC)	800-362-5433	919-681-5433
7	UNC AirCare (Chapel Hill, NC)	800-247-6264	919-966-3044
8	AirCare I (Lexington, NC)	800-336-6224	336-713-3114
9	Lifeguard 12 (Lexington, VA)	888-377-7628	540-345-7628
10	Wings IV (Marion, VA)	800-946-4701	276-783-2986
11	WakeMed (Raleigh, NC)	919-350-8171	919-350-8725
12	Healthnet Aeromedical (Beaver, WV)	800-346-4206	304-256-0512
13	MedFlight II (Abington, VA)	800-542-8716	276-676-5534
14	Wellmont One (Bristol, TN)	866-884-3117	423-652-1112
15	Pegasus (Charlottesville, VA)	800-552-1826	434-978-4426
16	LifeEvac I (Richmond, VA)	877-902-7779	804-539-2136
17	EastCare (Greenville, NC)	252-847-5285	252-744-4757
18	Medflight I (Richmond, VA)	800-552-9965	804-743-2231

Tab 4 to Emergency Support Function #8
Virginia Funeral Directors Associations Inc.
Mortuary Disaster Plan Organization

Mission – To develop an efficient and effective management response system in mass fatality disaster situations to facilitate the preparation, processing, and release of deceased human remains to the next of kin or family representative.

Organization – The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the state. VFDA's Disaster Response Team is comprised of two state coordinators, four regional coordinators, and seven district coordinators. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.

The State Medical Examiner's Office is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk (See Tab 5).

Concept of Operations – In the event of a mass fatality disaster situation, the State EOC will contact the State Medical Examiner's Office, who will in turn notify the Virginia Funeral Directors Association (VFDA). Once contacted by the State Medical Examiner's Office, the VFDA will activate the Mortuary Response Plan and response teams. The VFDA Response Teams will operate under the direction of the District Medical Examiner of the district in which the incident occurred.

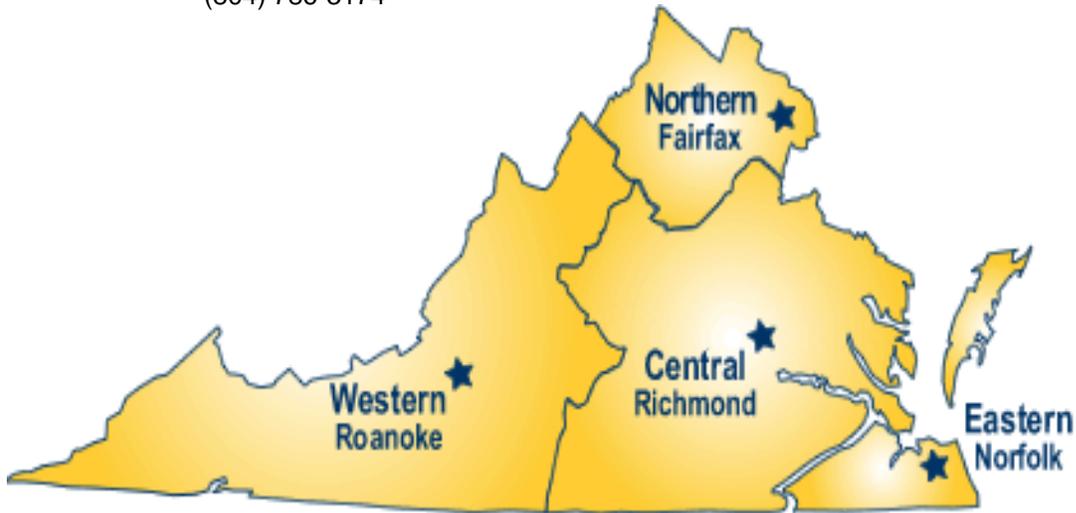
In order to ensure a prompt and professional response, the Virginia Funeral Directors Association maintains a resource manual of needed supplies, equipment, and vehicles. If additional resources are necessary to effectively respond to a disaster, the VFDA Executive Director has emergency purchasing authority up to a specified limit. The VFDA also has a specially equipped disaster trailer to assist the State Medical Examiner's Office and other funeral directors in the state with disaster field response.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 5 to Emergency Support Function #8
Virginia Medical Examiner Districts

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
OFFICE OF THE CHIEF MEDICAL EXAMINER

400 East Jackson Street
Richmond, VA 23219-3694
(804) 786-3174



OFFICES OF THE MEDICAL EXAMINER

Central District (Richmond)

400 East Jackson Street
Richmond, VA 23219-3694
(804) 786-3174

Eastern District (Norfolk)

830 Southampton Avenue
Suite 100
Norfolk, VA 23510
(757) 683-836

Northern District (Fairfax)

9797 Braddock Road
Suite 100
Fairfax, VA 22032-1700
(703) 764-4640

Western District (Roanoke)

6600 Northside High School Rd
Roanoke, VA 24019
(540) 561-6615

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**Emergency Support Function # 9 –
SEARCH AND RESCUE**

Primary Agencies

ESF Coordinator

Sheriff's Office

Sheriff

Secondary/Support Agencies

Public Safety Department
Volunteer Fire Departments
Volunteer Rescue Squads
Virginia Department of Emergency Management
Department of Mapping/Engineering
Public Service Authority

Purpose:

ESF #9 provides for coordination and effective use of search and rescue activities to assist people in potential or actual distress.

Scope:

Communities are susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the county. Operational activities can include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. Additionally, people may be lost, missing, disoriented, traumatized, or injured in which case the agency must be prepared to respond to these incidents and implement appropriate tactics to assist those in distress or imminent danger.

Policies:

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources
- All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action
- Communications will be established and maintained with ESF #5 – Emergency Management and the Virginia Emergency Operations Center to report and receive assessments and status information
- Will coordinate with local, state, and federal agencies when necessary
- Personnel will stay up to date with procedures through training and education
- FEMA Urban Search and Rescue (USAR) task forces are considered federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure

Concept of Operations

General:

During a search and rescue operation of emergency, local fire departments, Public Safety Department and Sheriff's Office will assist in the operation. The Emergency Medical Services (EMS) providers will also assist with other function to search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operation Plan.

Organization:

The Fire Department will, typically, be the primary agency in any structural search and rescue (SAR) operation. EMS, law enforcement, Public Service Authority, and the building inspection department will assist when required for structural evaluation of buildings and structures. The Sheriff's Office will be the primary agency in any ground searches. The Department of Public Safety, Public Service Authority, and Mapping/Engineering will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Fire Department and EMS as a secondary role will provide medical resources, equipment and expertise.

Actions

- Develops and maintains plans and procedures to implement search and rescue operations in time of emergency
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster
- The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel
- Follow established procedures in responding to urban search and rescue incidents
- Record disaster related expenses

Responsibilities

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area
- Coordinates logistical support for search and rescue during field operations
- Develops policies and procedures for effective use and coordination of search and rescue
- Provides status reports on search and rescue operations throughout the affected area
- Request further assistance from surrounding jurisdictions and Virginia Department of Emergency Management for additional resources

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 1 to Emergency Support Function #9
Search and Rescue Resources

Resource Provider	Address	Phone Number(s)	Contact Person
Virginia Dept. of Emergency Management	Richmond, VA	800.468.8892	Request coordinated through the Virginia EOC

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HENRY COUNTY EMERGENCY OPERATIONS PLAN

**Emergency Support Function # 10 –
OIL AND HAZARDOUS MATERIALS**

Primary Agencies

ESF Coordinator

Emergency Management

Coor. of Emergency Mgt.

Secondary/Support Agencies

Public Safety Department
Volunteer Fire Departments
Sheriff's Office
Virginia Department of Emergency Management
Virginia Department of Environmental Quality
Virginia Department of Transportation
Local Emergency Planning Committee

Introduction

Purpose:

ESF #10 provides information for response to hazardous materials incidents and assists the Local Emergency Planning Committee (LEPC) in meeting its requirements under the Emergency Planning and Community Right to Know Act – SARA Title III.

Scope:

- The fire department will handle initial response to oil and hazardous materials incidents
- The Public Safety Department and local fire departments have some capability to support a hazardous materials response
- State agencies may be called upon depending on the nature and scale of the incident

Policies:

- Resources as well as its policies and procedures regarding hazardous material incidents should be reviewed and possibly revised
- Fixed Facilities will report annually under SARA Title III
- Notify the community of the need to evacuate or shelter in place
- Mutual aid agreements will be implemented
- Establish communications with ESF # 5 and ESF #15

Concept of Operations

General:

- The Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) requires the development of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency management. A separately published Martinsville-Henry County Hazardous Material Emergency Response Plan has been developed for Henry County and the City of Martinsville. This plan is considered to be an annex of the Henry County EOP and should be referenced anytime one of these facilities is involved in an emergency

Organization:

- The Fire Chief will assume primary operational control of all hazardous materials incidents
- Mutual aid agreements will be implemented should the incident demand greater resources than are immediately available. The Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team may be requested through the Virginia Emergency Operations Center
- The Coordinator of Emergency Management, in conjunction with the Fire Chief and VDEM Regional Hazardous Materials Officer, will determine the need to evacuate a large area. Evacuation orders or other protective actions will be issued as needed. However, the on-scene commander may order an immediate evacuation prior to requesting or obtaining approval, if this action is necessary to protect life and property. Fire, EMS, and Law Enforcement will coordinate the evacuation of the area. Law Enforcement is responsible for providing security for the evacuated area
- Should an evacuation become necessary, warning and directions for evacuation and/or protect in place will be disseminated via all appropriate means. Responding agencies will use mobile loudspeakers, bull horns and/or go door-to-door to ensure that residents in the threatened areas have received evacuation warning. Residents may also be notified using the County's Citizens' Alerting System
- ESF #2 and ESF #15 will coordinate the dissemination of public information

Actions/Responsibilities:

Normal Operations

1. Develop and maintain the Hazardous Materials Response Plan
2. Develop procedures aimed at minimizing the impact of an unplanned release of hazardous material to protect life and property
3. Develop and maintain plans and procedures to implement hazardous material operations in time of emergency

HENRY COUNTY EMERGENCY OPERATIONS PLAN

4. Personnel will stay up to date with procedures through training and education

Emergency Operations

1. Follow established procedures in responding to hazardous material incidents
2. Identify the released material and assess its hazards
3. Perform incident assessment by conducting an incident analysis and risk assessment
4. Determine vulnerability, damage, and risk to life, critical systems, property, and the environment
5. Establish incident command
6. Determine the need for immediate evacuation or sheltering in place
7. Establish incident control zones to ensure the safety of civilians and responders
8. Ensure effective communications during the incident
9. Perform atmospheric monitoring as necessary
10. Provide the appropriate level of personal protective equipment (PPE) for all responders based on their task assignment
11. Establish the appropriate level of decontamination needed at the incident
12. Perform tactical operations to mitigate the hazards of the incident to life, critical systems, property, and the environment
13. Coordinate control/mitigation efforts with other local, state, and federal agencies
14. Implement mutual-aid agreements as needed to ensure adequate resources

Recovery Operations

1. Coordinate efforts with VDEM, DEQ, and private clean-up crews to insure the removal of any hazards of the incident to life, critical systems, property, and the environment
2. Record disaster related expenses

HENRY COUNTY EMERGENCY OPERATIONS PLAN

3. Facilitate a critique of operations to compile “lessons learned” related to hazardous materials operations

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Emergency Support Function # 11 – AGRICULTURE AND NATURAL RESOURCES

This ESF references the Commonwealth of Virginia Emergency Operations Plan for both State and Federal Agriculture and Natural Resources Support. Henry County does not have a specific mission for this ESF.

Primary Agencies

VA Department of Agriculture and Consumer Services

ESF Coordinator

Extension Director

Secondary/Support Agencies

Virginia Department of Social Services

Health Department

Red Cross

Local/Regional Food Banks

Virginia Voluntary Organizations Active in Disaster (VOAD)

Federation of Virginia Food Banks

Virginia Tech Extension Service

Introduction

Purpose:

Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

Scope:

Determined based on the communities capabilities and may include:

- Identify food assistance needs
- Obtain appropriate food supplies
- Arrange for transportation of food supplies to the designated area
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation
- Coordinate efforts with appropriate agencies to ensure that animal/veterinary/and wildlife issues are supported
- Coordinate with Public Health and Medical Services to ensure that communicable zoonotic-specific issues (i.e. rabies, salmonella) are supported
- Inspect and verify food safety in distribution and retail sites
- Conduct food borne disease surveillance and field investigations
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Policies:

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Virginia Department of Social Services
- Actions will be coordinated with agencies responsible for mass feeding;
- ESF #11 will encourage the use of mass feeding as the primary outlet for disaster food supplies
- Schools and communities may be able to feed affected population for several days
- Food supplies secured and delivered are for household distribution or congregate meal service
- Transportation and distribution may be arranged by volunteer organizations
- Priority is given to moving supplies into areas of critical need and then to areas of moderate need
- Animal depopulation activities and disposal will be conducted as humanely as possible
- Ensure food safety

Concept of Operations

General:

Provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation.

Ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident.

Identifies, secures and arranges for the transportation of food to disaster areas.

Protects cultural resources and historic property resources during an incident.

Organization:

The Emergency Management Coordinator will determine what tasks are to be completed and designate the appropriate agency and individuals by title who are responsible for:

- Assess damage to facilities and infrastructure
- Assess current food supply of community and determine if safe for human consumption
- Assess sensitive areas on community, such as plant and animal laboratories, to ensure secure
- Conduct inventory of sensitive items, in regard to agriculture and horticulture

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Actions

These items may vary based on the local capabilities and the type and magnitude of the emergency event.

- Assist in determining the critical needs of the affected population
- Catalog available resources and locate these resources
- Ensure food is fit for consumption
- Assist and coordinate shipment of food to staging areas
- Work to obtain critical food supplies that are unavailable from existing inventories
- Identify animal and plant disease outbreaks
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected
- Proper containment and disposal of contaminated food, animals, and/or plants

Responsibilities

- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health
- Assist handling and packing of any samples and shipments to the appropriate research laboratory
- Provides information and recommendations to the Health Department for outbreak incidents
- Assist in the sheltering of Household Pets (Support Annex 4)
- Assist with assigns veterinary personnel to assist in delivering animal health care and performing preventative medicine activities (Support Annex 4-Tab 1)
- Participate in subsequent investigations jointly with other law enforcement agencies
- Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident
- Assist with establishing logistical links with organizations involved in long-term congregate meal service
- Establish need for replacement food products

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 1 to Emergency Support Function #11

EMERGENCY FOOD CONSUMPTION STANDARDS

Food Groups and Food Items per Week Standard Per Person

Meat and Meat Alternatives (red meat, poultry pounds, fish, shellfish, cheese, dry beans, peas, and nuts)	3
Eggs	6
Milk (pints)	7
Cereals and cereal products (flour including mixes, bakery products, cornmeal, rice, macaroni, and breakfast cereals)	4
Fruits and vegetables (fresh and frozen)	4
Food fats and oils (butter, margarine, lard, shortening pound and salad and cooking oils)	0.5
Potatoes (white and sweet)	2
Sugars, syrups, honey, and other sweets	0.5
Total (equivalent pounds per week):	27.0 lbs

**Emergency Support Function # 12 –
ENERGY**

Primary Agencies

ESF Coordinator

Emergency Management

Coor. of Emergency Mgt.

Secondary/Support Agencies

State Corporation Commission (SCC)
Virginia Department of Mines, Minerals, and Energy (DMME)
Appalachian Power Company
Southwest Virginia Gas
Danville Electric

Introduction

Purpose:

Estimate the impact of energy system outages in the community

Make decisions about closings based on:

- Duration of the outage
- If portions of the community are affected or if it the entire community
- Ability to be operational
- Current weather conditions

Help to prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable restoration of normalcy as soon as possible.

Scope:

- ESF #12 will collect, evaluate, and share information on energy system damage
- Estimate the impact of energy system outages in the community
- Provide information concerning the energy restoration process such as:
 - Projected schedules
 - Percent completion of restoration
 - Determine schedule for reopening facilities
- The incident may impact the community only or it may be part of a larger incident that impacts the locality or the region
- In the latter cases, Henry County will follow its plans, policies and procedures, but ensure that they are also following local and regional plans

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Policies:

- Provide fuel, power, and other essential resources
- Community will contact the locality and utility providers of their individual outages
- Work with utility providers to set priorities for allocating commodities
- Personnel will stay up to date with procedures through education and training
- Restoration of normal operations at critical facilities will be a priority
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Make decisions concerning closures of resources
- Henry County may have to manage energy sources independently, until additional resources are available

Concept of Operations

General:

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations.

Generation capacity shortfalls are a result of:

- Extreme weather conditions; disruptions to generation facilities.

Other energy shortages (such as natural gas or other petroleum products) may result from:

- Extreme weather
- Strikes
- International embargoes
- Disruption of pipeline system
- Terrorism

And can impact transportation and industrial uses

Other Impacts:

- Sever key energy lifelines
- Constrain supply in impacted areas, or in areas with supply links to impacted areas
- Affect transportation, communications, and other lifelines needed for public health and safety

There may be widespread and prolonged electric power failures beyond the community. Without electric power, communications could become interrupted.

Organization:

Henry County activate its EOC in order to

- Provide for the health and safety of individuals affected by the event
- Comply with local and state actions to conserve fuel

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- Coordinate with local government and utility providers to provide energy emergency information, education, and conservation guidance to the citizens
- Coordinate information with local, state, and federal officials and energy suppliers about available energy supply recovery assistance
- Send requests to the local or State EOC for fuel and power assistance, based on current policy
- Coordinate with local government if power outage affects an area beyond the community

The State Corporation Commission (SCC) is the designated commodity manager for natural gas and electric power. The Virginia Department of Mines, Minerals and Energy (DMME) is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the Virginia Emergency Operations Center (VEOC), with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support immediate response operations. They will work closely with federal energy officials (ESF #12), other Commonwealth support agencies, and energy suppliers and distributors. The community will identify the providers for each of their energy resources.

Actions:

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities
- Monitor the status of all essential resources to anticipate shortages
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures
- Keep the public informed
- Implement procedures for determining need and for the distribution of aid
- Allocate available resources to assure maintenance of essential services
- Consider declaring a local emergency
- Document expenses

Responsibilities:

- Review plans and procedures
- Review procedures for providing lodging and care for displaced persons (see ESF #6)
- In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government
- Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance
- Provide emergency assistance to individuals as required
- Enforce state and local government conservation programs
- Identifies resources needed to restore energy systems

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 1 to Emergency Support Function #12
Energy Providers

Additional Contact Information is available in the CONTACTS Section at the end of this document.

<i>Provider</i>	<i>Address</i>	<i>Phone Number(s)</i>
Appalachian Power Company - Electricity	River Road, Fieldale, VA	276-627-1226
City of Danville - Electricity	Monument Ave Danville, VA	434-799-5255
City of Martinsville Electrical Dept.	55 W. Church Street Martinsville, VA	276-403-5157 276-403-5138
Southwestern Virginia Gas Company – Natural Gas	208 Lester Street Martinsville, VA	276-632-5665
Plantation Pipeline Company	1100 Alderman Drive Suite 200, Alpharetta, GA 30005	800-510-5678 (emergency contact)
East Tennessee Natural Gas	5400 Westheimer Ct., Houston, TX 77056	800-231-7794 (emergency contact)

HENRY COUNTY EMERGENCY OPERATIONS PLAN

**Emergency Support Function # 13 –
PUBLIC SAFETY & SECURITY**

Primary Agencies

ESF Coordinator

Sheriff's Office

Sheriff

Secondary/Support Agencies

Public Safety Department
Virginia State Police
Martinsville-Henry County Communications Center
Virginia Department of Transportation

Introduction

Purpose:

To maintain law and order, provide public warning, provide for the security of critical facilities and supplies, provide a "safe scene" for the duration of a traffic disruptive incident, effect the evacuation of threatened areas, provide access control to evacuated areas or critical facilities, coordinate search and rescue operations, and to assist with identification of the dead.

Scope:

ESF #13 agencies respond to an emergency in Henry County using existing procedures. These procedures are in the form of department directives and standard operating procedures (SOPs) that cover all-hazards disasters and acts of terrorism.

Policies:

- The Henry County Sheriff's Office will retain operational control
- Law enforcement will coordinate the response with other ESFs on the details of the events
- Coordinate with Emergency Management to identify areas of potential evacuation

Concept of Operations

General:

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of an emergency. Such directives are in force for all types of natural disasters or technological hazards which have been recently experienced to include flooding, hazardous materials incidents, transportation accidents, search and rescue operations, traffic control, and evacuation. The Sheriff's Office has the authority and responsibility for evaluating the request for search and rescue operations throughout the County. The Sheriff's Office will coordinate all search and rescue missions. The

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Department of Public Safety will assist the Sheriff's Office when requested and will request volunteer fire and rescue personnel to assist with the search.

The County Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters. (See ESF #2)

In the event of a state or federally declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations. The National Guard's usual mission when activated during a disaster is to reinforce and provide logistical and manpower support to existing emergency response agencies. They are not sworn law enforcement officers and are not intended for use as such.

A hazard or potential hazard situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as the following:

- Personnel to direct traffic and staff control points
- Signs to control or restrict traffic
- Two-way radios to communicate to personnel within and outside the secured area
- Control point(s)
- Adjacent highway markers indicating closure of area
- Markers on surface roads leading into the secured area
- Patrols within and outside the secured areas
- An established pass system for entry and exit of secured area(s)

The Virginia Department of Transportation residency shop has general responsibility for signing and marking state maintained roads.

The Emergency Management Coordinator and the Deputy Coordinators, in coordination with the Sheriff's Office, fire departments, and rescue squads should delineate areas that may need to be evacuated, such as the flood plain and areas within one-half mile of sites with a potential for a hazardous substances incident. Such sites should include industrial plants, highways and railroads upon which hazardous materials are transported, and warehouses or dumps sites where such materials are stored or disposed of.

As part of the Hazard Analysis for Henry County, the Emergency Management Coordinator, in coordination with the Sheriff's Office, fire departments, rescue squads and other county agencies will identify those areas that may require evacuation as part of the mitigation necessary for the identified hazard. These areas may include but not be limited to:

1. Flood plains
2. Areas within one-half mile of potential hazardous materials incidents
3. Sites where hazardous materials are stored such as industrial plants and warehouse facilities

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4. Routes over which hazardous materials may be transported such as highways and railroads
5. Dump sites where hazardous waste or material may be disposed

These areas and sites will be graphically displayed and available at the EOC for use during activation.

Should an evacuation become necessary, warning and evacuation instructions will be published and announced via citizens' alerting system, radio and television. Also, the Sheriff's Office, fire departments, and rescue squads may use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning.

The Henry County Public Schools are designated as the primary shelter centers although other schools, churches, or public facilities may also be designated and used as needed. Final selection and coordination of the shelter center(s) should be made at the time of the emergency.

Evacuees should be advised to take the following items with them if time and circumstances permit:

1. One change of clothing
2. Special medicines
3. Baby food and supplies (if needed)
4. Sleeping bags or blankets

Evacuees will also be advised to secure their homes and turn off utilities before leaving. Pets (other than service animals such as Seeing Eye dogs) cannot be taken to shelters unless it has been announced by emergency management that the Support Annex #4, Household Pets Sheltering, will be activated. Other arrangements should be made for pets when possible. The Sheriff's Office will provide for the security of the evacuated area. VDOT residency shop personnel will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points. In the event that the evacuated area must remain closed or only restricted access is permitted for residents. The Sheriff's Office will establish control measures to control entry to restricted areas.

Organization:

The Henry County Sheriff's Office has the primary responsibility for law enforcement, security, warning, evacuation, traffic control, and coordinating search and rescue. Additional resources are available if needed from the Department of Public Safety and through working agreements with the Department of State Police and other law enforcement organizations--city/town police departments or Sheriff's Offices in the region.

Actions/Responsibilities

The Sheriff's Office will be responsible for implementing and coordinating the following actions during the indicated phases of emergency operations.

1. Normal Operations

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Develop and maintain plans to provide for effective law enforcement, prompt warning and evacuation, traffic and crowd control, search and rescue, and the security of vital facilities and supplies.

- a. Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency
- b. Develop procedures for promptly warning the public of an emergency, using any means necessary and available (i.e., telephone, public address systems, knocking on doors)
- c. Develop procedures for warning and evacuating residents with special needs (elderly, handicapped, etc.) Anticipate and resolve problems associated with these population groups such as evacuating nursing homes, schools, and the County jail
- d. Identify potential evacuation routes in the event of a major emergency situation
- e. Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage or terrorist situations, and bomb threats or detonations

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures
 - (1) Assign emergency duties and provide specialized training as needed
 - (2) Delineate the specific areas which may need to be evacuated and designate evacuation routes
- b. Alert personnel to “standby” status
- c. Begin to keep records of all expenses incurred and continue for the duration of the emergency

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Alert all personnel and special facilities, as required
- (2) Test primary communications systems and arrange for alternate systems, if necessary

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- (3) Implement evacuation procedures for the threatened areas, if necessary. Instruct evacuees to bring one change of clothes, medicine, baby food, sleeping bags, and other supplies, as required
- (4) Provide traffic and crowd control, as required
- (5) Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies

b. Response Phase

Disaster strikes; an emergency response is required to protect lives and property.

- (1) Assist EOC in evacuation, as required
- (2) Secure the emergency site, evacuated areas, vital facilities, and supplies
- (3) Continue to provide traffic and crowd control
- (4) Continue to warn the public and assist with providing protective action guidance
- (5) Coordinate search and rescue operations, as required
- (6) Implement existing mutual aid agreements with other jurisdictions, if necessary

4. Recovery

- a. Continue to provide traffic and crowd control, as well as the necessary security
- b. Complete the necessary post-emergency investigations while continuing to maintain law and order within the county. Assist in state and federal investigation as necessary
- c. Support cleanup and recovery operations as required
- d. Assist with identification of the dead, if necessary
- e. Assist with damage assessment
- f. Complete disaster-related expense records for services provided and within your control and submit to the Coordinator
- g. Conduct an After Action Review of the law enforcement operations after each declared disaster, EOC activation and operational exercise or evaluation and incorporate modifications and improvements into SOP's based on "lessons learned"

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 1 to Emergency Support Function #13

ENTRY PERMIT TO ENTER RESTRICTED AREAS

1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry)

Method of Travel (vehicle, aircraft) _____

Description of Vehicle/Aircraft Registration _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark/E911 address _____

Alternate escape route if different from above _____

4. Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted). Resident: cellular or home number. _____

Entry granted into hazard area.

Authorizing Signature _____ Date _____

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

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Tab 2 to Emergency Support Function #13

WAIVER OF LIABILITY

(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

Signatures of applicant and members of his field party

Date

Print full name first, then sign.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

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HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 3 to Emergency Support Function #13

Law Enforcement Resources

Henry County Sheriff's Office

Qty	Personnel Type
1	Sheriff
1	Lt. Colonel
1	Major
4	Captains
1	1 st Lieutenants
17	Lieutenants
11	Sergeants
15	Investigators
27	Patrol Deputies
4	Civil Process Deputies
27	Correctional Officers
2	Animal Control Officers
4	School Resource Officers
7	Court Security Officers
122	Total Sworn Personnel

Qty	Resource
78	Patrol Vehicles with PA System
3	Trucks
1	Tactical Unit
1	Armored Personnel Carrier
6	ATV/Utilities Vehicle
14	4x4 Patrol Vehicles
1	CBRNE/Crime Scene Vehicle
4	Vans
5	Open Trailers
1	Mobile Command Post
1	Dive Team
1	SWAT Team
4	Patrol/Drug Canines
1	Tracking Canine
1	Drug Canine
1	Explosive Detection Canine

Virginia State Police

Qty	Personnel Type
3	Supervisors
11	Troopers
14	Total Sworn Personnel

Qty	Resource
14	Patrol Vehicles with PA System
	<i>Available from division headquarters (Salem)</i>
	Armored Vehicle
	Rotary and Fixed Wing Aircraft
	Bomb Disposal Unit
	Scuba Team
	Canines
	Mobile Command Post

**Emergency Support Function # 14 –
LONG TERM RECOVERY**

Primary Agencies

Board of Supervisors

ESF Coordinator

County Administrator

Secondary/Support Agencies

Director of Emergency Management
Coordinator of Emergency Management
Public Information Officer
Department of Social Services
Department of Public Safety
Planning Department (Building Inspection)
American Red Cross of Blue Ridge, VA
Virginia Voluntary Organizations Active in Disaster (VOAD)
County Attorney

Introduction

Purpose:

To facilitate both short term and long term recovery following a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community impacted by the emergency.

Scope:

ESF #14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 will address significant long-term impacts in the affected area of housing, business and employment, community infrastructure, and social services. Long-term recovery is closely aligned with responsibilities defined in ESF #3 and the damage assessment and debris annexes. (Support Annexes #1 & #2)

Policies:

- ESF #14 will begin the recovery process for any disaster with the implementation of short term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster
- The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs
- Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible

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

Concept of Operations

Organization:

- The Governor, in consultation with local officials may determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area
- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to assist with redevelopment activities
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues
- The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education
- The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission

Actions/Responsibilities

- Partner with disaster recovery agencies to implement recovery programs
- Coordinate the state's participation in recovery operations with Federal Emergency Management Agency, Small Business Administration and other federal agencies co-located in the Joint Field Office or other command center
- Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services, special needs)
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues, and;
- Determine and identify responsibilities for recovery activities (Support annex #1)

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**Emergency Support Function # 15 –
EXTERNAL AFFAIRS**

Primary Agencies

ESF Coordinator

Public Information Officer

Public Information Officer

Secondary/Support Agencies

County Administrator
Emergency Management Coordinator
Virginia Department of Emergency Management

Introduction

Purpose:

Provide for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

Scope:

Provide emergency public information actions before, during, and following any emergency. Potential public information response could involve personnel from all jurisdictions, organizations, agencies, and areas within the affected area.

Concept of Operations

General:

The Public Information Officer (PIO) is responsible for providing the community with information on impending or existing emergencies, to include immediate protective actions they should take such as sheltering or evacuation. Coordinate with ESF #6 and ESF #10 as necessary.

A Joint Information Center (JIC) may be activated, if the situation warrants. The JIC will likely be at an off-site location. Agencies involved will staff telephones and coordinate media activities under the supervision of Henry County’s PIO.

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property.

Organization:

A Public Information Officer may be appointed to serve as the primary coordinator of ESF #15. Other Henry County officials may serve within the JIC.

Additionally, the community will establish a Community Relations (CR) plan which will include incident specific guidance and objectives at the beginning of the incident. Conducting the CR function is a joint responsibility between Henry

HENRY COUNTY EMERGENCY OPERATIONS PLAN

County and other local, state, and federal personnel. The composition of field teams should involve a variety of local, state, and federal government personnel and local community members. These teams assist in the rapid dissemination of information, to identify unmet needs, to establish an ongoing dialogue and information exchange, and to facilitate collaborative community, local, state, and federal planning and mutual disaster recovery support.

Responsibilities/Actions:

- Develop standard operations procedures (SOPs) to carry out the public information function
- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present
- Develop Rumor Control Procedures
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies
- Brief local news media personnel, community officials, local, state, and federal agencies on External Affairs policies, plans, and procedures
- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases
- Maintain support agreements and liaison arrangements with other agencies and the new media, if needed
- Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster
- Maintain social media outlets with most up-to-date information
- Assist with the preparation/transmission of EAS messages, if needed
- Disseminate news releases and daily situation updates
- Disseminate information to elected officials
- Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the general public to call for information
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible
- Plan and organize news conferences with the Governor's staff, if necessary
- Provide information to the public about available shelters
- Provide information to the public about available community disaster relief assistance and mitigation programs
- Coordinate efforts to provide information to public officials
- Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible

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Tab 1 to Emergency Support Function #15
Emergency Public Information Resources

Newspapers	Voice	Fax
Danville Register & Bee	(800) 323-2951	(434) 797-2299
The Enterprise	(276) 694-3101	
Greensboro News & Record	(336) 373-7000	
The Martinsville Bulletin	(276) 638-8801	(276) 638-7409
The Roanoke Times	(800) 346-1234	(540) 981-3346

Radio Stations		
Positive Radio	(276) 638-5235	
WAKG Radio (Danville)	(434) 797-9713	(434) 797-3918
WFIC Radio Station	(276) 647-1530	
WHEO Radio Station (Stuart)	(276) 694-3388	(276) 694-2241
WMVA / WHEE	(276) 632-2152	(276) 632-4500
WZBB-FM 99.9 Radio Station	(276) 629-9999	(276) 629-8399

TV Stations		
WBTW 21	(276) 647-9289	
Star News Station (Cable 18)	(276) 656-3900	(276) 656-2001
WSET-TV ABC 13	(434) 797-9713	(434) 797-9813
WDBJ, Channel 7	(540) 344-7000	(540) 344-5097
WSLS, Channel 10	(540) 981-9110	(540) 343-2059
WFMY, Channel 2	(336) 370-9361	(336) 230-0971
WGHP, Channel 8	(336) 275-1850	(336) 841-5169
WYAT, Channel 40 (Cable-99)	(276) 632-2152	(276) 632-4500

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 2 to Emergency Support Function #15
Emergency Public Information
PIO Prearranged Messages

Release or Spill
(No explosion or fire)

1. Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an incident/accident occurred on _____
(hwy/street). Certain dangerous materials have been spilled/leaked/released from a tank
car/truck. Due to the toxicity of material released to the atmosphere, all traffic on
_____ (hwy/street) is being rerouted via _____

Due to the possibility of an explosion and major fire, all residents living within ____ feet of
the site are urged to leave immediately and report to (school, church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for
additional information/instructions.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 3 to Emergency Support Function #15
Emergency Public Information
PIO Prearranged Messages

(FIRE AND/OR EXPLOSION IMMINENT)

2. Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At _____ (a.m./p.m.) today, an accident occurred on _____ (hwy/railroad) at _____ (location). All traffic on _____ (hwy) is being rerouted via _____ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within ____ feet of the site are urged to leave immediately and report to _____ (school, church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 4 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Shelter Centers

DATE: _____

TO: _____

FROM: Henry-Martinsville Health Department

SUBJECT: Health Risks Resulting from _____
(event, site, & date)

The _____(event) at _____(site) in City/ County on _____(date) released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees may experience symptoms which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms which are characteristic of exposure to the chemicals which necessitated the evacuation. These symptoms are _____ (enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____ (site of incident), and estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information, contact the Henry-Martinsville Health Department at XXX-XXX-XXXX

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 5 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Health Advisory

DATE: _____

TO: _____

FROM: Henry-Martinsville Health Department

SUBJECT: Health Risks Resulting from _____
(event, site, & date)

The Henry-Martinsville Health Department has issued a Public Health Advisory concerning possible chemical/biological contamination by _____(event) at the _____(location) in City/County.

The chemical release occurred at _____(date & time). Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms: _____ . (list symptoms on the MSDS)

Any person who was in the vicinity of _____(site of event) between _____(hours) on _____(day) should be alert to symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact Henry-Martinsville Health Department at XXX-XXX-XXXX

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 6 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Physicians

DATE: _____

TO: All Primary Care Physicians in _____
(area, city, county)

FROM: Henry-Martinsville Health Department

SUBJECT: Health Risks Resulting from _____
(event, site & date)

The _____(event) at _____(site) in Henry County released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of over exposure to these chemicals.

Exposure to _____(list name(s) of chemicals involved) should be considered with patients experiencing_____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____, (site of incident) and estimated time of onset of symptoms. Report incidents to the Henry-Martinsville Health Department.

For additional information, contact the Henry-Martinsville Health Department at XXX-XXX-XXXX

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 6 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Primary Health Care Facilities

DATE: _____
TO: All Primary Care Facilities in _____
(area, city, county)
FROM: Henry-Martinsville Health Department
SUBJECT: Health Risks Resulting from _____
(event, site & date)

The _____(event) at _____ (site) in **City/County** released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of overexposure to these chemicals.

Exposure to _____ (list name(s) of chemicals involved) should be considered with patients experiencing _____.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from _____(site of incident), and estimated time of onset of symptoms. Report incidents to the Department of Health.

For additional information, contact the Henry-Martinsville Health Department at XXX-XXX-XXXX

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HENRY COUNTY EMERGENCY OPERATIONS PLAN

Emergency Support Function # 16 – MILITARY SUPPORT

This ESF references the Commonwealth of Virginia Emergency Operations Plan for both State and Federal Military Support. Activation of the National Guard requires an Executive Order by the Governor.

Primary Agencies

ESF Coordinator

Virginia National Guard
Virginia Department of Emergency Management

VA National Guard Commander

Secondary/Support Agencies

Board of Supervisors
Director of Emergency Management
Emergency Management Coordinator

Introduction

Purpose:

Emergency Support Function ESF #16 – Military Affairs is to assist and provide Military Support (Virginia National Guard) in times of a major or catastrophic disaster, and/or civil unrest.

Concept of Operations

General:

The Virginia National Guard, when directed by the Governor of the Commonwealth of Virginia, can employ Virginia National Guard personnel, equipment, and resources, through appropriate commanders, to assist civil authorities.

The Virginia National Guard will provide Military Support to Civil Authorities in accordance with the existing Virginia National Guard Operation Plan for Military Support to Civil Authorities.

Organization:

The Virginia National Guard is a support agency for the other Emergency Support Functions located in the Emergency Operations Center.

Responsibilities:

- Provide Military Support to civil authorities on a mission request basis, within the Virginia National Guard's capability, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order

Policies:

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with the community.

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**Emergency Support Function # 17 –
VOLUNTEER AND DONATIONS MANAGEMENT**

Primary Agencies

ESF Coordinator

Department of Social Services
Emergency Management

Social Services Director

Secondary/Support Agencies

Parks & Recreation Department
American Red Cross of Blue Ridge, VA
Virginia Voluntary Organizations Active in Disaster (VOAD)
Faith-based Organizations

Introduction

Purpose:

ESF # 17 – Donations and Volunteer Management describes the coordinating process used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during a disaster or emergency situation.

Scope:

Donations and volunteer services in this section refer to unsolicited goods and unaffiliated volunteer services.

Policies:

The Department of Social Services, in conjunction and coordination with emergency management, has the primary responsibility for unaffiliated volunteers and unsolicited donated goods. The Parks and Recreation Department regularly manages volunteers and may be used to augment this ESF. They must also have a plan in place to cope with self-deployed volunteers.

The donation and volunteer management process must be organized and coordinated in such a way to ensure that the affected community is able to take full advantage of the appropriate types and amounts of the donated materials and volunteers in a manner that precludes interference with or hampering of other emergency operations. This ESF should coordinate with ESF #15 in notifying the public about assistance programs and availability.

The Department of Social Services will also:

- Coordinate with other agencies to ensure goods and resources are used effectively
- Looks principally to those organizations with established volunteer and donation management structures
- Encourages cash donations, as the best assistance for helping affected population

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance

Concept of Operations

General:

Volunteer and Donations Management operations may include, but not limited to the following:

- Volunteer and/or Donations Coordinator
- Phone Bank/Contact Center
- Effective liaison with other emergency support functions, local, state, and federal officials
- Facility Management
- Organization and Distribution of goods, services, and resources
- Pre-selecting and identifying locations for storage and distribution
- Perform Record Keeping, to include monetary financial tracking and procurement, if needed

Donated Goods Management Function:

- Management of unsolicited donated goods involves a cooperative effort by local government officials, voluntary and community based organizations, the business sector, and the media
- Communicate what is needed in the disaster area – cash, goods, and/or services
- Know how to transport donations to drop-off site, storage, and distribution areas
- Coordinate with ESFs #7 as indicated
- Home cooked items are prohibited

Volunteer Management Function:

- Management of unaffiliated volunteers requires a cooperative effort between community officials, local, and community based organizations
- Community officials, in conjunction with voluntary organizations, are responsible for developing plans that address the management, organization, and staffing of unaffiliated volunteers during the emergency
- Organize and maintain a database to track volunteer's names, address, contact information, hours worked, and specialty
- Ensure that agencies and organizations accept and manage their own staff/volunteers
- Identify individuals with specific talents, skills, or training such as doctors, nurses, communication specialists, and utilize them accordingly

Organization:

Officials will identify several sites and facilities that will be used to receive, process, and distribute unsolicited donated goods. Necessary staff, equipment, communications, resources, and security will be provided by the community and by other volunteer organizations as needed.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Officials will coordinate the disaster relief actions of quasi-public and volunteer relief organizations. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. In cooperation with the Department of Social Services, American Red Cross officials may coordinate operations for providing food, clothing, and shelter to the affect victims.

Standard operating procedures will be developed to address the screening, processing, training, and assignments of volunteers who arrive following the disaster or emergency. The service to which personnel are assigned will determine the necessary training. Individuals already possessing a specialized skill or trait should be assigned duties that allow for the maximum benefit of their skills and/or traits. Each individual volunteer will be registered, and a log will be maintained of hours worked. Accurate record keeping is an essential function that must be completed on an hourly or daily basis, depending on degree of involvement.

Responsibilities

- Identify potential sites and facilities such as churches, warehouses, gymnasiums, etc. to manage donated goods and services being channeled into the disaster area
- Identify the necessary support requirements to ensure the prompt establishment and operations of facilities and sites
- Identify and make known a single contact point for donors
- Assign the tasks of coordinating auxiliary manpower and material resources
- Develop procedures for recruiting, registering and utilizing manpower and materials
- Develop a critical resource list and procedures for acquisition in time of crisis
- Identify a list of special materials needed, such as medical supplies for special needs population, formula for infants, insulin, and so forth
- Develop procedures for the management, organization, storage, and distribution of donated goods and items
- Assist with emergency operations, if requested
- Assign volunteers to tasks that best utilize their skills and experience
- Develop and staff a “Donations Hot-Line” for individuals with questions concerning donations and volunteering
- Compile and submit records for all disaster-related events

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 1: Volunteer and Donations Management Annex
Sample Volunteer Registration Form

Name:
Address:
Contact Number(s):
Email:
Organization, if applicable:
Skills or Specialized service:
Estimated length of service:
Special equipment needed to perform service:
Languages Known: Verbal Y/N Written Y/N Read Y/N
Emergency Contact Name/Number:
Assigned Location:

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 2: Volunteer and Donations Management Annex
Donation Sites

Facility	Address	Contact Person	Phone Number(s)
Social Services Warehouse	Progress Drive, Martinsville, VA	Tanya Verlik	276-656-4300
Public Safety Warehouse	DuPont Rd, Martinsville, VA	Matt Tatum	276-634-4660

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Support Annex #1 - Damage Assessment

Primary Agencies

Planning & Community Development
- Building Inspection Department

ESF Coordinator

Emergency Management Coord.

Secondary/Support Agencies

Virginia Tech Extension Services
Public Service Authority
Mapping & Engineering Department
Parks & Recreation Department
Private entities (e.g. insurance companies, utilities, etc)

Introduction

Purpose:

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

Scope:

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

Definitions:

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

Preliminary Damage Assessment (PDA): A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the

information gathered during the PDA process to determine whether Federal assistance should be requested.

Situation:

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

During the recovery phase of a disaster, the Henry County will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the Henry County to determine actions needed, the establishment of properties, and the allocation of local government resources, and what, if any, outside assistance will be required.

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

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

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

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Assumptions:

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

Policies:

1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary)
2. At the Incident Commander's request, the first priority for damage assessment may to be to assess Henry County's structural/infrastructure damage
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with Henry County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration
4. An estimate of expenditures and obligated expenditures will be submitted to both the Henry County and the VEOC before a Presidential Disaster declaration is requested
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident
6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission
7. Additional supplies, equipment and transportation essential to the continued operation of each organization may be requested through ESF #7 (Resource Support) in the EOC
8. The approval to expend funds for response and recovery operations will be given by the department manager from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions

Concept of Operations

Organization:

The Coordinator of Emergency Management and the Deputy Coordinators of Emergency Management, in coordination with the Director of the Planning and Community Development Department are responsible for damage assessment. Assisting with Damage Assessment is Building Inspections, Public Service Authority, Virginia Tech Extension Services, and other County departments and agencies. Department managers will assess damage to their resources and in their area of expertise. All reports are compiled, consolidated, and submitted to the State EOC by the Coordinator of Emergency Management.

Damage to state-owned roads and bridges will be assessed by the Virginia Department of Transportation. Damage to regulated utilities will be assessed by the Virginia State Corporation Commission.

Responsibilities:

1. Planning and Community Development Department (Building Inspection)
 - a. Assemble the appropriate team and develop damage assessment plans, policies and procedures
 - b. Maintain a list of critical facilities that will require immediate repair if damaged
 - c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the Emergency Management Coordinator
 - d. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams
 - e. Coordinate disaster teams conducting field surveys
 - f. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies
 - g. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed
 - h. Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings
 - i. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas
 - j. Correlate and consolidate all expenditures for damage assessment to the Department of Finance
 - k. Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival

HENRY COUNTY EMERGENCY OPERATIONS PLAN

2. Public Service Authority
 - a. Designate representatives to serve as members of damage assessment teams
 - b. Participate in damage assessment training
 - c. Collect and compile damage data regarding public and private utilities, and provide to the EOC
 - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments

3. Local Extension Office
 - a. Designate representatives to serve as members of damage assessment teams
 - b. Participate in damage assessment training
 - c. Collect and compile damage data regarding public and private agricultural resources, and provide to the EOC
 - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments

4. Sheriff's Office
 - a. Provide security for ingress and egress of the damaged area(s) post-event
 - b. Provide access and security for damage assessment activities with the Henry County

5. Department of Finance
 - a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities
 - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident
 - c. Report these estimates and obligations to the Emergency Manager for inclusion into the appropriate Public Assistance IDA categories

6. Emergency Management
 - a. Overall direction and control of damage assessment for Henry County
 - b. Reporting of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format
 - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process

Actions

Mitigation/Prevention:

1. Develop public awareness programs from building codes, ordinances and the National Flood Insurance Program
2. Develop a damage assessment training program
3. Develop damage assessment plans, procedures and guidance
4. Designate representatives to lead damage assessment activities within the EOC

5. Designate damage assessment team members

Preparedness:

1. Identify resources to support and assist with damage assessment activities;
2. Train personnel in damage assessment techniques
3. Review plans, procedures and guidance for damage assessments, damage reporting and accounting
4. List all critical facilities and all local buildings requiring priority restoration

Response:

1. Activate the damage assessment staff in the EOC
2. Organize and deploy damage assessment teams or team escorts as necessary;
3. Organize collection of data and record keeping at the onset of the event
4. Document all emergency work performed by local resources to include appropriate photographs
5. Compile and disseminate all damage reports for appropriate agencies
6. Determine the state of damaged buildings and place notification/placards as needed
7. Inform officials of hazardous facilities, bridges, road, etc.

Recovery:

1. Continue damage assessment surveys as needed
2. Advise on priority repairs and unsafe structures
3. Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings
4. Monitor restoration activities
5. Complete an event review with all responding parties
6. Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate
7. Review building codes and land use regulations for possible improvements
8. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies
9. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures

Tab 1 to Damage Assessment Annex
Damage Assessment Team Assignments

A representative from the Department of Planning and Community Development will report to the EOC when activated by the Emergency Manager. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

I. **PRIVATE PROPERTY**

Category A – Residential/Personal Property

Houses, manufactured homes, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles/boats.

Team: Member 1
Member 2
Member 3
Member 4

Category B – Business and Industry

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

Team: Member 1
Member 2
Member 3
Member 4

Category C – Agriculture

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

Team: Member 1
Member 2
Member 3
Member 4

II. PUBLIC PROPERTY

Category A – Debris Clearance

Debris on roads and streets, on public property, on private property and structure demolition.

Team: Member 1
Member 2
Member 3
Member 4

Category B – Protective Measures

1. Life and safety (all public safety report costs)

Team: Member 1
Member 2
Member 3
Member 4

2. Barricading, sandbagging, stream drainage channels, health (rodents/insect control)

Team: Member 1
Member 2
Member 3
Member 4

Category C – Road Systems

Damage to roads and streets, bridges, culverts, sidewalks, traffic control systems is the responsibility of the Virginia Department of Transportation and not reported as part of the local damage assessment.

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Member 1
Member 2
Member 3
Member 4

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Member 1
Member 2
Member 3
Member 4

Category F – Public Utility Systems

Damage to water plants, dams, sanitary/sewage systems and storm drainage systems.

Team: Member 1
Member 2
Member 3
Member 4

Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Member 1
Member 2
Member 3
Member 4

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 2 to Damage Assessment Annex

**LOCAL GOVERNMENT DAMAGE ASSESSMENT
– TELEPHONE REPORT**

1. CALLER NAME			2. PROPERTY ADDRESS (include apt. no; zip code)	
3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	
Home	Work	Cell	5. OWNERSHIP	
Best time to call			Best number to use	
			<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence	
			<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)	
6. CONSTRUCTION TYPE				
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other				
7. TYPE OF INSURANCE				
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None				
8. DAMAGES (Check all that apply)				
HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No Electricity <input type="checkbox"/> On <input type="checkbox"/> Off Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off Roof Intact <input type="checkbox"/> Yes <input type="checkbox"/> No Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK Major Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No Basement Flooding <input type="checkbox"/> Yes - Depth____Feet Furnace <input type="checkbox"/> Yes <input type="checkbox"/> No				
9. SOURCE OF DAMAGES				
<input type="checkbox"/> Sewer back-up <input type="checkbox"/> Primarily Flood <input type="checkbox"/> Wind/Wind driven rain <input type="checkbox"/> Tornado Other <input type="checkbox"/> _____				
10. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable				
11. CALLER'S ESTIMATE OF DAMAGES				
REPAIRS	CONTENTS		TOTAL	
\$	\$		\$	
12. COMMENTS				
13. CALL TAKER			14. DATE & TIME REPORT TAKEN	

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 3 to Damage Assessment Annex
Cumulative Initial Damage Assessment Report

PRIMARY: Input into WebEOC

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

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

Part I: Private Property CUMULATIVE DAMAGES

Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
Single Dwelling Houses (inc. condo units)									
Multi-Family Residences (count each unit)									
Manufactured Residences (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									

Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES

Type of Property	Estimated Dollar Loss	% Insured
Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment)		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
TOTAL		\$0.00

Additional Comments:

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 4 to Damage Assessment Annex
Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> • Debris removal from a street or highway to allow the safe passage of emergency vehicles • Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> • Emergency Operations Center activation • Warning devices (barricades, signs, and announcements) • Search and rescue • Security forces (police and guards) • Construction of temporary levees • Provision of shelters or emergency care • Sandbagging • Bracing/shoring damaged structures • Provision of food, water, ice and other essential needs • Emergency repairs • Emergency demolition • Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> • Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> • Channel alignment • Recreation • Navigation • Land reclamation • Fish and wildlife habitat • Interior drainage • Irrigation • Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> • Buildings, including contents such as furnishings and interior systems such as electrical work. • Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. • Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. • All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> • Restoration of damaged utilities. • Temporary as well as permanent repair costs can be reimbursed.
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> • Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. • Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. • Repairs to maintained public beaches may be eligible in limited circumstances.

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

HENRY COUNTY EMERGENCY OPERATIONS PLAN

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

Tab 5 to Damage Assessment Annex
Public Assistance Damage Assessment Field Form

JURISDICTION: _____ **INSPECTOR:** _____ **DATE:** _____ **PAGE** ____ **of** ____

Key for Damage Categories (Use appropriate letters in the 'category' blocks below)		
A. Debris Clearance	D. Water Control Facilities	G. Parks, Recreation Facilities & Other
B. Emergency Protective Measures	E. Public Buildings & Equipment	
C. Roads & Bridges	F. Public Utility System	

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:					
		GPS (in decimal deg.):					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?		Y	N	TOTAL ESTIMATED DAMAGES: \$			
FLOOD INSURANCE		Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:					
		GPS (in decimal deg.):					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?		Y	N	TOTAL ESTIMATED DAMAGES: \$			
FLOOD INSURANCE		Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:					
		GPS (in decimal deg.):					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?		Y	N	TOTAL ESTIMATED DAMAGES: \$			
FLOOD INSURANCE		Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)

Tab 6 to Damage Assessment Annex
Individual Assistance Damage Assessment Level Guidelines

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED	DESTROYED	DESTROYED	DESTROYED
Structure is a total loss. <u>Not economically feasible to rebuild.</u>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	More than 4 feet in first floor. More than 2 feet in mobile home.
MAJOR	MAJOR	MAJOR	MAJOR
Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair.</u>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in mobile home with plywood floors. 1 inch in mobile home with particle board floors.
MINOR	MINOR	MINOR	MINOR
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable. <u>Will take less than 30 days to repair.</u>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement. 1 foot or more in basement. <u>Crawlspace</u> – reached insulation. <u>Sewage</u> - in basement. Mobile home , "Belly Board" to 6 inches.
AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE	AFFECTED HABITABLE
Structure has received minimal damage and is <u>habitable without repairs.</u>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor Minor basement flooding. Mobile home , no water in "Belly Board".

IDA Tips: Estimating Water Depths

- | | |
|------------------------------------|--|
| Brick - 2 1/2 inches per course | Lap or aluminum siding - 4 inches or 8 inches per course |
| Stair risers - 7 inches | Concrete or cinder block - 8 inches per course |
| Door knobs - 36 inches above floor | Standard doors - 6 feet 8 inches |

Tab 7 to Damage Assessment Annex

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM											
Incident Type	Sector	Place Name		IDA Date	Page #		Of Total Pages				
Geographic Area Description											
IDA Team											
		SINGLE FAMILY	MULTI - FAMILY	MOBILE HOME	Total Surveyed	% Owner	% FL Ins.	% HO Ins.	% Low Income	Number Inaccessible	
AFFECTED	OWNER										
	RENTER										
	Secondary										
MINOR	OWNER										
	RENTER										
	Secondary										
MAJOR	OWNER										
	RENTER										
	Secondary										
DESTROYED	OWNER										
	RENTER										
	Secondary										
TOTAL PRIMARY											
TOTAL SECONDARY											
TOTAL (Incl. Secondary)											
ROADS / BRIDGES		Number of Roads / Bridges Damaged			Number of Households Impacted						
UTILITIES		Number of Households Without Utilities			Estimated Date for Utilities Restoration						
Comments											

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Support Annex #2 – Debris Management

Primary Agencies

Refuse Department
Public Services Authority

Coordinator

Refuse Department Manager

Secondary/Support Agencies

Parks & Recreation Department
Building & Grounds Department
Virginia Department of Transportation

Introduction

Purpose:

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

Scope:

The PSA & Refuse Department will be responsible for coordinating debris removal operations for Henry County. Henry County will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To this end, the County may stage equipment in strategic locations locally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work as soon as the disaster is safe.

Concept of Operations:

The Henry County Public Service Authority and Refuse Department is responsible for the debris removal function. They will work in conjunction with designated other county departments, support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of Henry County following a disaster. They will work with the transportation department (**ESF#1**) in the development of the most appropriate travel routes during the debris removal process.

Due to the limited quantity of resources and service commitments following the disaster, Henry County may be relying heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. Utilizing private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from state and local government entities to the private sector, freeing up government personnel to devote more time to their regularly assigned duties. Private contracting also stimulates local, regional, and

state economies impacted by the disaster, as well as maximizes state and local governments' level of assistance from the federal government. Private contracting allows the state and its political subdivisions to more closely tailor their contract services to their specific needs. The entire process (e.g., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out.

The Refuse Department will develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorize contractors by their capabilities and service area to facilitate their identification by state agencies and local governments, as well as ensure their effective utilization and prompt deployment following the disaster.

Contracts and Cooperative Agreements

Henry County will be responsible for managing the debris contract from project inception to completion unless the entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. In these circumstances, other state and federal agencies will be identified to assume the responsibility of managing the debris contract. Managing the debris contract would include such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities.

Site Selection

Debris storage and reduction sites will be identified and evaluated by interagency site selections teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the County and will be coordinated with other recovery efforts through the EOC. Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

Debris Removal Priorities

The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following a major disaster. To achieve this objective, the first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the

impacted area. County resources may be needed to assist VDOT with this. The need and demand for critical services will be increased significantly following a disaster. Therefore, the second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified. The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety. This will include such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public. Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party. If access to the area can be controlled, the necessary action can be deferred.

Debris Classification

To facilitate the disposal process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The state and its political subdivisions will adapt the categories established for recovery operations by the Corps of Engineers following Hurricane Andrew. The categories of debris appear on page 19 of this section. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations. The area fire chief will be the initial contact for hazardous/toxic materials.

1. Normal Operations

- a. Develop local and regional resource list of contractors who can assist local government in all phases of debris management
- b. Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies
- c. Develop mutual aid agreements with other state agencies and local governments, as appropriate, following guidelines established in agency procurement manual
- d. Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event
- e. Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions
- f. Develop site selection criteria checklists to assist in identification of potential debris storage sites
- g. Identify and address potential legal, environmental, and health issues that may be generated during all stages of the debris removal process
- h. Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs

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- i. Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims
 - j. Establish debris assessment process to define scope of problem
 - k. Develop and coordinate pre-scripted announcements with Public Information Office regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.
2. Increased Readiness - A natural or man-made disaster is threatening the local area
- a. Review and update plans, standard operating procedures, generic contracts, and checklists relating to debris removal, storage, reduction, and disposal process
 - b. Alert local departments that have debris removal responsibilities ensuring that personnel, facilities, and equipment are ready and available for emergency use
 - c. Relocate personnel and resources out of harm's way and stage in areas where they can be effectively mobilized
 - d. Review potential local, regional, and debris storage sites that may be used in the response and recovery phases in the context of the impending threat
 - e. Review resource listing of private contractors who may assist in debris removal process. Make necessary arrangements to ensure their availability in the event of the disaster
3. Response
- a. Activate debris management plan, coordinate with needs assessment team
 - 1. Begin documenting costs
 - 2. Coordinate and track resources (public, private)
 - 3. Establish priorities regarding allocation and use of available resources
 - 4. Identify and establish debris storage and disposal sites (local, regional)
 - 5. Address any legal, environmental, and health issues relating to the debris removal process
 - 6. Continue to keep public informed through PIO
4. Recovery
- a. Continue to collect, store, reduce, and dispose of debris generated from event in a cost-effective and environmentally responsible manner
 - b. Continue to document costs
 - c. Close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions
 - d. Perform necessary audits of operation and submit claim for federal assistance

Tab 1 to Debris Management Annex
Debris Classifications

Definitions of classifications of debris are as follows:

1. **Burnable materials:** Burnable materials will be of two types with separate burn locations.
 - a. Burnable Debris: Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage, construction and demolition material debris.
 - b. Burnable Construction Debris: Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative.
2. **Non-burnable Debris:** Non-burnable construction and demolition debris include, but is not limited to, creosote timber; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires; and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.
3. **Stumps:** Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.
4. **Ineligible Debris:** Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material classed as hazardous or toxic waste, (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a fashion as to allow the remaining debris to be loaded and transported. Standing broken utility poles; damaged and downed utility poles and appurtenances; transformers and other electrical material will be reported to coordinating agency. Emergency workers shall exercise due caution with existing overhead, underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

- * Debris classifications developed and used by Corps of Engineers in Hurricane Andrew recovery.

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Support Annex #3 – Dam Safety

Primary Agencies

Coordinator

Emergency Management

Emergency Management Coordinator

Secondary/Support Agencies

Sheriff's Office
Communications Center
Department of Public Safety
Volunteer Rescue Squads
Volunteer Fire Departments

Introduction

Purpose:

To facilitate the evacuation of downstream residents in the event of an imminent or impending dam failure at dams.

Scope:

Dam owners are responsible for the proper design, construction, operation, maintenance, and safety of their dams. The Emergency Management Director or the Coordinator is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure.

Concept of Operations:

General:

Dam owners are responsible for the proper design, construction, operation, maintenance, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Communications Center and the Coordinator of Emergency Management and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height or impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an "Emergency Action Plan." A copy must be provided to the local Director of Emergency Management, the State Department of Emergency Management, and the State Water Control Board. This "Emergency Action Plan" shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An "Emergency Action Plan" is required prior to issuance of an Operation and Maintenance Permit by the State Water Control Board.

Standards have been established for "Dam Classifications" and "Emergency Stages." See page 26 of this section. The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency management personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and

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overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Director of Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency. If appropriate, he will recommend that the Governor declare a state of emergency.

Authorities:

In addition to those listed in the Basic Plan:

- A. Code of Virginia, Title 62.1, Chapter 8.1, Dam Safety Act, 1982.
- B. Virginia Soil and Water Conservation Board, Regulation VR 625-01-00, Impounding Structure Regulation, February 1, 1989.

Responsibilities:

1. Normal Operations

a. Dam Owners

- (1) Operate and maintain the dam to assure the continued integrity of the structure
- (2) Develop an Emergency Action Plan for warning and evacuating the public in the event of dam failure

b. Government

Develop compatible procedures to warn and evacuate the public in the event of dam failure

2. Increased Readiness

a. Stage I Conditions

Alert on-duty emergency response personnel

b. Stage II Conditions

- (1) Alert on-duty emergency response personnel
- (2) Notify public of possible dam failure
- (3) Review warning and evacuation plans and procedures
- (4) Place off-duty emergency response personnel on alert

3. Emergency Operations

a. Mobilization Phase - Latter Part of Stage II or at Stage III Conditions

- (1) Activate EOC (manning as appropriate)
- (2) Notify State EOC, (804) 674-2400 or 1-800-468-8892
- (3) Alert emergency response personnel to standby status
- (4) Begin record keeping of all incurred expenses

b. Response Phase - Stage III Conditions

- (1) Order immediate evacuation of residents in expected inundation areas

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- (2) Sound warning through use of sirens, horns, and vehicles with loudspeakers, Citizens' Alert System, Emergency Broadcast System, telephone calls, and/or door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue
- (3) Call in all emergency response personnel to provide help required to protect lives and property
- (4) Activate EOC, if not previously accomplished
- (5) Follow established procedures within designated functional areas specified in this plan

4. Recovery

- a. Provide assistance to disaster victims
- b. Clean up debris and restore essential services
- c. All agencies tasked in this plan implement recovery procedures
- d. Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters
- e. Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.)

Tab 1 to the Dam Safety Annex
Dam Classifications and Emergency Stages

Dam Classifications

Dams that exceed 25 feet in height or impound more than 50 acre-feet--100 acre-feet for agricultural must be classified as to the degree of hazard potential they impose should the structure fail completely.

Class I (High Hazard) - Probable loss of life; excessive economic loss.

Class II (Moderate Hazard) - Possible loss of life; appreciable economic loss.

Class III (Low Hazard) - No loss of life expected; minimal economic loss.

Emergency Stages

When abnormal conditions impact on a dam, such as flooding or minor damage to the dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions that may be appropriate and available response times.

Stage I - Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

Stage II - Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him informed.

Stage III - Failure has occurred, is imminent, or already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.

Tab 2 to the Dam Safety Annex
Listing of Dams in Henry County

Class I - *High hazard, probable loss of life, and excessive economic loss in the event of complete failure.*

Philpott Dam
Structural Height: 220 feet
Hydraulic Height: 218 feet
Maximum Capacity: 321,900 acre-feet
Normal Capacity: 167,000 acre-feet
Type: Gravity
Purpose: Flood control, hydroelectric, recreation, other

Smith River Dam
Structural Height: 47 feet
Hydraulic Height: 38 feet
Maximum Capacity: 2,600 acre-feet
Normal Capacity: 800 acre-feet
Type: Gravity
Purpose: Hydroelectric

Beaver Creek Dam
Structural Height: 68 feet
Hydraulic Height: 60 feet
Maximum Capacity: 5,680 acre-feet
Normal Capacity: 4,040 acre-feet
Type: Earth
Purpose: Water supply

Marrowbone Creek No. 1
Structural Height: 46 feet
Hydraulic Height: 41 feet
Maximum Capacity: 2,160 acre-feet
Normal Capacity: 183 acre-feet
Type: Earth
Purpose: Flood control

Class II - *Moderate hazard, possible loss of life, and appreciable economic loss in the event of complete failure.*

Leatherwood Creek No. 5
Structural Height: 55 feet
Hydraulic Height: 48 feet
Maximum Capacity: 1,966 acre-feet
Normal Capacity: 235 acre-feet
Type: Earth
Purpose: Flood control

Leatherwood Creek No. 2A
Structural Height: 53 feet
Hydraulic Height: 43 feet
Maximum Capacity: 1,020 acre-feet
Normal Capacity: 218 acre-feet
Type: Earth
Purpose: Flood control

Leatherwood Creek No. 3
Structural Height: 55 feet
Hydraulic Height: 48 feet
Maximum Capacity: 1,966 acre-feet
Normal Capacity: 235 acre-feet
Type: Earth
Purpose: Flood control

Leatherwood Creek No. 4
Structural Height: 40 feet
Hydraulic Height: 36 feet
Maximum Capacity: 258 acre-feet
Normal Capacity: 120 acre-feet
Type: Earth
Purpose: Flood control

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Class II (continued)

Leatherwood Creek No. 6
Structural Height: 30 feet
Hydraulic Height: 25 feet
Maximum Capacity: 291 acre-feet
Normal Capacity: 125 acre-feet
Type: Earth
Purpose: Flood control

Horsepasture Creek No. 1C
Structural Height: 37 feet
Hydraulic Height: 33 feet
Maximum Capacity: 202 acre-feet
Normal Capacity: 104 acre-feet
Type: Earth
Purpose: Flood control

Lanier Dam
Structural Height: 39 feet
Hydraulic Height: 39 feet
Maximum Capacity: 730 acre-feet
Normal Capacity: 532 acre-feet
Type: Earth
Purpose: Recreation

Class III - Low hazard, no loss of life expected, and minimal economic loss in the event of complete failure.

Horsepasture Dam No. 1C
Structural Height: 53 feet
Hydraulic Height: 48 feet
Maximum Capacity: 985 acre-feet
Normal Capacity: 200 acre-feet
Type: Earth
Purpose: Flood control

Frith Equipment Corporation Dam
Structural Height: 20 feet
Hydraulic Height: 20 feet
Maximum Capacity: 73 acre-feet
Normal Capacity: 34 acre-feet
Type: Earth
Purpose: Water supply, recreation

Boxwood Hunt Club Dam
Structural Height: 25 feet
Hydraulic Height: 23 feet
Maximum Capacity: 251 acre-feet
Normal Capacity: 176 acre-feet
Type: Earth
Purpose: Recreation

Robinson Dam
Structural Height: 25 feet
Hydraulic Height: 25 feet
Maximum Capacity: 153 acre-feet
Normal Capacity: 45 acre-feet
Type: Earth
Purpose: Irrigation, recreation

Support Annex #4 – Household Pets Sheltering

Primary Agencies

Sheriff's Office – Animal Control

Coordinator

Animal Control Supervisor

Secondary/Support Agencies

Emergency Management
Martinsville-Henry Co. S.P.C.A.
Virginia Dept of Agriculture and Consumer Services
Humane Society of the U.S.-HSUS
Local Veterinarian Offices

Introduction

Purpose:

This plan predetermines actions to be taken to control, protect, and ensure the humane care and treatment of domesticated animals during an emergency situation. The pet care and control function is a responsibility of Emergency Support Function (ESF) #13, Public Safety & Security.

Scope:

The hazard analysis identified in this plan identifies natural disasters that can create the need to evacuate people from their homes, which has the potential to also displace companion animals.

Policies:

Following recent Congressional action on the Pets Evacuation and Transportation Standards (PETS) Act, *S. 2548 and H.R. 3858*, former President George W. Bush signed the historic legislation into law. The PETS Act requires state and local agencies to include animals in their disaster plans.

All Local governments must develop and maintain an animal emergency response plan (SB 787, Animal Emergency Response Plan, 2007 Session) with the assistance of the Virginia Department of Emergency Management.

The Virginia Department of Agriculture and Consumer Services, Division of Animal and Food Industry Services has the responsibility of interpreting and enforcing the regulations pertaining to the health, humane care, and humane handling of livestock, poultry, and companion animals in the Commonwealth.

Situation:

- Any emergency that threatens humans will also threaten animals
- Relocation, shelter, and relief efforts for livestock, wildlife, and domestic animals may be required

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- Shelter locations may be required to provide domesticated animal control due to sheltered persons bringing pets with them. Individuals are encouraged to make arrangements for their pets prior to arriving at the public shelter
- The only animals to be allowed in public shelters are trained service animals for the disabled
- Livestock remaining in evacuated areas will need to be cared for and provision will need to be made for re-entry into these areas

Assumptions:

- At no time will animal sheltering operations supersede efforts to protect human life
- The primary responsibility for the care of livestock and domesticated animals belongs to the owner
- Owners should make provision for the safety and care of their animals just as they would any other property they own
- Henry County will assist with the care of animals; limited to short-term sheltering and care for those animals that arrive at public shelters
- Henry County will request assistance from the State, volunteer organizations, and the private sector to ensure animal care and control when county resources and capabilities are exceeded

Concept of Operations:

The Henry County Sheriff's Animal Control Office will be the lead agency for situation assessment and determination of resource needs. As needed, on a short-term basis the County will assist in the sheltering and care of companion animals that arrive at public shelters. Only animals meeting the FEMA definition of household pet will be accepted at such shelters. The Henry County Animal Shelter and the local SPCA will be the primary shelters for animals that are denied entry at public evacuation shelters. If needed, a temporary shelter for companion animals may be established.

If care beyond this capacity is necessary, outside resources will be requested. These resources include, but are not limited to, local veterinarian offices, state animal control resources, and volunteer relief groups.

Wild animals that are out of their natural habitats and a danger to themselves or the public will be handled by the Virginia Department of Game and Inland Fisheries and is not included within the scope of this plan.

If any costs are incurred, they will be passed along to the owners of the animal.

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Tab 1 to the Household Pets Sheltering Annex
Animal Control and Care Resources

Name	Address	Telephone Number
Pet Sheltering Supply Trailer Henry Co. Public Safety	1024 DuPont Road, Martinsville	(276) 634-4660
Martinsville-Henry County SPCA	132 Joseph Martin Hwy, Martinsville	(276) 638-7297
Animal Clinic of Patrick County	16 Dr. Key Ln., Stuart	(276) 694-3564
Boyce-Holland Veterinary Services	21047 Jeb Stuart Hwy, Patrick Springs	(276) 694-3564
Henry County Animal Clinic	101 Veteran Rd., Martinsville	(276) 632-5262
King's Mountain Animal Clinic	5086 King Mountain's Rd., Collinsville	(276) 647-3714
Veterinary Services	9793 Virginia Avenue, Bassett	(276) 629-4474
Pet Clinic of Rocky Mount	1495 North Main St., Rocky Mount	(540) 483-1777
Brosville Animal Clinic	10480 Martinsville Hwy., Danville	(434) 685-2011

Tab 2 to the Household Pets Sheltering Annex
Memorandum of Understanding with local S.P.C.A. Chapter

Introduction

During major emergencies within the County of Henry, it may become necessary to relocate threatened individuals to a public shelter as outlined in the Henry County Emergency Operations Plan. These same individuals may have domesticated animals that must also be evacuated. It is understood that only trained service animals for the disabled will be allowed to enter public shelters. Any other animals will be denied entry to public shelters. Individuals are encouraged to make arrangements for their pets prior to arriving at the public shelter. The Henry County Animal Control Office will serve as lead agency in handling animals that may be denied access to the public shelter. When County resources are overwhelmed, additional animal sheltering resources will be needed.

Purpose

The purpose of this memorandum of understanding is to establish the framework for coordination between the County of Henry and the Martinsville-Henry County SPCA during a major emergency involving the sheltering and care of relocated domesticated animals. This memorandum takes effect during emergencies in which individuals and their animals have been relocated to a public shelter and County animal sheltering capabilities have been exceeded. Once this condition has been met, this memorandum will serve as guidance to ensure proper coordination between the County of Henry and the Martinsville-Henry County SPCA.

Scope

This memorandum is intended for emergencies that impact the County of Henry and includes the following primary agencies:

Henry County Department of Public Safety
Henry County Sheriff's Office
Martinsville-Henry County SPCA

These agencies agree to coordinate their activities to ensure the most efficient use of resources and that displaced domesticated animals will receive proper care.

Definitions

For the purpose of this memorandum, domesticated animal refers to household pets such as cats and dogs. It does not include animals that are considered livestock such as horses, cows, goats, and sheep. Other types of pets, such as birds, snakes, hamsters etc., will only be considered for sheltering if they are properly contained in a cage or enclosure.

Memorandum of Understanding with local S.P.C.A. Chapter
(continued)

Policy and Procedures

The implementation of this memorandum will be based on the following policies and procedures:

1. In the event of an impending emergency that may require relocation of individuals and their animals, the Martinsville-Henry County SPCA should be notified in advance that their resources may be needed
2. The Martinsville-Henry County SPCA is not expected to assist with animal sheltering until all County of Henry animal sheltering capabilities have been exceeded
3. The Henry County Sheriff's Animal Control Office will be the primary agency for the County of Henry to ensure that animals are properly sheltered and cared for
4. Once County animal sheltering capabilities have been exceeded, it is the responsibility of the County Emergency Management Coordinator, or designee, to notify the Martinsville-Henry County SPCA that their resources will be needed
5. Once the SPCA has been activated, coordination will be necessary to ensure that animals are delivered to the shelter that will best suit their needs
6. Transportation from temporary holding areas at public shelters to County and SPCA facilities will involve County of Henry resources, SPCA resources, and any other nongovernmental organizations or volunteer groups available to assist with the effort
7. The animal control officer will establish accountability procedures so that the final locations of sheltered animals can be determined
8. In the event that County and SPCA sheltering resources are exceeded, State resources shall be relied upon for additional sheltering capacity
9. Any costs that are incurred by either the County or SPCA are the responsibility of the animal's owner. The County will assist the SPCA with the reimbursement of any costs from the owner and/or any State or Federal resources
10. Once the emergency is over, pet owners will be responsible for the retrieval of their animals. Unclaimed animals will be relocated to the County pound as necessary and standard disposal practices implemented

Administrative

The following administrative policies shall apply to this memorandum:

1. The Martinsville-Henry County SPCA shall be included in all exercises and drills that involve the activation of the County of Henry Emergency Operations Plan
2. All primary agencies, by signing below, assume the responsibility for complying with the provisions of this memorandum

HENRY COUNTY EMERGENCY OPERATIONS PLAN

3. The County of Henry Emergency Management Coordinator has the responsibility for ensuring this memorandum is properly adhered to when activated
4. This memorandum should be reviewed on an annual basis and updated as necessary to ensure accuracy and effectiveness

Signatures

Original document is maintained separately with signatures of Dale Wagoner, Public Safety Director, Lane Perry, Sheriff, and Leslie Hervey, SPCA Executive Director.

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Tab 3 to the Pet Sheltering Annex
Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information			
Full Name:		Driver's License Number:	
Street Address:			
City, State, Zip			
Phone Numbers:	Home:	Cell or Alternate:	
Pet Information			
Description of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other _____		Pet's Name:	Crate Assigned:
<input type="checkbox"/> Intact MALE <input type="checkbox"/> Neutered		<input type="checkbox"/> Intact <input type="checkbox"/> Spayed FEMALE <input type="checkbox"/> In Heat	
Breed:	Color:	Age:	
Distinctive Markings:			
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, number:	
Veterinarian Name:			
Pet Medications - List any medications below that you pet is currently taking			
Name of Medication	Dosage	Purpose	
TO BE COMPLETED BY SHELTER			
Arrival Date:		Departure Date:	
Did the owner provide proof of the following:			Yes
• Written proof of vaccinations during the past 12 months			No
• Proper ID collar and up to date rabies tag. If yes, record Tag # _____			
• Proper ID on all belongings			
• Leash			
• Ample food supply			
• Water/food bowls			
• Necessary medication(s) (ensure medications are listed above)			
• Owner provided cage has owner's name, address, pet name and other pertinent information labeled clearly and securely on the cage			
Registration Agreement			
I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or may pet(s) will become property of the local animal control facility and treated as stray(s).			
I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.			
I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s). Check-out is required when departing from the shelter.			
I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).			
SIGNATURE			
Owner's Signature		Shelter Intake personnel	

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Support Annex #5 – Special Facilities

Introduction

Purpose:

To coordinate the development of emergency operation plans of special facilities with local government response agencies to ensure a prompt and effective response to hazards specific to the facility or to emergencies that may require a modified response due to the nature or character of the facility.

Scope:

This coordination effort will only apply to those facilities that already have an existing facility EOP or feel that one is necessary due to the nature of the facility or because of the type and quantity of hazardous material handled at the facility.

Organization:

Special facilities requiring pre-emergency planning and coordination are listed on page 35 of this section. Facility management in cooperation with designated staff will direct on-site emergency operations. The management of the facility will notify and coordinate the emergency response with the Henry County EOC if there is the possibility that the event could impact areas off site.

Concept of Operations:

The welfare of the people employed or residing within the facility is the responsibility of the facility's management. The facility director/manager will be responsible for developing and implementing an effective safety program in regard to the daily operations of the facility. The facility manager would be responsible for ensuring that a prompt and effective emergency response capability is in place for the potential hazards and emergencies that could occur at the site.

The facility's director/manager will be responsible for obtaining the necessary assistance from the local emergency response agencies, as well as whatever action is necessary and appropriate to protect the health and welfare of the people residing or working in or around the facility, until such time as the emergency response service agencies arrive.

If the nature of the emergency is such that it could spread off-site and impact upon the surrounding area, the facility representative in charge would be required to notify and coordinate his/her efforts with the local EOC in order to prevent or mitigate the off-site impact of the event.

Actions/Responsibilities

1. Normal Operations

- a. Develop and implement safety programs to ensure the health and welfare of the facility population working and/or residing within the facility

HENRY COUNTY EMERGENCY OPERATIONS PLAN

- b. Develop a facility emergency operations plan if the facility utilizes, manufactures, or stores large quantities of hazardous materials, or if due to the nature of the facility it is felt that a facility EOP would be necessary
 - c. Regularly test the appropriate emergency response procedures in regard to the hazards identified at the facility and modify the plan as necessary
2. Increased Readiness - A natural or man-made disaster is threatening the facility
- a. Review emergency operations plans and procedures
 - b. Alert on-duty personnel and/or residents. Notify the 9-1-1 Communications Center if it appears that outside assistance may be required to contain the event on-site or if on-site emergency resources are not sufficient to effectively address the event
 - c. Ensure that the appropriate mitigation and preparedness measures are being taken
 - d. Prepare to provide the necessary emergency information to the public, if required
3. Emergency Operations - Conditions continue to worsen requiring full-scale mitigation and preparedness activities
- a. Mobilization Phase
 - (1) Facility management will direct and control emergency operations and ensure that all checklist items identified in the facility plan are completed
 - (2) Disseminate emergency information and protective action guidance to facility population as well as to area population, if necessary. Recommend evacuation of facility and area surrounding the facility, if appropriate
 - (3) Notify and maintain liaison with the local EOC and surrounding jurisdictions
 - b. Response Phase - Disaster strikes. An emergency response is required to protect lives and property
 - (1) Direct and control emergency operations in cooperation with local service chiefs, the EOC, and appropriate state and federal agencies
 - (2) Ensure that the procedures for the emergency being addressed have been initiated and are being properly executed as detailed in the facility emergency operations plan
 - (3) Provide emergency information and protective action guidance to facility population and surrounding jurisdictions, if necessary
 - (4) Provide periodic status reports to the public and appropriate local, state and federal agencies
 - (5) Ensure that an accurate record of expenses is maintained

HENRY COUNTY EMERGENCY OPERATIONS PLAN

4. Recovery - This phase requires that priority attention be given to restoration of essential facilities and an assessment of damage effects
 - a. Coordinate with in-house emergency staff, the local EOC, and other state and federal agencies, as required, to complete the necessary post-event investigations and restore facility operations as soon as possible
 - b. Continue to maintain a record of disaster-related expenditures

HENRY COUNTY EMERGENCY OPERATIONS PLAN

Tab 1 to the Special Facilities Annex
Special Facilities

Jason Davis	Blue Ridge Airport - Manager	525 Airport Road, Martinsville
Linda Adkins	Golden Living Center	1607 Spruce St. Ext., Martinsville
Katherine Shilling	Harmony Hall Home for Adults - Administrator	4153 Fairystone Park Hwy., Bassett
Lane Perry	Henry County Jail - Sheriff	3250 Kings Mountain Rd., Collinsville
Bill Garrett	Kings Grant - Administrator	350 Kings Way Road, Collinsville
Skip Phillips	Martinsville Memorial Hospital - CEO	320 Hospital Drive, Martinsville
Angeline Goodwin	Patrick Henry Community College - President	645 Patriot Avenue, Martinsville
Garrett Williams	Patrick Henry Correctional Unit - Number 28	18155 AL Philpott Hwy., Martinsville
Brian Anderson	Stanleytown Health Care - Administrator	240 Riverside Drive, Bassett

INCIDENT ANNEX #1 - FLOODING

Primary Agencies

Emergency Management
Sheriff's Department

Coordinator

Emergency Management Coordinator

Secondary/Support Agencies

Volunteer Fire Departments
Volunteer Rescue Squads
Department of Public Safety

Introduction

Purpose:

To protect the public health and safety in the event of severe flooding, primarily flash flooding.

Organization:

The Director of Emergency Management or, in his absence, the Deputy Director of Emergency Management, the Coordinator of Emergency Management, and the Deputy Coordinators of Emergency Management, respectively, is responsible for making the decision to order evacuation in the event of a potentially life-threatening flood situation. The Communications Center will disseminate the warning to evacuate. The Coordinator of Emergency Management will develop and maintain (1) a flood warning system, (2) emergency response plans and procedures, and (3) a hazard mitigation plan.

Concept of Operations:

Flash flooding constitutes a major hazard for Henry County, particularly in areas of moderate development near Smith River, Reed Creek, Marrowbone Creek, Jordan Creek, and Blackberry Creek. The County participates in the Integrated Flood Observing and Warning System (IFLOWS) that has been developed through a grant provided by the National Weather Service to provide the earliest possible warning of an impending flash flood. This system is completely automated with radio-reporting rain gauges placed at strategic locations, which automatically send reports to the computer in the Communication Center, which interprets the data and provides a warning when appropriate.

Actions:

1. Normal Operations
 - a. Develop and maintain plans and procedures for flooding. Designate areas to be evacuated.
 - b. Develop and maintain the flood warning system. Provide training for EOC personnel in the use of computer equipment.
 - c. Identify needed flood mitigation measures and encourage their implementation.
2. Increased Readiness

Characterized by events such as extended periods of heavy rains and/or large approaching storm systems. The National Weather Service or the local coordinator may issue a "flash flood watch".

- a. Review and update plans and procedures if needed.
- b. Monitor weather advisories, river/reservoir levels, and flood gauge reports.

3. Emergency Operations

a. Mobilization Phase

"Flash Flood Warning"

- (1) Advise persons in flood-prone areas to prepare for evacuation.
- (2) Place the EOC staff on standby.
- (3) Test primary and alternate communications.
- (4) Review and update plans and procedures for warning, reception and care, and emergency public information.
- (5) Identify vehicles and equipment which should be moved to higher ground.
- (6) Place emergency responders on standby.

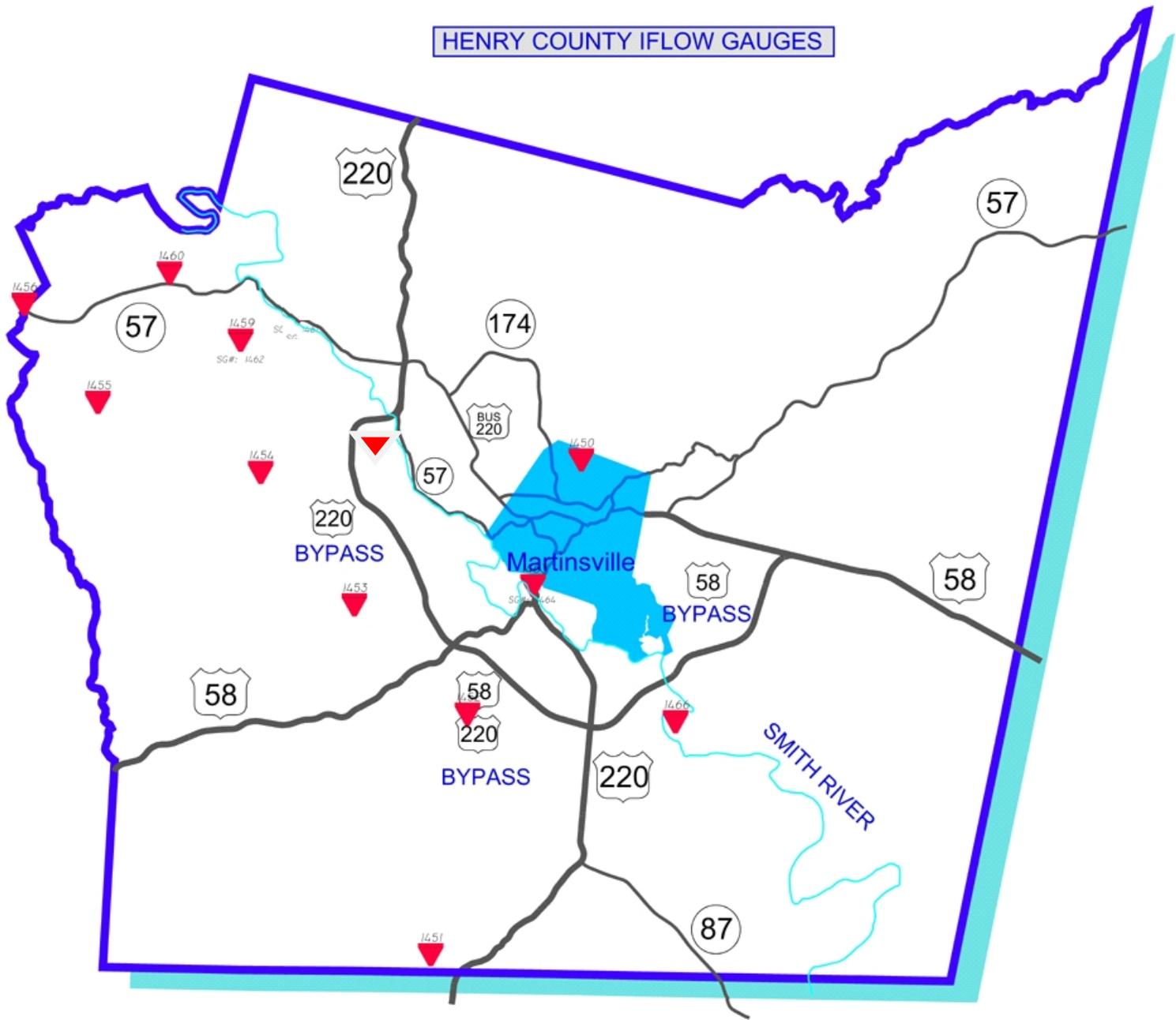
b. Response Phase

- (1) Direct the evacuation of threatened areas. Designate an on-scene commander for each area. Provide back-up radio communications.
- (2) Initiate sandbagging and flood-fighting activities if feasible.
- (3) Relocate public-owned vehicles and equipment to higher ground.
- (4) Designate and open shelter centers.
- (5) Provide emergency public information as appropriate.
- (6) Declare a local emergency.
- (7) Report situation and support requirements if any to the State EOC. Continue to provide daily status reports throughout the emergency.
- (8) Activate search and rescue teams.
- (9) Direct utilities to be shut off in evacuated areas.
- (10) Establish traffic control for evacuated areas.
- (11) Direct the testing of drinking water for purity in flooded areas.
- (12) Evaluate the situation and direct protective action as required.
- (13) Declare the area safe for re-entry after danger has passed.

4. Recovery

- a. Restore facilities and services.
- b. Drain flooded areas if appropriate.
- c. Assess damages.
- d. Request post-disaster assistance, as appropriate.
- e. Provide public information as appropriate.

TAB 1 to FLOODING INCIDENT ANNEX
IFLOWS GAUGE LOCATIONS



TAB 2 to FLOODING INCIDENT ANNEX
IFLOWS STREET LOCATIONS

ID Number	Location	Gauge Name	Street Location	GPS	
1450	City of Martinsville	Jones Creek	Clearview Drive	36.705000	-79.865278
1451	Henry County	Marrowbone Reservoir	Horsepasture Price Road	36.544469	-79.922558
1452	Henry County	Chestnut Knob	Soapstone Road	36.622389	-79.909333
1453	Henry County	Meadows Church	Meadow Brook Lane	36.657139	-79.955194
1454	Henry County	Rangeley Branch	Walnut Acres	36.699453	-79.993542
1455	Henry County	Sanville	Whitfield Drive	36.721194	-80.059222
1456	Henry County	Blackberry Creek	Blackberry Road	36.753111	-80.090958
1457	Franklin County	Prillaman	Marshal Hill Road	36.878740	-80.009965
1458	Franklin County	Providence Church	Providence Church Road	36.882972	-79.945556
1459	Henry County	Blackberry Bridge	Riverside Drive	36.742011	-80.002431
1460	Henry County	Mt. Hermon Church	Mt. Hermon Church Road	36.763397	-80.031336
1461	Henry County	Smith River	River Road - Fieldale	36.704678	-79.935007
1463	Henry County	Hydro Electric Plant	Greensboro Road	36.664183	-79.883794
1466	Henry County	Lower Smith	Beckham Church Road	36.620898	-79.826052

INCIDENT ANNEX #2 - RESOURCE SHORTAGE

MISSION

The mission of the Resource Shortage annex is to minimize the impact of a severe resource shortage.

ORGANIZATION

The Director of Emergency Management, assisted by the Deputy Director, Coordinator, and Deputy Coordinators of Emergency Management, will coordinate the local government response in the event of a critical resource shortage. Conservation measures in the event of fuel or other resource shortages are likely to be directed by the state. Virginia "Commodity Managers" have been designated for each type of resource (see Tab 1 of this section). The Department of Social Services will coordinate emergency assistance to individuals.

CONCEPT OF OPERATIONS

A resource shortage can affect the economic well-being of the area by increasing unemployment, reducing farm or industrial production, or adversely affecting travel and tourism. Shortages can also impose physical and economic hardship on private citizens, particularly those on low or fixed incomes and the elderly.

The Coordinator of Emergency Management should analyze the local situation and determine the potential impact of specific resource shortages. This should include a survey of major suppliers and users.

A temporary loss of electric power or heating fuel during extremely cold weather could displace or endanger families and individuals. They must be provided with lodging and care. They may need transportation to the lodging and care facility.

The public should be kept informed concerning any resource shortage and how to obtain assistance. See **ESF #2 - Communications**.

Problems pertaining to a specific source will be referred to the resource Commodity Manager. Problems relating to individual assistance will be referred to the local Department of Social Services. The names of individuals in need of crisis counseling will be referred to Piedmont Community Services. All other problems, which are beyond the local government's capability to resolve, will be referred to the Virginia Department of Emergency Management.

Refer to Tab 2 of this section for local resource suppliers and users.

ACTIONS:

1. Normal Operations

- a. Identify the minimum essential resources required to ensure the continued operation of critical facilities such as hospitals, public utilities, schools, etc. Monitor the status of all essential resources to anticipate shortages. Maintain liaison with fuel distributors and local utility representatives.
- b. Identify, quantify, and prioritize the supply of fuel and other resources needed to maintain essential services. Coordinate with the electric power company, fuel oil distributors, etc.

2. Increased Readiness - A resource shortage disaster is threatening the local area.

- a. Advise the State Commodity Manager of the local situation.
- b. Maintain liaison and exchange information with local resource suppliers.
- c. Review and update procedures for providing resource and financial aid to individuals based on the specific type of shortage that is threatening. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government.

3. Emergency Operations

- a. Mobilization Phase - Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - (1) Implement local conservation measures and emergency management programs as directed by the State Commodity Manager or the State EOC.
 - (2) Keep the public fully informed. Supplement state-level broadcasts with local ones as required. Direct or request voluntary conservation as appropriate.
 - (3) Implement procedures for determining need and for distribution of aid, whether in money or the commodity in short supply. Begin to provide emergency assistance to individuals as required.
 - (4) Begin to maintain a record of all expenditures and continue throughout emergency operations.
 - (5) Review procedures for providing lodging and care for displaced persons
 - (6) Maintain contact and exchange information with major suppliers. Keep the State Commodity Manager advised of the local situation.
- b. Response Phase - Major shortage is affecting the local area causing severe hardship and economic disruption.
 - (1) Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
 - (2) Allocate available resources to assure the maintenance of essential services.
 - (3) Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.

- (4) Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies that may have available supplies.
- (5) Notify the appropriate State Resource Commodity Manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
- (6) Enforce state and local government conservation programs.
- (7) Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the shortage is of such severity that local government cannot provide an adequate response.

4. Recovery

Assist as required.

TAB 1 to RESOURCE SHORTAGE INCIDENT ANNEX
Virginia Designated Commodity Managers

<u>Commodity</u>	<u>Manager</u>	<u>Telephone</u>
Natural Gas	State Corporation Commission Division of Energy Regulation	(804) 371-9611
Electric Power	State Corporation Commission Division of Energy Regulation	(804) 371-9611
Petroleum Products	Department of Emergency Management	(804) 674-2400
Solid Fuels	Department of Emergency Management	(804) 674-2400
Potable Water	Department of Health	(804) 786-4063
Transportation	Department of Transportation	(804) 786-5350
Health and Medical	Department of Health	(804) 786-6970
Food	Department of Agriculture and Consumer Services	(804) 786-3523

After business hours, call the Virginia Emergency Operations Center for all Commodity Managers. Phone: (800) 468-8892 or (804) 674-2400

TAB 2 to RESOURCE SHORTAGE INCIDENT ANNEX
MAJOR SUPPLIERS AND USERS OF RESOURCES

To monitor the local situation, it is necessary to have a listing of the major suppliers and users of those resources considered to be essential to the health, welfare, and economic well-being of the local citizens. Information obtained from these major suppliers and users will be used to estimate the impact of shortages on the economy and health of the local community.

Major Retail Food Stores:

- Food Lion, 8500 A L Philpott Highway, 638-8898
- Food Lion, Stanleytown, 629-7232
- Food Lion, Commonwealth Blvd., Martinsville, 638-2373
- Food Lion, Brookdale Street, Martinsville, 632-2220
- Food Lion, Route 220 South, Martinsville, 666-2053
- Food Lion, Bassett Forks, Bassett, 629-3819
- Kroger, Commonwealth Blvd., Martinsville, 666-4001
- Wal-Mart, Commonwealth Blvd., Martinsville, 634-5110

Fuel Storage:

- Abercrombie Oil Company, Appalachian Drive, 632-4131
- Davenport, Route 58 East, Martinsville, 632-57884
- DeShazo Oil Company, Fisher Road, Martinsville, 632-5485 or 632-5627
- Hardy Petroleum, 2334 Appalachian Dr, Martinsville, 638-8849
- L. E. Hutchens, Inc., Fisher Road, Martinsville, 638-8100
- Lester-Penn Coal and Oil Corp, 632-6321

Major Electrical Power Substations:

- American Electric Company, River Road, Fieldale, 888-237-2221
- City of Danville, Monument Street, Danville, 434-773-8300
- City of Martinsville Hydroelectric Plant, River Road, Martinsville, 403-5274
- United States Corps of Engineers Hydroelectric Plant, Bassett, 629-2128

Gas/Oil Pipelines:

- Southwestern Virginia Gas Co., Lester Street, Martinsville, 632-5662
- Midway Bottled Gas, Stultz Road, Martinsville, 632-9808

Communication Facilities:

- CenturyLink Telephone Company, E. Church Street, Martinsville, 666-4000

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INCIDENT ANNEX #3 - WATER CONTAMINATION

Water supply contamination would have a quick negative impact on the health and economic well-being of any community. In any water supply contamination situation, whether localized or involving a general area, the public would have to be notified immediately to mitigate the impact of the situation.

In the event of water supply contamination, the staff of the Public Service Authority would make an initial assessment of the extent of the problem and the potential impact on the public. The Health Department will be notified of the type of contamination. The impacted public would be notified promptly and provided with proper guidance until the problem was corrected. Coordination with and assistance from other local, state, and federal agencies as well as private concerns would be necessary to address the problem promptly and effectively and ensure the continuation of essential services during the process. Liaison with private organizations, nursing homes, major industrial users, hospitals, dialysis clinics, etc., must be maintained to ensure their cooperation and allow them to implement their own contingency plans.

EMERGENCY MANAGEMENT ACTIONS - WATER CONTAMINATION

1. Normal Operations
 - a. Develop measures that would prevent or limit the contamination of the water supply.
 - b. Develop contingency plans to provide potable water to the public in the event of water supply contamination.
2. Increased Readiness - Contamination of the water supply is possible if the situation cannot be contained.
 - a. Advise and maintain liaison with the appropriate local, state and federal agencies.
 - b. Notify the public of the situation.
 - c. Review and update procedures to provide potable water in the event of water supply contamination.
3. Emergency Operations - Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
 - a. Implement appropriate conservation measures and emergency management programs as directed by local plans, the State Water Control Board, and the Virginia Department of Health.
 - b. Keep the public fully informed and provide appropriate guidance.
 - c. Maintain liaison with firms and agencies that have spare equipment, personnel and expertise that could be used in addressing the problem and ensuring that essential services can be maintained.
 - d. Begin to maintain a record of all expenditures and continue throughout emergency operations.

4. Response Phase - Major contamination of the area's water supply is occurring, threatening the health and safety of the general public, and causing severe hardship and economic disruption.
 - a. Notify the public of the extent of the contamination problem emphasizing the importance of avoiding use of water.
 - b. Advise the public of the availability and location of potable water.
 - c. Allocate available resources to assure the maintenance of essential services.
 - d. Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the situation is of such severity that local government cannot provide an adequate response.

5. Recovery

Assist as required.

INCIDENT ANNEX #4 - TERRORISM

MISSION

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

SITUATION

All communities are vulnerable to acts of terrorism.

Intelligence gathering and tactical capabilities vary between jurisdictions as well as levels of government.

The fact that an emergency or disaster situation was a result of a terrorist act will not be always evident during the initial emergency response phase and may not be determined until days, weeks, or months after the event has occurred.

Terrorist events will occur with little or no warning and involve one or more of a variety of tactics to include but not limited to bombing, chemical, biological, and nuclear incidents, hostage taking, etc.

The local and state emergency response organization must develop the tactical capability to quickly recognize and respond to the range of potential tactics that could be employed locally as well as regionally.

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

ORGANIZATION

The local emergency management organization is based on a broad, functionally oriented, multi-hazard approach to disasters that can be quickly and effectively integrated with all levels of government. In the initial stages of response to and recovery from a terrorist event, the existing local emergency management organization will provide the framework under which local resources will be deployed and coordinated.

Upon arrival of regional, state, and federal resources, command and control of response and recovery operations will be structured under a unified command organization that will include but not limited to the following: The local director/coordinator of emergency management, the Sheriff's Office, the State Coordinating Officer (SCO) the Federal Coordinating Officer (FCO), FBI-Special Agent In Charge, Virginia State Police, and a State-On-Scene Coordinator. The State-On-Scene Coordinator will initially be either the Virginia Department of Emergency Management Regional Coordinator or the Hazardous Materials Officer who arrives on the scene first. The designation of the State-On-Scene Coordinator may change depending on the type of incident and as more senior officials arrive at the scene. The Unified Command organization will be modified to include representatives from other emergency support functions (e.g., fire, health, public works, and communications) as well as private industry depending on the following factors: the terrorist tactic(s) employed, the challenges presented to the emergency management community in responding to and recovery from the tactic(s), the target group involved, and the community impacted.

The Federal Bureau of Investigation (FBI), by presidential directive, is in charge of the response to a terrorist incident. The Federal Emergency Management Agency, in coordination with the Virginia Department of Emergency Management and Henry County's Emergency Management, will support the FBI in coordinating and fulfilling non-law enforcement response and recovery missions. The Virginia State Police, in coordination with Henry County Sheriff's Office, will be supporting the FBI in their functional responsibilities.

CONCEPT OF OPERATIONS

Hazards Analysis/Plan Development

The Coordinator of Emergency Management, in coordination with local, regional, and state law enforcement officials, will conduct a hazards analysis to identify groups that may pose a threat to the community, as well as facilitates or activities that may be at risk or potential targets of terrorist acts. A capability assessment will be conducted to identify what resources will be needed to effectively respond to and recovery from the potential situations identified. A listing of resources available within the jurisdiction, as well as in and outside of the region, from public and private sources, will be developed. Potential target facilities and activities should be evaluated in terms of what measures could be implemented to mitigate against potential acts of terrorism. Facility plans should be developed, reviewed, and tested in coordination with the appropriate local, state, and federal government agencies.

Incident Management System

In responding to any emergency or disaster situation within Henry County, the Incident Command System within the framework of the National Incident Management System will be utilized to effectively organize and integrate multiple disciplines into one multi-functional organization. This command system is comprised of five functions that include the following: command, operations, planning, logistics, and finance/administration. An Incident Commander is responsible for ensuring that all functions identified above are effectively working in a coordinated manner to fulfill the established objectives and overall management strategy that were developed for the emergency at hand. An Operations Chief, who reports directly to the Incident Commander, is designated to conduct the necessary planning to ensure operational control during emergency operations.

Site Assessment/Security

To ensure public safety, as well as facilitate response and recovery initiatives, security and access control measures in and around the disaster site will be implemented immediately by first responders. The area will be quickly evaluated in terms of public health and safety considerations

in order to identify the need to implement any protective actions, as well as the use of protective equipment by response personnel entering the area in order to conduct lifesaving activities. Once it is suspected or determined that the incident may have been a result of a terrorist act, the Henry County's Coordinator of Emergency Management will notify the Virginia Department of Emergency Management, who will in turn notify the appropriate state and federal agencies. The Sheriff's Office will immediately begin working with the Director of Emergency Management, the Fire Chief and other emergency support functions on scene to ensure that the crime scene is preserved to the maximum extent possible.

Unified Command

Response to a suspected, threatened, or actual terrorist event will typically involve multiple jurisdictions and levels of government. These situations will be managed under a Unified

Command organization. Members of the Unified Command are jointly responsible for the development of objectives, priorities, and an overall strategy to effectively address the situation. The Unified Command Organization will be structured very similar to the Incident Management System already in place and functioning.

All agencies involved in the emergency response report to one Incident Command post and follow one Incident Action Plan similar to a single command structure. The Operations Section Chief, who is designated by the Unified Command, will be responsible for the implementation of the plan. The designation of the Operations Section Chief is based on a variety of factors that may include but not be limited to such things as existing statutory authority, which agency has the greatest involvement, the amount of resources involved, or mutual knowledge of the individuals' qualifications. A Joint Information Center will be established to support the Unified Command. It will be composed of Public Information Officers from essentially the same organizations that are represented in the Unified Command.

Tactical Support

Once federal authorities have been notified of a suspected, threatened, or actual terrorist incident, a federal interagency Domestic Emergency Support Team will be rapidly deployed to the scene. This team will be comprised of members who have the technical expertise to deal with a full range of terrorist tactics to include biological, chemical, and nuclear incidents. In the case of an incident involving nuclear materials, weapons, or devices, the Department of Energy's Nuclear Emergency Search Team (NEST) will be deployed to provide the necessary technical assistance in responding to and recovering from such events. Local, regional, and state specialized teams (e.g., haz-mat, crime narcotics, gang, hostage, etc.) who have skills, equipment, and expertise to support these operations will support these teams as directed.

Preserving the Crime Scene

Due to the very nature of terrorist acts involving a variety of tactics, law enforcement personnel will work in tandem with one or more emergency support functions to preserve the crime scene, while carrying out lifesaving actions, implementing the necessary protective actions, developing strategies to protect response personnel, and in defining and containing the hazard. Therefore, while responding to the incident and carrying out their functional responsibilities, first responders become potential witnesses, investigators, and sources of intelligence in support of the crime scene investigation. As such, they must be trained in looking at the disaster area as a potential crime scene that may provide evidence in determining the cause of the event and identifying the responsible party(s). Responders must also be aware that the crime scene may harbor additional hazards to responders as they carry out their responsibilities. Emergency Support Functions will have to review and modify their response procedures to ensure that the crime scene can be preserved to the extent possible without compromising functional responsibilities or standards of service.

Accessibility Policies

Once the lifesaving activities and investigation of the crime scene are completed and the area is considered safe, the area will be made accessible to damage assessment teams, restoration teams, property owners, insurance adjusters, media, etc. However, access to the area may still be limited depending on the extent of damage sustained, general conditions of the area, and who is requesting access. Accessibility and reentry policies will be developed, in cooperation with the appropriate local, state, and federal officials to define who will be given access to the damaged areas, any time restrictions regarding access, whether escorts will be necessary, and what protective equipment will be required, if any, to

enter the area. Methods to facilitate identification and accountability of emergency workers, media, insurance adjusters, property owners will also be developed for safety and security purposes, utilizing some system of colored badges, name tags, arm bands, etc. Security personnel will be responsible for enforcing these policies and procedures developed. Areas onsite that pose a potential hazard or risk will be identified and cordoned off with the appropriate isolation and warning devices.

Training/Exercising

Trained and knowledgeable response personnel are essential in effectively assessing the scene and recognizing situations that may be of suspicious nature or that could pose additional harm to responders as well as the general population. Henry County will ensure that all response personnel have access to a basic course to enhance their awareness to enhance recognition of such situations. Also, responders will be trained to fulfill their functional responsibilities in the context of a crime scene environment that may pose a variety of unique health, safety, and environmental challenges.

To ensure an effective response capability, Henry County's training for terrorist incidents will be integrated with state and federal training programs and based on state and federal guidance. Training will focus on tactical operations for explosive, chemical, and biological agents, hostage taking, skyjacking, barricade situations, kidnapping, assaults, and assassinations.

Actions:

1. Normal Operations

- a. Establish the Unified Command Management System as the organizational framework that representatives of local, state, federal government will operate under while responding to and recovering from acts of terrorism.
- b. Identify critical systems/facilities within the community, assess their vulnerability to terrorist actions, and develop and implement the necessary mitigation and response strategies.
- c. Assess local and regional resource capabilities in context of potential terrorist acts.
- d. Identify sources of special equipment and services to address shortfalls identified in capability assessment.
- e. Develop protective actions for response personnel, as well as the general population at risk, to follow in responding to a suspected or actual terrorist event involving a variety of tactics.
- f. Provide guidance for potential terrorist targets to follow in assessing their vulnerability to such events as well as in developing mitigation strategies and response capabilities.
- g. Coordinate and integrate planning efforts of critical public and private systems and facilities in order to ensure an effective response to, recovery from, and mitigation against terrorist attacks.

- h. Enhance and broaden local and regional response capabilities by developing a training program that integrates local, state, and federal resources.
- i. Ensure local and regional capability to effectively address mass casualty and mass fatality incidents involving both uncontaminated and contaminated victims.
- j. Develop the necessary decontamination, contamination containment, and monitoring procedures to ensure the safety of response personnel, the evacuated population, and the general population in situations involving chemical, biological, and radiological agents.
- k. Identify and address potential legal, environmental, and public safety health issues that may be generated by such events.
- l. Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.
- m. Develop and coordinate the necessary pre-scripted announcements with the public information office regarding the appropriate protective actions for the various terrorist tactics and situations that may confront the jurisdiction.

2. Increased Readiness

Although terrorist actions occur with little or no warning, there may be situations where notice of terrorist actions may be received by the jurisdiction, target facility, or individual(s) just prior to the event occurring.

- a. Alert appropriate local, state, and federal agencies that have the expertise, resources, and responsibility in mitigating against, responding to, and recovering from such events.
- b. Attempt to prevent event from occurring by locating and eliminating the hazard, identifying, and apprehending responsible party(s).
- c. Notify public of threat, implement and advise risk population of the necessary protective actions to take in context of anticipated event.
- d. Stage resources out of harm's way and in areas that can be effectively mobilized.

3. Emergency Operations

- a. Dispatch emergency response teams to disaster area.
- b. Establish a command post and utilize the Unified Command Management System to effectively integrate and coordinate response resources and support from all levels of government.
- c. Provide for the security of evacuated areas, critical facilities, resources, and the impacted area to protect crime scene and facilitate response and recovery efforts.
- d. Develop, implement, and enforce accessibility policies that will define who will be given access to the damaged and impacted areas any time restrictions regarding

access, whether escorts will be necessary, and what protective gear and identification will be required, if any to enter these area.

- e. Implement the necessary traffic control measures that will facilitate evacuation from the risk area and enhance and complement site security measures following the event.
- f. Activate mutual-aid agreements as necessary.
- g. Establish joint information center to coordinate the timely and appropriate release of information during the response and recovery phases.
- h. Coordinate and track resources (public, private) and document associated costs.

4. Recovery

- a. Upon completion of crime investigation, restore scene to condition prior to event.
- b. Continue to monitor area as necessary for any residual after-effects.
- c. Maintain protective actions as situation dictates.
- d. Continue to coordinate and track resources, and document costs.
- e. Continue to keep public informed of recovery developments.
- f. Develop and implement long-term environmental decontamination plan, as necessary, in coordination with the appropriate local, state, and federal government agencies.

INCIDENT ANNEX #5 – MARTINSVILLE SPEEDWAY
(Pre-planned Event)



EVENT ACTION PLAN

Approved W. Clay Campbell

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INTRODUCTION

This Emergency Action Plan (EAP) is intended to be the outline for management of any significant event at Martinsville Speedway. It is recognized that every such incident is unique and that a large element of improvisation must enter into actions for those who must respond to it. This EAP is intended to assist personnel that must respond to the event, but it is not intended to constrain the improvisation that they may find necessary. Nothing in this document is contradictory to the practices and policies established by the National Incident Management Systems (NIMS) and Henry County Emergency Operations Plan.

MISSION

The Martinsville Speedway Emergency Action Plan establishes the context and strategy for implementing a coordinated response by track personnel, emergency response agencies, and contractors that support track operations in order to plan for and implement a coordinated response to an incident or disaster occurring at Martinsville Speedway or its environs.

SITUATION

Martinsville Speedway is an International Speedway Corporation-owned NASCAR stock car racing track located in Henry County, Virginia. The Speedway is located one mile north of the intersection of the U.S. 220/58 Bypass and U.S. 220 Business. Speedway property covers 250 acres. Seating capacity is listed as approximately 65,000 persons. Given the seating capacity, as well as the large number of vendors, media and support personnel attendant to racing activities, there can be a population of up to 90,000 located within, or immediately adjacent to the track's 250 acres. In effect, the population of Henry County nearly triples during racing events.

The Speedway itself sits in a topographical depression so that the highest portions of the stands are actually lower than ground level at the MACC site and the recreational vehicle parking areas.

The Speedway facility itself has been constructed incrementally so that one side (adjacent to the rail line) is solid construction of aluminum seating set on a concrete base while the larger, and newer portion, comprises steel-frame pilings set over a concrete surface or light concrete soil stabilization. All seating is open with the exception of the private boxes.

The enclosed leased suite seating on the front stretch of the track is served by a fire sprinkler system pressurized during racing operations by a contracted pumper truck from one of the local fire companies. No other fixed fire suppression system is installed in the seating area.

A Norfolk Southern rail line runs parallel with the Speedway facility and bisects the property. Henry County has successfully negotiated to restrict hazardous material traffic on the line during Race events. Additionally, coordination is made to reduce rail carrier speeds to the maximum extent feasible during events when traveling past speedway property.

Access from the state highway is limited primarily to several two lane roads lined by residences and temporary vendor tents and trailers. Parking is densely congested both on site and at the off-site private parking. This results in waves of dense foot traffic both onto, and away from the facility that is canalized at the entrances to the vendor areas and again dramatically at the grandstand entrances.

Martinsville Speedway routinely establishes an effective, comprehensive emergency response capability through the use of contracted firefighting, police, medical/EMS resources, and its own staff. Law enforcement activities are managed primarily by the Henry County Sheriff's Office. Off-track traffic control is primarily managed by the Virginia State Police. Technical-Hazards are managed primarily by Henry County Public Safety. Overall incident management is coordinated through the Multi-Agency Command Center (MACC).

In the event of a Multiple Casualty Incident (MCI) or Disaster incident occurring at Martinsville Speedway, it is expected that Henry County will assume Incident Command through the MACC and provide, or coordinate provision of, expedited assistance in one or more of the following areas:

- Command and Management
- Fire and Rescue response
- Public Health and Medical Support
- Medical Equipment and Supplies
- Casualty and Fatality Management and Transportation
- Mass Care Housing and Human Services
- Urban Search and Rescue
- Public Information

SCOPE

This Emergency Action Plan serves as a "dual-use" planning document to be employed by Henry County, Virginia emergency response agencies and the Martinsville Speedway to ensure the uniform implementation of the Incident Command System for emergencies that may occur at the Martinsville Speedway and its environs.

This document is structured for an "all-hazards" approach to emergency planning. These emergencies may include, but not be limited to, any natural or man-made incident occurring at Martinsville Speedway (or its environs) including terrorism, that results in mass casualties, damage or disruption severely affecting the population, infrastructure, environment, economy and/or governmental functions of Henry County.

DEFINITIONS

MASS CASUALTY INCIDENT (MCI), for the purpose of this plan, is defined as an incident, including terrorism, that results, or has the potential to result, in a level of mass casualties that would almost immediately exceed the resources then deployed to Martinsville Speedway.

DISASTER, for the purposes of this plan, is defined as a sudden catastrophic event involving great damage and destruction over a potentially wide spread area that may or may not result in injury or death to human beings. Examples include fire, explosion, transportation accident, flood, tornado, civil unrest or work-related accident or acts of terrorism.

POLICIES

This Emergency Action Plan is consistent with the National Response Plan and the National Incident Management System protocols and the Incident Command System conventions. Compliance with these standards is Henry County policy as adopted by Board Resolution in September 2005. In addition, it is based on best practices and templates provided by NASCAR, International Speedway Corporation, and other racing venues.

PROTOCOL

In the event of either of the above cited occurrences, and/or when the Martinsville Speedway President determines that an incident exceeds the capabilities of the Martinsville Speedway Track Staff, he or she may opt to initiate the provisions set forth in this EAP.

Should the need arise, Henry County can declare a Local State of Emergency using the procedures set forth in the Henry County Emergency Operations Plan. A County local emergency must be declared, and the incident must be beyond the capability of local resources, before State and Federal assistance can be requested or committed.

While the normal procedure for a declaration of a local emergency requires the County Board of Supervisors to declare such by County Resolution, the rapid response requirements for an MCI or Disaster incident at Martinsville Speedway may render that impractical. Consequently, and in accordance with the Henry County Emergency Operations Plan (EOP), the Director of Emergency Management/County Administrator, or in his absence the Coordinator of Emergency Management, may declare a local emergency in order to expedite the delivery of support from State agencies. Such a declaration is subject to confirmation by the entire Board within 14 days.

Henry County will assume overall incident command during all catastrophic incidents at Martinsville Speedway. Martinsville Speedway will normally retain control of track and infield emergency response operations.

All deploying resources will remain under the operational control of their respective departments, organizations or agencies during mobilization and deployment.

PLANNING ASSUMPTIONS

A Mass Casualty/Disaster Incident plan for Martinsville Speedway operations will be based on the following assumptions:

A Mass Casualty/Disaster Incident has the potential to result in large numbers of casualties, possibly in the numbers approaching tens of thousands.

A Mass Casualty/Disaster Incident may result in large numbers of evacuated/displaced persons unable to access or use their personal transportation for evacuation

A Mass Casualty/Disaster Incident may occur with little or no warning.

Due to the congestion of the road network and infrastructure all evacuation may be on foot

Large-scale self-evacuation may occur based on the type of incident. In such cases evacuation and mass foot traffic may be controlled or channeled but not halted without seriously imperiling the evacuees.

Martinsville Speedway and/or NASCAR will, in almost every instance, retain operational control of the track/pit area.

Various departments and contractors of Martinsville Speedway may be called upon to assist, depending on the issues and circumstances presented.

Henry County, utilizing the Multi-Agency Command Center, will assume Incident Command from Martinsville Speedway during a catastrophic incident.

The nature and scope of the catastrophic incident may include but not be limited to, chemical, biological, radiological, nuclear or high-yield explosive attacks, hoax incident, structural collapse, racing accident into the stands, fire, and panic from any type of incident as well as a major natural hazard.

A catastrophic incident may result in a situation where a detailed and credible common operating picture may not be possible until hours after the incident. Consequently, response activities must begin without the benefit of a detailed analysis of the situation and needs assessment.

Henry County will routinely pre-deploy emergency management command and control assets, to include the Multi-agency Command Center (MACC), for all Martinsville Speedway racing events.

The MACC may be deployed and used for levels of incidents below that of catastrophic.

Disruption of local public health and medical infrastructures may occur due to the influx of mass casualties.

Only senior government officials, whose presence is crucial for Continuity of Government functions, will be accorded any special VIP status or assistance during an evacuation. Popular culture, entertainment or sports figures, and their associated entourages, will be subject to the crowd control and evacuation measures utilized for all other event attendees.

ACTIVATION OF EAP (Transition from Routine to Emergency)

1. Typically, activation of this plan will occur when the situation presenting requires resources and/or personnel that are not routinely deployed to the track.
2. The Director of Public Safety and Martinsville Speedway's Vice President of Operations will evaluate the severity of all incidents and make the final decision on the level of response needed and the need to activate this plan and deploy additional resources.
 - a. The MVS Incident Commander, and/or his designee, shall have overall responsibility for the incident command until the incident is turned over to Henry County Public Safety Agencies.
3. Upon notification of the activation of the EAP, members of Martinsville Speedway management should report to their respective site locations as defined in "Appendix A - Reporting Stations."
4. Upon notification of the activation of the EAP, traffic and security plans will be implemented by the Virginia State Police and the Henry County Sheriff Office to improve ingress and egress of emergency vehicles.
5. Upon notification of the activation of the EAP, the following members of Martinsville Speedway management shall report to the **Main Office Conference Room**:

Speedway President
Vice President of Marketing
Director of Marketing
Senior Director of Accounting
Director of Ticket Operations
Director of Public Relations
ISC Director of Risk Management and other ISC Senior Management.

This group along with representatives from the Sanctioning Body Senior Management and Henry County Senior Staff will be deemed the "Policy Group."

6. The Policy group shall decide:
 - a. Whether or not to continue, delay or cancel the event in the face of the emergency and the appropriate action to take in either case.
 - b. In conjunction with the MACC and in collaboration with the Joint Information Center, relations and information to be provided to the media.
 - c. Legal questions and issues.
 - d. All other management or administrative corporate questions or decisions.

EMERGENCY PHONE TREE

Upon the confirmation of either an MCI, Disaster Incident or potentially severe weather, the contact information below will be implemented immediately by the Mobile Agency Command Center (MACC) dispatcher.

Dispatch Notifies:	
Race Control	276-956-7234 or 7238
Matt Brannock	276-226-6067
Matt Tatum	276-340-8005
Matt Brannock Notifies:	
Clay Campbell	276-226-0490
Karen Parker	276-226-0188
Steve Eanes	276-226-0801
Jimmy Ussery	276-732-0607
Steve Wood	804-512-0911
Laura Hopkins	276-732-4017
Gordon Wilson	276-226-6363
Forrest Frazier	704-369-6113
Gordon Wilson Notifies:	
Billy Moore	276-226-0486
Clay Campbell Notifies:	
John Saunders	386-405-1616

All notifications will advise the person of the level of the incident, the nature of the incident, and its preliminary status report.

Appendix A - Martinsville Speedway Reporting Stations

Upon notification of the activation of this EAP, the following will report to the specified locations unless directed otherwise by the MACC:

Site Designation	Location	Who Reports
Headquarters	Main Office Conference Room	Speedway President ISC VP Business Operations ISC Loss Prevention Speedway VP Marketing Speedway Dir of P R Speedway Dir of Marketing Speedway Dir of Ticketing Speedway Dir of Accounting NASCAR Henry County
Forward Command	Incident Scene	Speedway Fire Chief Speedway EMS Director
Operations Center	Track Services Building	Manager of Facility Operations Director of Events Staff Vice President of Operations
Medical Department	Infield Care Center	Operational Medical Director Nurse Director
Communications	MACC	Communications Director
MACC	Beside Track Services Building	Public Safety Director Sheriff NASCAR VSP

Appendix B – Martinsville Speedway Roles and Responsibilities

MARTINSVILLE SPEEDWAY ADMINISTRATION personnel shall fulfill the following areas of responsibility:

- a. If cars are on the track, the Chief Steward and assistants will be expected to remain in the Tower and act in cooperation with the MACC via the track radios and Communication Center.
- b. On-duty Safety Personnel will remain on-station and will be given further directions over the track radio.
- c. Appropriate Fire Apparatus and Ambulances on duty at the speedway will be notified and told to standby at their present locations to await further instructions on the track radio.
- d. The Communications Center will use the track radio system to assign race personnel to the scene of the incident. On-duty personnel and equipment are to remain on the track radio until otherwise instructed.
- e. Medical frequency will be used to assign Infield Ambulance EMS Crews to respond to the incident. Medical personnel will be notified on the track radio system. Trackside stations will remain on station and will be given further instruction by the Communications Center.
- f. Off-duty/Unassigned EMS, Fire, and state administrative personnel, when notified of a major event, shall report to the staging area and await instructions.

MARTINSVILLE SPEEDWAY TRACK MANAGEMENT personnel shall fulfill the following areas of responsibility:

- a. All Directors and the Track President, unless otherwise designated, shall assemble in the main office conference room and establish proper headquarters.
- b. The Vice President of Operations and Communications Center shall inform Track Management of all stages of the incident in conjunction with the MACC via track radio system, landline, or cell phone.
- c. The Vice President of Operations, Chief Financial Officer, and Track President shall command, control and be responsible for:
 1. Fulfilling planning responsibilities such as; resources, situation status, documentation, demobilization and technical specialists.

2. Fulfilling finance responsibilities such as; time log procurement, compensation claims, and cost audit control.

MARTINSVILLE SPEEDWAY HEADQUARTERS shall decide:

- a. Whether or not to continue, delay or cancel the weekend event in the face of the emergency and the appropriate action to take in either case and in collaboration with the MACC.
- b. Relations with and information to distribute to the media, in concert with the Joint Information Center (JIC). The JIC will be maintained as part of the HCDPS Emergency Action Plan.
- c. Legal issues and concerns
- d. All other management or administrative corporate questions or decisions.

Appendix C - Contact Information by Title

<i>Title</i>	<i>Name</i>	<i>Phone</i>	<i>Radio #</i>
Track President	Clay Campbell	276-226-0490	21
Vice President of Operations/Security	Matthew Brannock	276-226-6067	298
Public Relations Dir.	Michael Smith	276-226-0495	
Manager of Communications	Brooks Taylor	276-806-5445	
Director of Ticket Operations	Tracie Slack	276-226-0496	
Senior Director of Accounting	Rob Gehman	276-226-0487	
In-Field Fire Chief	Jimmy Ussey	276-732-0607	
In-Field EMS Captain	Steve Wood	804-512-0911	
Outside EMS Captain	Travis Pruitt	276-226-0409	
H.C. Sheriff's Office	Lt. Col. Steve Eanes	276-226-0801	2
H.C. Public Safety Dir.	Matt Tatum	276-340-8005	
Medical Director	Edna Gordon, MD	336-669-7043	290
Nursing Director	Tonya Hodges	434-728-4423	292
ISC Security	John Powers	386-566-8694	
ISC Risk Manager	David Holcombe	386-566-6296	
ISC Safety Manager	Rodney Chevalier	386-566-6934	
Americrown Manager	Josh Gilkey	276-806-0387	
Vice President of Marketing	Karen Parker	276-226-0188	246
Director of Facility Operations	Gordon Wilson	276-226-6363	57
Guest Services	Dean Kurtz	386-405-6259	
Disability Services	Jim Roundtree	276-734-0053	510
RMC Manager	Peter McCann	540-836-5793	
Parking Manager	Tim Tatum	540-493-2651	900
Campground Manager	Larry Brooks	276-732-5864	700
Communications Ctr.	J.R. Powell	276-732-9543	
ISC IT Department	Craig Zellers	386-405-5247	
Infield Care Center		276-956-7236	
Fan Care		276-956-3065	
NASCAR Control		276-956-7234	
Security		276-956-7237	

Appendix D - Communications

A central communications center is established for the primary coordination and dispatch of resources and request.

Two-way radios are provided to key staff and emergency responders for routine and emergency communications. Channels are assigned in the following manner:

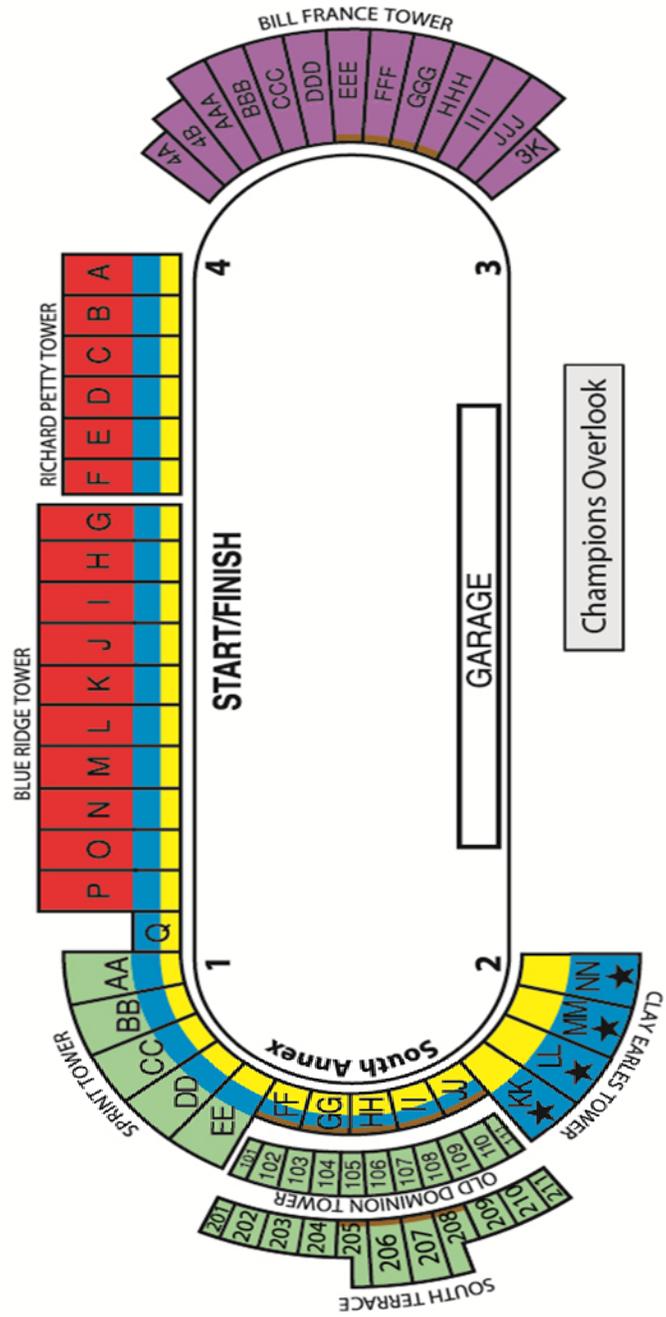
#	Purpose	#	Purpose
1	Command	9	Security (Interior)
2	Security (Outside)	10	Hospitality
3	EMS/Medical	11	Parking
4	Track Operations	12	Americrown
5	Guest Services	13	Spare
6	Disability Services	14	500 Committee
7	Gates (RMC)	15	Media Shuttle
8	Public Safety	16	Mutual Aid

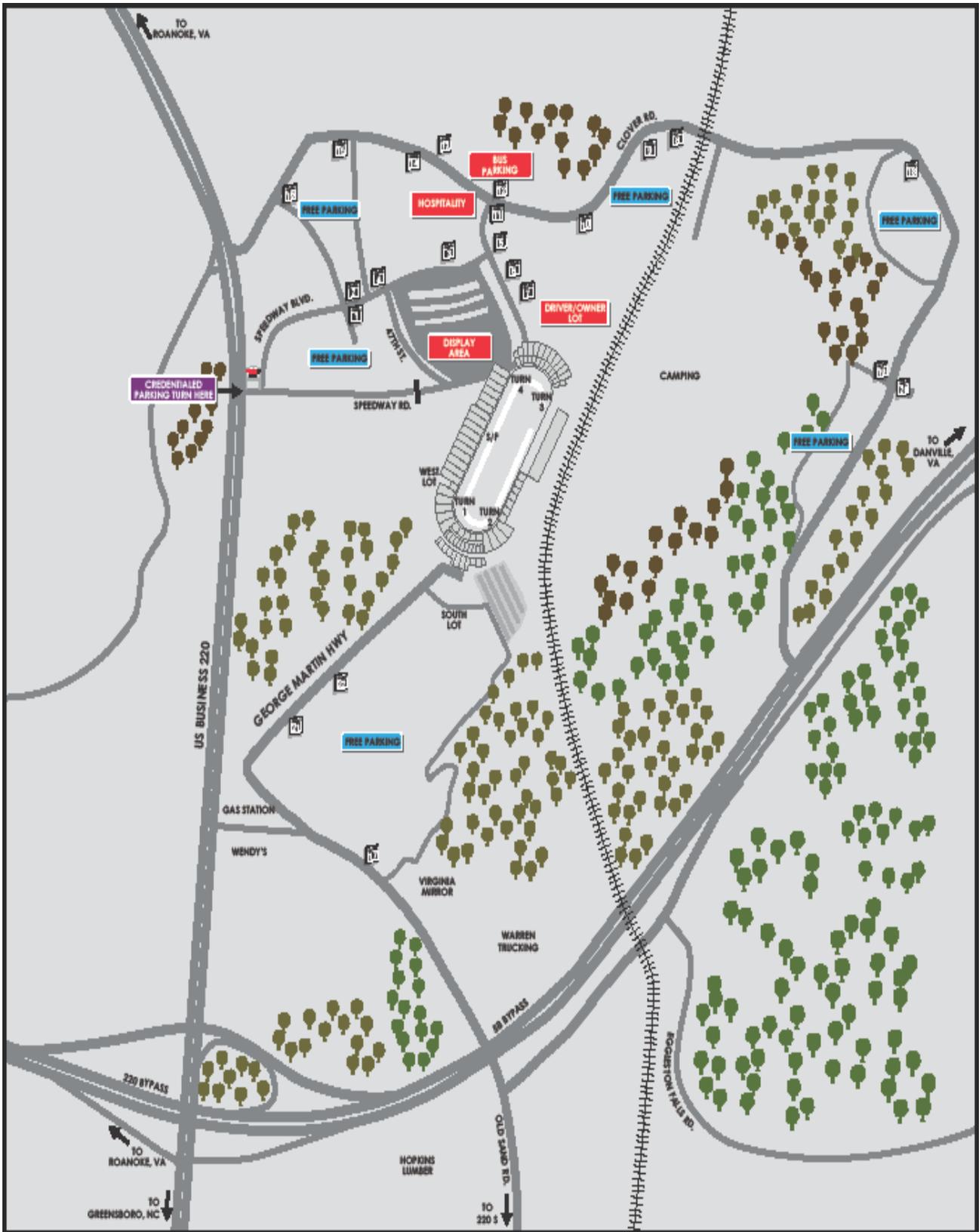
In addition, the communication center will monitor local channels, receive requests from the text messaging system, and process requests to/from the local 9-1-1 center. In the event that you are the first person to happen upon an apparent emergency, immediately use your radio to advise the MACC of the location and nature of the emergency. The MACC dispatcher will, as soon as possible, began emergency notification procedures in accordance with policy outlined in this EAP.

Typically, track radios are NOT secure. If conversations are sensitive in nature, it should be communicated via cellular/landline phones or by way of law enforcement secure radios. **DO NOT** use the two-radio to relay sensitive information.

It is noted that during an actual incident that the commercial cellular phone network will become overwhelmed and not likely be reliable for emergency and track personnel. Key personnel should not count on cellular phones as a primary means of communication.

During an actual incident, only key personnel should talk on the radio to keep the channel open for emergency communications and coordination. Other personnel should report information directly to their immediate supervisor.







Traffic Egression Plan



Green Lot(s)/Arrows – Vehicles exiting the Green Lots on Clover Road/Industrial Park Drive will be directed to Route 220 Business North. Fans may opt to continue North on Route 220 Business for approximately 3 miles, at which point they will take the ramp to Route 58 West towards Stuart. Once on Route 58 West, continue for approximately 4 miles to Route 220 Bypass. Route 220 Bypass will allow for access to travel north towards Roanoke, or south to Danville/Greensboro. Fans may also opt to travel North on Route 220 Business for approximately 2 miles and make a U-Turn and return the opposite direction on Route 220 Business. In the event of backup on Clover Road/Industrial Park Drive, some vehicles may be directed down Clover Road to Route 58 Bypass. Route 58 Bypass will allow access to Danville, Roanoke, and Greensboro.

Yellow Lot(s)/Arrows – Vehicles exiting the Yellow Lots will utilize Clover Road to access Route 58 Bypass. Route 58 Bypass will allow fans to travel to Danville, Roanoke, and Greensboro.

Orange Lot(s)/Arrows – Vehicles exiting the Orange Lots will be directed to Old Sand Road. Those fans traveling toward Eden and Greensboro may continue straight on Old Sand Road (Right Lane). Those fans traveling towards Danville and Roanoke (Left Lane) will make a left on Eggleston Falls Road (directly after crossing the bridge). When exiting the Back Gate on Eggleston Falls Road, fans will make a right onto Route 58 Bypass East. Fans desiring to continue towards the Danville area may continue straight on Route 58 Bypass East until it intersects with Route 58. Any fans desiring to travel to Roanoke and Greensboro will exit Route 58 Bypass onto Route 650/Wisburg Road (directly after the sports complex). At the top of the ramp, make a left turn, and then another left turn to access Route 58 Bypass West. Route 58 Bypass West will allow fans to return the opposite direction on Route 58 Bypass and access routes to Roanoke and Greensboro. In the event of backup, fans may be directed right on Old Sand Road to the intersection between Wendy's and Wilco. Once at that intersection, vehicles opting to travel to Danville, Roanoke, and Greensboro will be directed to make a left onto Route 220 Business South. Fans desiring to travel towards Roanoke will need to be in the right lane to access the entrance ramp to Roanoke. Fans traveling to the Danville area, will need to be in the left lane to access the turn lane to Danville after crossing the bridge. Those fans traveling to the Greensboro area will need to continue straight on Route 220 Business South.

Traffic patterns subject to change based on congestion and efficiency

Martinsville Speedway Standard Operating Guidelines

Appendix F - On Track Grave Injuries / Fatalities

A grave serious injury is defined as a situation whereby the injured party or parties is being worked on or transported and the likelihood of survival is nil.

In the event of a serious grave injury or fatality on the track, the following procedure should be followed:

1. The first on-scene responder will designate the event as a “Gold Alert”, utilizing the issued portable radio system. The “Gold Alert” notification will signal to all first responders and Track supervision that there is a life threatening emergency on the race track or in the infield.
2. Immediate notification of all pertinent Track supervision should be made utilizing the Emergency Phone Tree.
3. **DO NOT** cover vehicle prior to removal from the track.
4. Secure the car in the Track Services Building. Post security with the car to prevent possible changes or destruction of evidence. NO ONE is to touch or do anything to the car.
5. Notify the Henry County Sheriff’s Office in the event of a fatality
6. Secure the waiver, which the driver or whoever is injured has signed for the weekend or the test day.
7. Secure all radio communication logs from the tower.
8. Secure all medical papers the driver or whoever is injured may have filled out.
9. In the event that a driver or infield patient needs to be transported to an exterior facility for further treatment, the first track services team member to receive confirmation of the impending transportation will immediately notify Race Control via the portable radio so the Crossover Gate personnel can be summoned to the area and begin opening the Crossover Gate. The Track Services team member will also notify the MACC so appropriate arrangements can be made for an escort out of the facility and off of Track property.

***When it becomes evident that the injuries are no longer life threatening, notification must be made to the Vice President of Operations so that the impound for police and the medical investigator can be lifted**

Appendix G – Significant Weather Events

The potential exists for significant weather events to adversely affect operations and cause injury to patrons. The National Guard Weather Flight personnel are on site to provide real-time weather related data, including the potential for lightning and wind events. Additionally, the MACC will monitor weather information, alerts and advisories from the National Weather Service and relay information as appropriate. The MACC in collaboration with Speedway management will issue procedures based on the actual weather information.

In the event the forecast indicates the possibility for severe weather, the MACC will contact the Vice President of Operations twice an hour or as needed, to ensure a constant flow of information is shared.

If a severe weather emergency necessitates, the Track Vice President of Operations will contact the Track President and upon his direction, the following personnel will be authorized to activate the appropriate fan emergency notifications.

MACC
Track PA
Sprint Vision
MRN
NASCAR Security
MVS Public Relations – Social Media

Severe Thunderstorm or Tornado Warnings

If a severe thunderstorm or tornado warning is issued, the MVS Vice President of Operations and the Henry County Public Safety Director will immediately contact the NWS Office & local meteorologist to gather additional information, including verification of the storm's path and intensity. Action is recommended only if the Speedway is in the path of the storm. The Speedway staff will relay the severe thunderstorm warning via available means such as the Speedway Public Address System, Sprint Vision Screens, Broadcast Radio and Fan Text, advising guests to seek shelter as outlined in the following Action Plan.

Guidance for Determining to Cancel or Delay the Event

A weather related decision to evacuate and/or cancel the event will be made by the Speedway and NASCAR officials in consultation with Public Safety Officials. Consideration will be given based upon how much time is available before the storms impact and taking into account the time for fans to evacuate the stands. In all cases, it is the safety of the fans, competitors and emergency responders that is of paramount importance. All decisions must be based on protection of lives.

Based on the totality of the circumstances, and the information listed below, the following fan emergency notification announcements will be made specific to the potential weather situation.

Weather Thresholds dictating the notification of MVS Emergency Directors (Matt Brannock and Matt Tatum) are:

1. Wind gusts 35mph or greater
2. Cloud to ground lightning within 10 miles of the Speedway
3. As situations dictate, a 60-minute notice on 'possible hazards' ("Watches"), and 30-minute notice prior to each 'probable' hazard (i.e. "Warnings"). These are in addition to a threat for a severe thunderstorm or tornado.

Fan Emergency Notifications – upon confirmation by weather officials that there is an imminent threat of severe weather

Template #1: Thunderstorms

- ✓ **PA / Radio Announcement / Social Media:**

LADIES AND GENTLEMEN, MAY I HAVE YOUR ATTENTION; PLEASE...MAY I HAVE YOUR ATTENTION, PLEASE.

PLEASE BE AWARE THAT THERE IS A POTENTIAL THREAT OF SEVERE WEATHER FOR THIS AREA IN THE FORECAST.

IF YOU ARE STAYING ON PROPERTY, PLEASE BE ADVISED THAT YOUR SAFETY IS YOUR PERSONAL RESPONSIBILITY. PLEASE BE SURE TO SECURE ALL ITEMS AT YOUR CAMPSITE.

WE STRONGLY RECOMMEND THAT YOU CLEAR THE GRANDSTAND/PIT AREA AND FIND APPROPRIATE COVER.

AGAIN, THE POTENTIAL THREAT OF SEVERE WEATHER IS EXPECTED IN THE AREA. IF YOU ARE STAYING ON PROPERTY, PLEASE TAKE THE NECESSARY PRECAUTIONS.

REMEMBER THAT YOUR SAFETY IS YOUR PERSONAL RESPONSIBILITY.

**** PA Announcements will be made every 5 minutes when in a weather situation**

- ✓ **Sprint Vision:**

ROLL PRESIDENT'S PRE-RECORDED VIDEO

✓ **Campground Announcement: (Conducted by HCSO)**

MAY I HAVE YOUR ATTENTION?

PLEASE BE AWARE THAT THERE IS A POTENTIAL THREAT OF SEVERE WEATHER FOR THIS AREA IN THE FORECAST. SECURE ALL LOOSE ITEMS, INCLUDING FLAGS & AWNINGS, AND PREPARE TO SEEK SHELTER IF CONDITIONS WORSEN.

REMEMBER THAT YOUR SAFETY IS YOUR PERSONAL RESPONSIBILITY.

✓ **Fan Text:**

BE ADVISED, THE NATIONAL WEATHER SERVICE OFFICIALS HAVE INDICATED THAT THERE IS A POTENTIAL THREAT OF SEVERE WEATHER FOR THIS AREA.

IF YOU ARE STAYING ON PROPERTY, PLEASE BE ADVISED THAT YOUR SAFETY IS YOUR PERSONAL RESPONSIBILITY.

WE STRONGLY RECOMMEND THAT YOU CLEAR THE GRANDSTAND/PIT AREA AND FIND APPROPRIATE COVER.

AGAIN, THE POTENTIAL THREAT OF SEVERE WEATHER IS EXPECTED IN THE AREA. IF YOU ARE STAYING ON PROPERTY, PLEASE TAKE THE NECESSARY PRECAUTIONS.

Template #2: Tornado Warning

✓ **PA / Radio Announcement / Social Media:**

LADIES AND GENTLEMEN, MAY I HAVE YOUR ATTENTION; PLEASE...MAY I HAVE YOUR ATTENTION, PLEASE.

PLEASE BE AWARE THAT THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING FOR THIS AREA.

IF YOU ARE STAYING ON PROPERTY, PLEASE BE ADVISED THAT YOUR SAFETY IS YOUR PERSONAL RESPONSIBILITY.

WE STRONGLY RECOMMEND THAT YOU CLEAR THE GRANDSTAND/PIT AREA AND FIND APPROPRIATE COVER.

CAMPERS SHOULD RETRACT AWNINGS & SECURE LOOSE ITEMS. THE AMERICAN RED CROSS RECOMMENDS THAT IF YOU SEEK SHELTER IN YOUR VEHICLE, FASTEN THE SEAT BELT & TURN THE MOTOR ON.

**** PA Announcements will be made every 5 minutes when in a weather situation**

✓ **Sprint Vision:**

ROLL PRESIDENT'S PRE-RECORDED VIDEO

✓ **Campground Announcement: (Conducted by HCSO)**

MAY I HAVE YOUR ATTENTION?

PLEASE BE AWARE THAT THE NATIONAL WEATHER SERVICE HAS ISSUED A TORNADO WARNING FOR THIS AREA. CAMPER'S SHOULD RETRACT AWNINGS & SECURE LOOSE ITEMS. THE AMERICAN RED CROSS RECOMMENDS THAT IF YOU SEEK SHELTER IN YOUR VEHICLE, FASTEN THE SEAT BELT & TURN THE MOTOR ON. PLEASE REMEMBER THAT YOUR SAFETY IS YOUR PERSONAL RESPONSIBILITY.

✓ **Fan Text:**

BE ADVISED, THE NATIONAL WEATHER SERVICE OFFICIAL HAVE ISSUED A TORNADO WARNING FOR THIS AREA.

IF YOU ARE STAYING ON PROPERTY, PLEASE BE ADVISED THAT YOUR SAFETY IS YOUR PERSONAL RESPONSIBILITY.

WE STRONGLY RECOMMEND THAT YOU CLEAR THE GRANDSTAND/PIT AREA AND FIND APPROPRIATE COVER.

THE AMERICAN RED CROSS RECOMMENDS THAT IF YOU SEEK SHELTER IN YOUR VEHICLE, FASTEN THE SEAT BELT & TURN THE MOTOR ON.

✓ **Severe Weather Evacuation Announcement:**

MAY I HAVE YOUR ATTENTION?

DUE TO THE THREAT OF A SEVERE WEATHER EMERGENCY, PLEASE GATHER YOUR BELONGINGS AND EXIT THE GRANDSTAND/PIT AREA IMMEDIATELY AND SEEK SHELTER WHERE YOU DEEM APPROPRIATE.

PLEASE REMEMBER THAT YOUR SAFETY IS YOUR PERSONAL RESPONSIBILITY.

Hospitality/Party Plaza/Display Lot

In the event of a severe weather emergency, a member of the Martinsville Speedway Track Administration will ensure that all patrons in the Hospitality Area/Party Plaza/Display Lot are advised to seek shelter in accordance with this policy. In the event that a member of the Track Administration is not available, a Track Services designee will be dispatched to the Hospitality Area to relay the appropriate severe weather information.

Appendix H - Terrorist Threat Procedure

Prior to events at Martinsville Speedway, the Director of Public Safety, in coordination with local, regional, and state law enforcement officials, will conduct a threat assessment to identify groups that may pose a threat to this venue. In responding to any incident within Henry County, the Incident Command System, within the framework of the National Incident Management System will be utilized to effectively organize and integrate multiple disciplines into one multi-functional organization.

The following response practices are in place for any response to a suspected terrorist event:

- Dispatch appropriate emergency response teams and personnel to area.
- Utilize the Unified Command System operating from the MACC to effectively integrate and coordinate response resources and support from all levels of government.
- Provide for security of evacuated areas, resources, and the impacted area to protect crime scene and facilitate response and recovery efforts.
- Enforce accessibility policies that will define who will be given access to the damaged and impacted areas any time restrictions regarding access, and what protective gear and identification will be required, if any, to enter these area.
- Implement necessary traffic control measures that will facilitate evacuation from the risk area and enhance and complement site security measures.

Appendix I – Bomb Threat / Suspicious Package Incident

A bomb threat is typically received by telephone, in writing, or in person. In the event of a bomb threat, the person receiving the threat should use the following form to ascertain as much information as possible from the caller. A bomb threat is a criminal activity and will be handled by law enforcement personnel.

In the event a suspicious package is discovered, it shall be assumed to be an explosive or incendiary device until positively identified or determined differently by the Hazardous Devices Team. Upon discovery, **DO NOT TOUCH or MOVE**; immediately relay the location to MVS Communications. Law Enforcement will secure a perimeter. The Henry County Sheriff's Office has primary responsibility for render safe procedures, supported by local, state, and federal agencies. Equipment has been pre-staged to ensure a quick response. Normally, a suspicious device will be disrupted and rendered safe on site. The decision to transport a suspicious device will be coordinated between the commander of the Hazardous Devices Team and the incident commander.

In an effort to minimize alarm and avoid a panic situation, the words "bomb" or "bomb threat" **SHALL NOT** be used over the radio or cell phones, both of which are forms of radio transmissions and easily intercepted with common scanners.

In the event of a bomb threat/suspicious device, the person receiving the threat shall immediately notify the Vice President of Operations.

Matt Brannock, 298, (276) 226-6067

BOMB THREAT INFORMATION SHEET

Name of Person Receiving Call: _____ Dept. _____

Number at which call is received: _____ Time: _____ Date: _____

Questions to Ask:

- 1. When is bomb going to explode? _____
- 2. Where is it right now? _____
- 3. What does it look like? _____
- 4. What kind of bomb is it? _____
- 5. What will cause it to explode? _____
- 6. Did you place the bomb? _____
- 7. Why? _____
- 8. What is your address? _____
- 9. What is your name? _____

<u>Exact Wording of the Threat and How Received:</u> <hr/> <hr/> <hr/> <hr/>

Sex of Caller: _____ Race: _____ Age: _____ Length of Call: _____

If bomb threat was not received by telephone, how was it conveyed?

- Note or letter Handwritten Printed Typed Received by Mail
- Hand Delivered Fax Special Delivery Other _____

Callers Voice:

- Calm Anger Excited Slow Rapid Soft Loud
- Laughter Crying Normal Distinct Slurred Nasal Stutter
- Lisp Raspy Deep Ragged Whispered Accent Disguised
- Deep Breathing Cracking Voice Clearing Throat Familiar Who? _____

Background Sounds:

- Street Noises Motor Office Machinery Music PA System Booth
- Factory Machinery Voices Animal Noises Crockery Local Static
- House Noises Clear Long Distance Other _____

Type of Language: Well Spoken (Educated) Incoherent Foul Taped Irrational

Appendix J – Evacuation Plan

The Martinsville Speedway is a large capacity sporting venue capable of seating approximately 65,000 people. The Speedway is susceptible to a variety of potential disasters such as bomb threats, civil disturbances, fire, terrorist activity, chemical accidents, falling aircraft, etc.

DECISION TO EVACUATE

The decision to evacuate will be considered quickly and early in an incident. Delays in initiating an evacuation can expose greater numbers of patrons to hazard. Once a hazard has been identified and verified, the process of deciding whom, when and how to evacuate should proceed quickly. The decision to evacuate the Speedway or a portion thereof will be made as a joint decision of the MVS OPS staff. Officers from each agency represented in the Incident Command System will be consulted for their opinion. Consideration of an evacuation should include the benefits/risks of “Shelter in Place”.

If the situation is so critical that waiting for approval by a ranking authority from either the Police or Fire Departments would create a life-endangering situation, the Incident Commander will immediately make the decision to evacuate.

On receiving the evacuation decision from MVS OPS or the MACC, Speedway officials will use the appropriate means of notification to the patrons.

Depending on the type of event being staged, evacuation of the Martinsville Speedway may be accomplished by using public address systems, video and other means. Staff personnel should assist in maintaining an orderly flow through all available exits or as directed pursuant to the instructions given by the Incident Commander. All outbound traffic posts should be immediately staffed and activated to facilitate movement of vehicles and/or pedestrians away from the Speedway, including use of roadways not normally used in non-emergency traffic plans. If necessary, mobile units on Speedway property can be used to redeploy to assist in traffic direction.

EVACUATION PROCEDURE

The evacuation announcement will be made using the available public address systems of the Speedway by the designated representative. Prior to evacuation, emergency exits must be unlocked and cleared of any obstructions.

Speak clearly and calmly. Your professionalism will instill calm in the patrons and will mean the difference between orderly evacuation and induced panic.

**** Announcement Scripts on Next Page ****

1. Announcement if immediate evacuation is not yet necessary:

“Ladies and Gentlemen, may I have your attention please; we are experiencing a report of an Emergency at/in _____ (give location).

Emergency response personnel and Speedway officials are investigating.

It is not necessary to evacuate the facility, but if it does become necessary to evacuate or if you wish to do so, please exit in an orderly fashion through the nearest exit.

Please remain calm and keep moving until you are outside the gate and wait for further instructions. An evacuation order has not yet been given”.

2. Announcement if immediate evacuation is necessary:

Ladies and Gentlemen, may I have your attention please; we are experiencing a report of an Emergency at/in _____ (give location).

Emergency response personnel and Speedway officials are investigating.

Please exit in an orderly fashion through the nearest exit. Please remain calm and keep moving until you are outside of the gate and wait for further instructions”.

**CONTINUE TO REPEAT ANNOUNCEMENT UNTIL EVACUATION IS COMPLETE.
-MAINTAIN A CALM VOICE-**

All participating agencies should prepare to evacuate persons quickly and safely outside of the venue. Primary pedestrian “staging” areas are the major roadways surrounding Speedway property.

- **Northbound Route 220 Business:** Blue Ridge Tower, Petty Tower, Sprint Tower and All Front stretch Suites
- **Old Sand Road:** South Terrace, Old Dominion Tower, South Annex, Clay Earles Tower, Back stretch and All Turn #2 Suites
- **Clover Road:** Bill France Tower, Driver/Owner Lot and Infield

If feasible, pedestrians should be directed away from the incident site using one of the above-listed routes, and then directed to parking areas to continue evacuation out of the area. Transportation may be required utilizing golf-carts, shuttles, buses to bring pedestrians to their proper parking areas.

EVACUATION RESPONSIBILITIES BY DEPARTMENT

After the announcement has been made, Martinsville Speedway employees on duty will respond to their assigned responsibilities as follows:

- **Security Personnel** will assist in the safe and orderly evacuation through proper exits to locations away from the affected area(s). After evacuation has been completed, Security will then secure the facility to prevent unauthorized persons from re-entering and assist with crowd control when necessary.
- **Speedway Management** will monitor overall evacuation and assist where needed and give direction to facilitate an orderly and safe evacuation.
- **Vice President of Operations** will report to the Speedway President and Sanctioning Officials/Race Crews the status of the situation. Collectively, a decision will be made for the termination of the event and evacuation of NASCAR Officials and Race Crews under the direction of the Incident Commander.
- **Facility/Track Operations** will maintain the integrity and safety of all utility and mechanical equipment in the facility.
- **Guest Services Staff** (Raceway Ministries, RMC) will reiterate to patrons the direction and instructions given by MVS OPS or media spokesperson, but do not make any comments or give out information other than as provided by supervision. Assist patrons with a quick and orderly evacuation and provide them with assurance that the actions taken are for their safety. Do not let the crowd congregate near the entrance gates; keep them moving. The crowd should exit the facility in accordance to instructions given by the PA announcement and or security. Assist disabled patrons out of the stands.

GRANDSTAND SEATING CAPACITIES

- **Blue Ridge Tower:** 15,809
- **South Terrace:** 1873
- **Old Dominion Tower:** 2775
- **Sprint Tower:** 7302
- **Petty Tower:** 6091
- **Bill France Tower:** 9783
- **Clay Earles Tower:** 6138
- **South Annex:** 2459

RETURN EVACUEES

The decision to return evacuees will be made by the MVS OPS administrative staff. No other agency will be authorized to order the return. The procedure for returning patrons to the stands to continue the event or to retrieve personal items will be developed after the evacuation is complete, and the incident has been cleared by the Incident Commander.



Annex 1 – Henry County Department of Public Safety Operations and Responsibilities

GENERAL

Martinsville Speedway, through the employment of its organic assets, contracted response capabilities and coordination with Henry County government agencies will exercise its authority and meet its legal and regulatory responsibilities in speedway operation. This authority and responsibility includes planning for implementing mitigating actions to reduce threats, and responding to those emergencies and events that may commonly occur during routine speedway operations. This Annex in no way infringes or reduces Martinsville Speedway's authority in these regards.

However, during a catastrophic incident, the role of Incident Command must of necessity transfer expeditiously to that local governmental entity which has the legal authority to declare a local emergency. The county also provides the link to expanded response assets, coordinating regional mutual aid support as well as requesting state and/or federal assets.

By establishing in advance of the incident the mutually accepted parameters under which such a transfer occurs, extemporization and its attendant confusion will be reduced.

Prior to each pre-deployment, Henry County Department of Public Safety and Henry County Sheriff's Office, in conjunction with Martinsville Speedway's Director of Operations will determine the appropriate mix and density of equipment, agencies, staff and response capabilities best suited to match the current threat assessment. A major benchmark in determining the deployment level will be whether or not the race(s) supported will be televised. A higher level of response is deemed appropriate for televised races since a live televised event presents a more tempting target for individuals or groups seeking to make a statement through an attack or demonstration.

Transfer of Incident Command from Martinsville Speedway (Routine Operations) to the MACC may be initiated by either Martinsville Speedway or Henry County.

Henry County Department of Public Safety

The Director of Public Safety will direct and coordinate the pre-deployment of the mobile MACC, and other appropriate county command and control assets, to Martinsville Speedway so that the MACC is established and communications established prior to race day operations. This may include the requests and coordination, the pre-deployment of the State and or federal assets, to Martinsville Speedway based on the threat intelligence available and the specific capabilities anticipated meeting such.

When a catastrophic incident occurs, the MACC assumes Incident Command from the Speedway. Upon the assumption of Incident Command, the MACC is responsible for

immediately promulgating that information across all available means of communication to all responder agencies and verifying receipt of such.

Martinsville Speedway

Martinsville Speedway coordinates fire and emergency medical support for the Speedway with particular emphasis on track and infield operations necessary for safe competition, driver crew and spectator safety. When an incident occurs, whose impact and/or casualties, overwhelms, or has the potential to overwhelm, the contracted assets under Speedway control, the MACC will assume Incident Command. At that point, Martinsville Speedway becomes a Cooperating Agency in the Incident Command System.

RESPONSIBILITIES

This section summarizes the agency and organizational responsibilities for a catastrophic incident at Martinsville Speedway.

COORDINATING AGENCY

Henry County Department of Public Safety
Martinsville Speedway
Henry County Sheriff's Office

COOPERATING AGENCIES

Henry County/Martinsville Department of Social Services
Henry County/Martinsville Health Department
Henry County Public Service Authority
Henry County School System
Henry County Public Information Officer
Fire Departments (9)
 Ridgeway Fire Department * Primary
 Axton Fire Department
 Basset Fire Department
 Collinsville Fire Department
 Dyers Store Fire Department
 Fieldale Fire Department
 Horsepasture Fire Department
 Martinsville Fire & EMS
 Patrick Henry Fire Department
Emergency Medical Service (EMS) Squads
 Ridgeway District Rescue Squad
 Axton Life Saving Squad
 Basset Rescue Squad
 Fieldale-Collinsville Rescue Squad

Horsepasture Rescue Squad
Stone Ambulance Service
ETS Transportation Services
Providence EMS
Stone Transportation Services
American Red Cross of Blue Ridge Virginia
Memorial Hospital of Martinsville and Henry County
Virginia State Police
Virginia Army National Guard
United States Bureau of Alcohol Tobacco and Firearms

Henry County Department of Public Safety

Coordinate the sharing of intelligence in conjunction with: the Virginia State Fusion Center, local offices of the Federal Bureau of investigation and the Bureau of Alcohol, Tobacco and Firearms (BATF) and the Henry County Sheriff's Office in order to conduct a pre-race threat analysis to determine appropriate staff, equipment, response capabilities, and the need for outside resources.

Pre-deploy the MACC and other command and control assets so that all units are set up and communication is checked prior to major race events.

Coordinate the pre-race facility sweep with all agencies providing bomb dogs.

Establish and promulgate a credentialing policy for the MACC and Speedway operations support.

Identify the real estate and utilities footprint necessary to support the MACC and associated support activities and vehicles. Implement any necessary leases or support agreements to support these activities.

Monitor, through the MACC, all ongoing race related events at Martinsville Speedway in order to expedite response time to any catastrophic incidents.

Once it has been determined that a catastrophic incident has occurred, notify all county agencies, appropriate state agencies and Martinsville Speedway to implement the contents of this Plan in the event of a catastrophic incident.

Coordinate the declaration of a local disaster in order to request the deployment of state and federal assets as required.

Upon activation of the annex, coordinate all response activities.

Develop a demobilization plan for all response activities appropriate to the incident tempo and impact.

Martinsville Speedway

Develop, implement, and exercise plans for evacuating all Speedway facilities to include, but not be limited to, the designation of evacuation routes, training of Speedway employees in evacuation procedures and crowd control issues, designation of evacuee safe havens, and development of pre-scripted public information messages to facilitate and/or moderate confusion.

Establish positive redundant communications with the MACC prior to race day. Maintain communications with the MACC during all event operations.

Coordinate credentialing and badges for internal Speedway operations with the MACC.

Provide the air control function for the heliport located at the Speedway to include maintenance of coordination frequencies.

Upon activation of this EOP, act as the Air Branch of the Unified ICS structure. This will include designation of an Air Operations Branch Director when the complexity of air operations requires additional support and effort, or when the incident requires mixing tactical and logistical utilization of helicopters and other aircraft. The Air Branch will ensure the integration of safety considerations into operational planning and mission execution. It will coordinate all airborne activity. When only one helicopter is used, however, the helicopter may be directly under the control of the Operations Section Chief.

Provide the MACC with a representative once Incident Command has been transferred to the MACC.

Henry County Sheriff's Office

County law enforcement personnel will cooperate with the MACC to establish an appropriate security perimeter at the site immediately and ensure the perimeter is not breached.

County law enforcement personnel will cooperate with the MACC to restrict access to the incident site, including the air space and operations areas, and develop and implement methods to control access to the MACC as well as identify responders and investigators.

County law enforcement personnel will cooperate with the MACC to maintain traffic flow patterns and allow emergency responders and emergency vehicles unobstructed entry and exit.

Law enforcement personnel will cooperate with the MACC to manage traffic around the incident site and operations areas, including the media facility, to ensure local residents have reasonable access to their property and local commercial enterprises.

Law enforcement personnel will cooperate with the MACC to provide security at reception centers, shelters, mass feeding facilities, family assistance centers, or other critical facilities.

Cooperating Agencies

All Cooperating Agencies.

Upon activation of this annex, provide assistance to the MACC, as appropriate, and make resources of their respective organizations available as requested.

Provide the Henry County Emergency Management staff with designated primary and secondary points of contact for staffing action and review of this annex.

Track the use of resources from their respective organizations and share that information with the MACC in the form of Situation Reports as requested.

Henry County/Martinsville Department of Social Services

In conjunction with Martinsville Speedway, the Henry County School System, and the local chapter of the American Red Cross, develop, exercise, and maintain a plan and capability for evacuee registration and record keeping.

In conjunction with Martinsville Speedway, the Henry County School System, and the local chapter of the American Red Cross, develop, exercise, and maintain a plan and capability for the reception and sheltering of evacuees from Martinsville Speedway.

Develop exercise and maintain the capability to implement a Family Reunification Plan, to support reunification of families separated as a result of any Speedway evacuation.

Henry County/Martinsville Health Department

Health Department personnel will cooperate with the MACC to inspect the incident site for disease or contamination. Recognized "universal precautions" will be implemented to protect against biohazard exposure, as necessary.

Health Department personnel will cooperate with the MACC to broadcast guidance indicating safe procedures in affected areas, locations where food and water can be obtained, and special facilities where medical care can be sought, when necessary.

When requested, the Health Department will coordinate clergy and crisis counseling professionals with the MACC to monitor the situation and offer guidance and emotional care to those in need.

Coordinate mortuary services through the State Medical Examiner's Office. Remains of victims will be located and, when possible, their positions marked before being collected and processed for identification taking necessary steps to preserve evidence as requested by the law enforcement agency in charge. Recognized "universal precautions" will be implemented to protect against biohazard exposure.

The location of personal effects and property discovered at the site will be marked and recorded before any material is collected, sorted, and delivered to the appropriate recipient.

Investigate and designate preplanned sites/facilities for use as a temporary morgue in the event of mass casualties. These should be situated near the site to facilitate the proper care and management of remains and to expedite their identification.

Develop and maintain an assessment of the regional hospital network and analyze that information to determine the feasibility of accessing care facilities and transporting patients from one location to another.

Maintain a continuous assessment to determine the countywide supply of essential and appropriate medicines as well as the level of need.

Incorporate planning for the possible receipt and deployment of Strategic National Stockpile (SNS) assets into response planning undertaken to support this annex.

Water supplies in the affected area will be evaluated and designated safe or unsafe for public consumption as necessary.

Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments.

Coordinate with the Joint Information Center to broadcast public service announcements, offering health and safety guidance and directions specific to the catastrophic incident.

Henry County Public Service Authority

Assist in debris removal, water supply, heavy equipment operations and other areas of service that may be requested.

In coordination with Martinsville Speedway and the MACC prominently mark all fire hydrants on Speedway and adjacent property to facilitate their use for emergency decontamination of evacuees.

Henry County School System

Develop, exercise and, upon direction, implement plans to provide school buildings for shelters and mass care centers. Plan for the maintenance and support of the same during emergency operations.

Develop, exercise and upon direction, implement plans to provide school buses and drivers, if necessary, for evacuation or other emergency operations such as non-emergency transportation of evacuated persons from staging areas to longer term sheltering.

Henry County Public Information Officer

Upon activation of this annex, and subject to guidance from the Director or Coordinator of Emergency Management, activate the Joint Information Center (JIC) to support response to a catastrophic incident at Martinsville Speedway.

Act as the JIC's primary contact with media as well as its representative in policy discussions, conferences, and other matters with the Incident Commander and other agencies represented at the MACC.

Act as the coordinating agent for all public information personnel assigned to the Joint Information Center, develop operations assignments, and direct deployment, in cooperation with the MACC.

Develop JIC procedures and policies, as necessary, in cooperation with other team members and Martinsville Speedway.

Identify potential locations for JIC operations that will support but not hinder MACC operations.

Establish liaison with the MACC to facilitate the sharing of information and data. Collect, compile, and report information and data, as appropriate.

Volunteer Fire Departments

Ridgeway Fire Department will act as the primary responder to the Speedway for fire services support. Provide initial response as directed by communications. Establish incident size/make up, fire control, search and rescue, and staging as needed.

All Fire Companies will provide contract services to Martinsville Speedway as requested and necessary to meet normal Speedway operations.

As directed by the MACC, pre-position equipment and personnel to configure specific hydrants to be used as emergency decontamination stations for evacuated personnel.

Operate within established guidelines of Incident Command System.

Emergency Medical Service (EMS) Departments

Henry County Public Safety (Coordinating Agency)
Ridgeway Rescue Squad
Axton Life Saving Squad
Basset Rescue Squad
Fieldale-Collinsville Rescue Squad
Horsepasture Rescue Squad
Ridgeway Rescue Squad
Stone Ambulance Services
ETS Patient Transportation

Henry County Department of Public Safety

Act as the primary coordinating agency for emergency medical services and MCI planning.

Activate, and appoint a Director of the Medical Branch of the ICS Unified command as needed. The Medical Branch Director is responsible for the following:

Develop the Incident Medical Plan as part of the Incident Action Plan.

Develop procedures in anticipation of any major medical incident at Martinsville Speedway

Request and coordinate County-wide and mutual aid EMS response to incidents at Martinsville Speedway

Provide and coordinate for continuity of medical care

Establish procedures to select and coordinate with all medical providers on-site, a defined point of patient registration to ensure effective management and regulation of patients and care.

Monitor the patient load at regional medical facilities and take action to moderate the influx of patients at all available treatment sites and direct casualties to appropriate treatment centers

Provide and coordinate with all medical EMS entities located at the Speedway for transportation (ground and airborne) for injured person(s)

Coordinate and ensure tracking of all patient movement from the Speedway, or other origin, to care facility and final disposition
Coordinate with Henry County Health Department in planning for mortuary affairs

Coordinate with the Henry County Health Department on any areas potentially requiring the deployment of the Strategic National Stockpile or other available threat specific caches

Develop, maintain, and disseminate updated information, as required, on medical assistance capabilities located at the Speedway

Monitor and provide appropriate recommendations regarding any hazardous areas or conditions

Coordinate with the Joint Information Center to issue public service announcements, offering health and safety guidance and directions specific to the incident.

ETS Patient Transportation

Provide contract services to Martinsville Speedway as requested and necessary to meet normal Speedway operations.

Ensure adequate EMS resources are on site to handle routine and minimal surge of patients.

When notified, acknowledge to the MACC communications that Incident Command has been transferred to that organization.

An assessment of the regional medical network will be obtained and the information analyzed to determine the feasibility of accessing care facilities and transporting patients from one location to another.

A defined point of patient registration will be selected to ensure effective management and regulation of patients and care.

The patient load at medical facilities will be monitored and action will be taken to moderate the influx of patients at all available treatment sites.

A continuous assessment will be conducted to determine the countywide supply of essential and appropriate medicines as well as the level of need.

Requests for assistance will be prioritized, and resources will be allocated and deployed in mission assignments.

All EMS Departments

Provide EMS and rescue services as directed and requested by the Medical Branch Director.

When notified, acknowledge to the MACC communications that Incident Command has been transferred to that organization.

American Red Cross of Blue Ridge Virginia

In cooperation with the representatives of Henry County School System, staff and equip all shelters necessary for the protection of citizens.

Provide and train shelter officers to staff such shelters in an emergency.

Provide meals for both victims and workers in the disaster area.

Memorial Hospital of Martinsville and Henry County

Provide emergency medical services for the Speedway infield in accordance with its contractual obligations.

Participate in all planning activities to support the receipt of mass casualties resulting from a catastrophic incident at Martinsville Speedway.

Virginia State Police (VSP)

Coordinate the law enforcement, traffic control and crowd control planning and functions with Henry County Sheriff's Department.

Upon activation of this annex, coordinate warning and alert functions with the MACC.

Provide technical assistance, in the form of K-9 bomb dog units for the pre-race explosives sweep of the Speedway.

Virginia Army National Guard (VNG)

Upon request deploy a Civil Support Team (CST) in support of this annex.

Upon deployment upon a suspected WMD attack, the CST will conduct special reconnaissance to determine the effects of the attack, provide situational understanding to military command channels and technical consultation to local authorities and civilian responders on managing the effects of the attack to minimize the impact on the civilian population.

Facilitate follow-on military support performing validated civilian requests for assistance.

United States Bureau of Alcohol Tobacco and Firearms (BATF)

Provide technical assistance in pre-race explosive device sweeps of the Speedway and any incident significant event involving explosive materials.

Serve as a Federal Agency Liason in the MACC.

Multi-Agency Command Center (MACC)

The multi-agency command center (MACC) provides a unified command and control structure for, and to ensure effective interagency coordination among all public safety agencies and security and safety teams supporting events at Martinsville Speedway during the race weekend. Agency representation in the MACC facilitates a smooth transition from security operations, to investigative or safety, to emergency operations should it become necessary. ALL response and resource requests beyond the routine operations at the Speedway should be processed through the MACC.

Mission of the MACC

Integrate interagency emergency management functions to facilitate command and control under one event planning structure. Establish strategy for crisis resolution and consequence management through the coordination of specialized management components. Facilitate intelligence sharing and address investigative/safety functions. Implement and coordinate all specialized response procedures. To address issues of mutual aid response and provide rapid response control. To integrate public safety and speedway security and safety teams.

Agencies Represented in the MACC

Henry County Dept. of Public Safety
Henry County Sheriff's Office
Virginia State Police
Virginia Dept. of Emergency Management
9-1-1 Telecommunications

In addition, the following agencies may be represented in the MACC

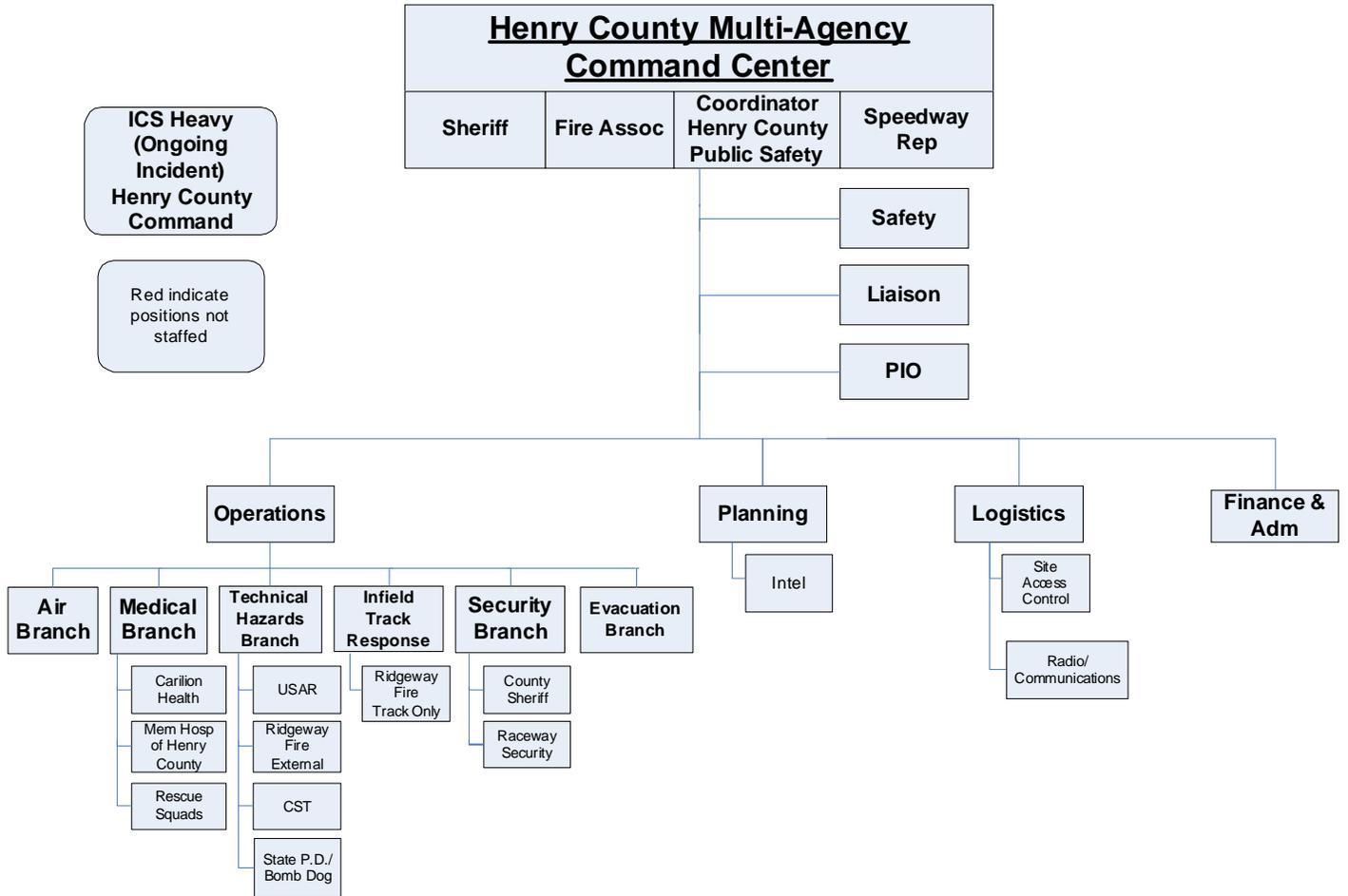
U.S. Federal Bureau of Investigations (FBI)
U.S. Bureau of Alcohol, Tobacco, and Firearms (BATF) Fire Chief
EMS Captain
(Federal Aviation Admin. / Transportation Safety Admin. (FAA / TSA)
National Weather Service
NASCAR and/or Martinsville Speedway Personnel
Virginia Dept. of Transportation
other agencies as needed

Physical Layout

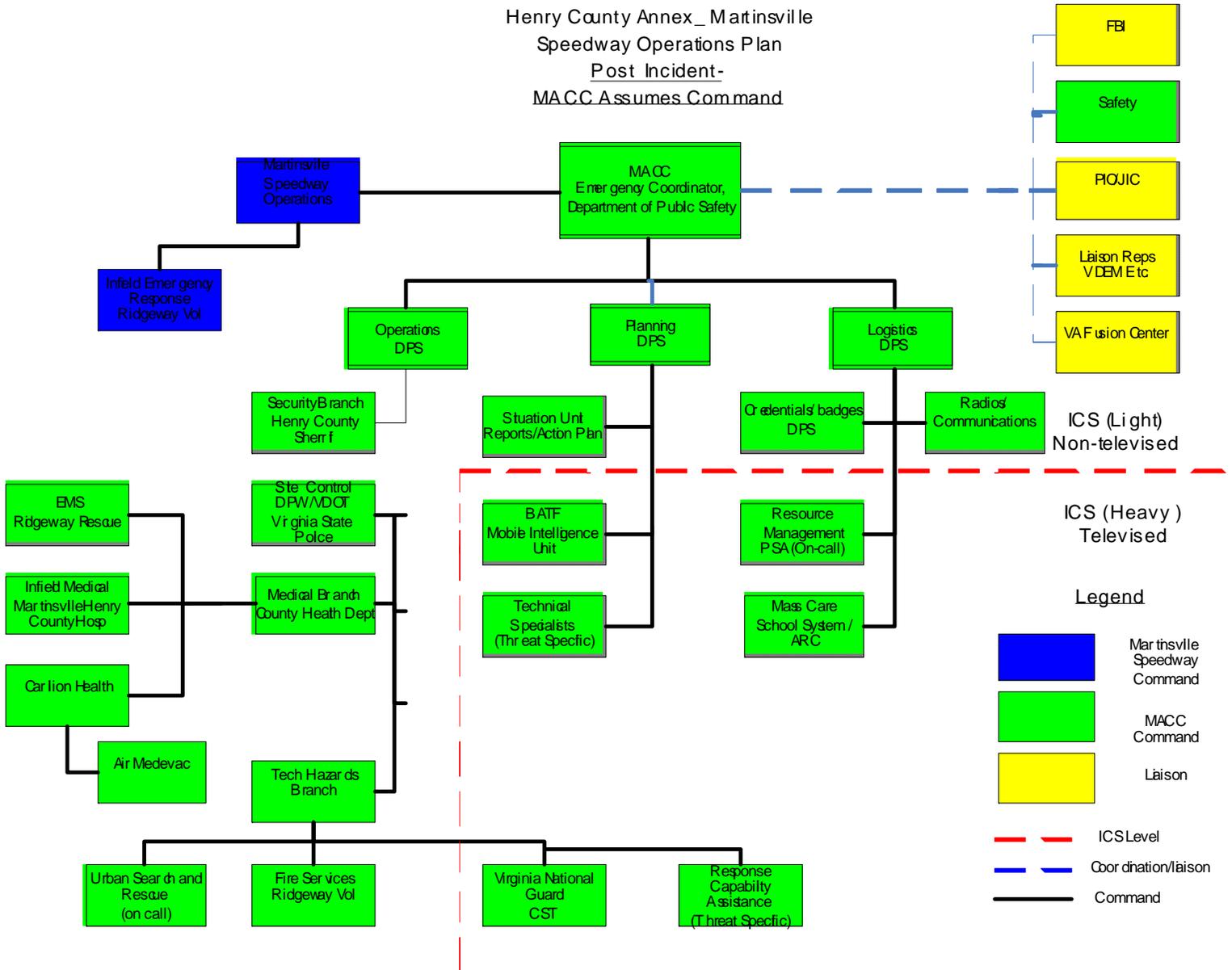
The physical layout must be adequate to house all agency/organizations leaders mentioned above. Security measures should be in place to ensure integrity of operations of the MACC. Additional features should include:

1. Hardwire telephone connections (at least 6 recommended) with conference call capabilities.
2. Cellular phone (Nextel and others).
3. Fax capabilities
4. High-speed internet access
5. Satellite television with local channel availability and/or closed circuit feeds
6. Radio Communications (VHF and Race Track common frequencies)
7. Aerial and topographical maps (print and/or electronic media)
8. Printing and photocopying

MARTINSVILLE SPEEDWAY - MACC ORGANIZATION



MARTINSVILLE SPEEDWAY – POST INCIDENT MACC ORGANIZATION



INCIDENT ANNEX #6 – Mass Casualty Incident Response Guide

INTRODUCTION

The Henry County Mass Casualty Incident (MCI) Plan is designed to provide direction, continuity, and organization to the delivery of emergency patient care during a significant medical incident.

This plan is based on the principles of the Incident Management System (IMS) and is intended to serve as a flexible guide to achieve successful incident management. Individual departments may implement portions of this plan as needed to provide the best medical results under the prevailing circumstances.

Providers are encouraged to use this plan as often as possible and appropriate. Routine use of this plan will ensure that users are familiar with its usage during a large scale event. Providers and agencies are encouraged to exercise and train on the plan regularly.

DEFINITIONS AND SPECIALS PROVISIONS

In providing daily emergency medical service, responders often use many resources on one patient. At a Mass Casualty Incident (MCI), however, there may be a sustained period where the number and medical needs of many patients overwhelm the rescuers. A different approach to managing MCIs from that of regular, daily operations must be used. Successful management of an MCI is related to more to on-scene organization and communication rather than specific medical procedures.

Disaster – A disaster is a sudden calamitous event bringing great damage, loss or destruction with or without casualties.

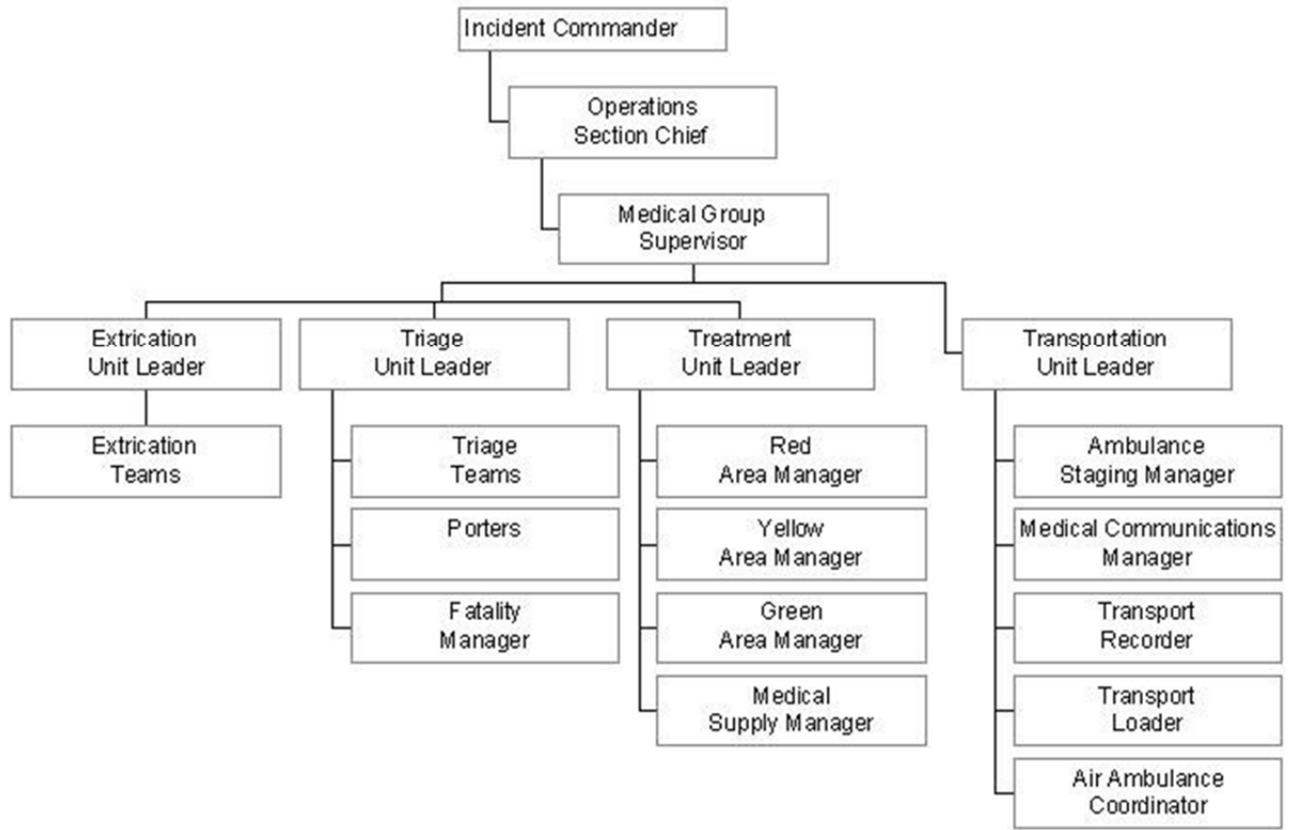
Mass Casualty Incident (MCI) – A mass casualty incident is an event where the number of patients exceeds the capabilities of routine EMS, requiring the mobilization of other resources to alleviate the initial emergency.

S.T.A.R.T. - Simple Triage and Rapid Treatment

MASS CASUALTY INCIDENT MANAGEMENT GOALS

- 1) Respond safely, rapidly and adequately to the incident.
- 2) Do the greatest good for the greatest number.
- 3) Make the best use of personnel, equipment, and facility resources.
- 4) Do not relocate the disaster.

Henry County has adopted the National Incident Management Systems (NIMS) model for all emergency responses. Based on these principles, the Incident Organizational Structure for an MCI event may look similar to the figure below.



COMMUNICATIONS

Communications play an important role in every phase of MCI management. Their importance before, during, and after an MCI must be emphasized. Early attention to communications will help maximize time, coordination, and the use of available resources.

Communications Center

The 911 Communications Center plays a critical role in initiating the MCI response, supporting field operations, and coordinating overall communications. Dispatchers can help locate and dispatch resources to the incident based on criteria such as location and reported number of patients.

Communications personnel are expected to automatically initiate the first level of MCI response based on information received from reporting parties. The following are responsibilities of dispatchers which will greatly assist field personnel in the successful management of large medical incidents:

During initial response:

- 1) The dispatcher will determine the precise nature of the incident, “mechanism,” severity of injuries, and number of patients (or the existence of “multiple patients”), and relay this to responding units. Provide immediate updates with any new, revised, or additional information. This may allow responding units to modify the response while still enroute.
- 2) The dispatcher may dispatch additional local resources as deemed necessary for initial management of the incident.
- 3) Dispatcher should contact the on duty Captain for the department of public safety. The Captain then may direct additional contacts be made.
- 4) Dispatchers will place highest priority on responder safety, advising of potential safety issues: hazardous-materials, weapons, swift water, explosions, energized power lines, etc.
- 5) Dispatcher should take measures to limit unnecessary radio traffic in order to keep the radio clear for incident management, resource requests, and safety concerns.
- 6) Dispatcher should anticipate operational needs not identified by on scene that may be of benefit, such as air-ambulance transport, haz-mat and rescue resources, police, public utilities, public transit, etc., and special considerations such as contacting the FAA to close the overhead air space.

After arrival of first responding units:

- 1) The dispatcher should clearly and fully repeat reports from first arriving units including location, mechanism, number of patients, numbers of triage colors, name of command, and directions.
- 2) If the initial report sounds like an MCI, the dispatcher should ask the IC for clarification: “Are you declaring an MCI?” “Are you requesting an MCI response?” “Do you need additional resources?” When you hear the letters “MCI” transmitted, provide an MCI response. [Remember, “MCI” means, “We need help!”]
- 3) Upon the declaration by the IC that an event is an MCI, communications should notify all EMS agencies within the county of the incident and ask that they immediately report to their stations and stage.
- 4) The communications center may be requested by the IC to contact hospitals to determine available bed-space and ability to handle multiple patients. Typical communications will be made in accordance with the incident communications plan (ICS-205). The Near Southwest Preparedness Alliance is a potential resource for the communications center to rapidly obtain this information.
- 5) The communication center may be requested by the IC to initiate additional resources and mutual aid.
- 6) The dispatcher should provide regular updates on elapsed time: “Command, you are 30 minutes into this incident.” The regular, calm emphasis on time passage is critical.
- 7) MCI events can be labor and time intensive. The Communications Supervisor should make the determination whether additional assistance will be needed in the Center and call back additional personnel as needed. The Communications Center Director and/or Operations Supervisor should be contacted as soon as practical.

After the incident, the dispatcher should:

- 1) Assist “field units” in the compilation of incident records.
- 2) Participate in post-incident debriefings.
- 3) Consider any necessary revisions to plans and procedures; recommend plan changes.

Responders

Responding units should listen carefully and make note of the information provided during the initial alert by dispatchers. These details may permit a change in assignments, approach, or other safety considerations while the response is in progress. Safety of the responders, bystanders, and patients remain the highest priority of any incident. Dispatch may provide critical information to guarantee maximum scene and operational safety.

Responders should limit radio transmissions to essential traffic only. Once there has been an initial response to the incident, individual responders should not transmit on the radio. Individual responders should not respond to the incident in private vehicles, but should report to the station and respond only in fully staffed apparatus. Fully staffed apparatus may notify the communications center that they are enroute and when they arrive at staging. All responding units should report to the staging area for an assignment.

The IC may allocate radio channels as necessary for successful management of the incident. This should be done in accordance with the County's established communications Standard Operating Procedure (SOP) and documented on the ICS Communications Plan (ICS-205).

Once a unit is given an assignment, they should only report back to their supervisor when the assignment has been completed or additional information or resources are needed. In most cases, this can and should occur face-to-face, reducing the amount of radio traffic.

OPERATIONAL CONSIDERATIONS

Parking of the first arriving units should be appropriately managed to enhance scene safety and provide adequate access to equipment and lighting but should NOT inhibit the movement of transport units.

The IC must consider all tactical objectives: rescue, suppression, extrication, medical, evacuation, containment, etc. While the emphasis at an MCI is on medical activities, these "other" objectives will rapidly drain personnel away from the Medical Group.

Consider additional factors that may influence tactical objectives:

Crime scene?

Hazardous materials?

Weapons of Mass Destruction?

Under these situations, a "Unified Command" may include representatives from Fire, EMS, law enforcement, transportation, utilities, public health, government, and environmental agencies.

MASS CASUALTY PATIENT FLOW

1) INCIDENT SCENE

- a. First actions done at close to the same time.
- b. Direct walking patients to a supervised area.
- c. Locate all victims.
- d. Quickly triage patients using START and apply triage ribbons to right wrist.
- e. Complete initial patient count.
- f. Start extrication of trapped victims.
- g. Decontaminate patients if needed prior to leaving the incident scene.
- h. Move walking GREEN patients with escort to TREATMENT.
- i. Move RED and YELLOW patients by porter to TREATMENT.
- j. Leave BLACK victims where they lay.

2) TREATMENT AREA

- a. Re-triage arriving patients (secondary triage) and apply triage tags.
- b. Put patients in RED, YELLOW, or GREEN areas.
- c. Give stabilizing or definitive care based on Triage priority (RED then YELLOW then GREEN).
- d. Assign providers, equipment, and supplies to patients based on Triage priority.
- e. Continuously retriage patients.
- f. Move patients who die to separate BLACK area.
- g. Select patients to move from scene to hospitals based on severity (RED then YELLOW).

3) TRANSPORTATION AREA

- a. Contact Command through the medical group supervisor for hospital bed availability to start patient distribution decisions.
- b. Assign patients to ambulances or air ambulances based on severity and most appropriate vehicles available.
- c. Move GREENs early onto vehicles such as buses if available.
- d. Porters move patients from TREATMENT through TRANSPORTATION to ambulances.
- e. Advise hospitals of patient movement before departure.
- f. Ambulance crews provide emergency care and reassessment on way to hospital.

FIRST EMERGENCY MEDICAL UNIT ON SCENE

OBJECTIVE: *Safely initiate patient assessment and start operations for the Medical Group.*

- 1) SAFETY Assessment - observe for hazards.
 - a. Fire
 - b. Electrical hazards
 - c. Flammable liquids
 - d. Hazardous materials
 - e. Other situations threatening lives of rescuers and patients

- 2) SURVEY the scene - determine how many injured and how bad.
 - a. Type or cause of the incident
 - b. Approximate number and location of patients
 - c. Severity of injuries (Major or Minor)

- 3) SEND information and request help and resources.
 - a. Contact dispatch with SURVEY information
 - b. Declare mass casualty incident
 - c. Request resources and mutual aid as needed
 - d. Advise PRIMARY HOSPITAL

- 4) SET-UP scene to handle patients.
 - a. Identify COMMAND on scene and brief on actions
 - b. Unless otherwise instructed, assume MEDICAL GROUP role until relieved.
 - c. Identify best location for STAGING and direct incoming resources to it

- 5) Begin START triage.

SECOND EMERGENCY MEDICAL UNIT ON SCENE

OBJECTIVE: *Expand incident management; continue initial patient assessment and treatment.*

- 1) Second unit reports to first unit on scene for briefing and assignment. If appropriate, relieve as MEDICAL GROUP Supervisor.
- 2) MEDICAL GROUP Supervisor assigns Ambulance STAGING Officer and directs establishment of STAGING Area.
 - a. Coordinate with Operations Chief for Incident STAGING to locate away from scene with easy access.
- 3) MEDICAL GROUP Supervisor assigns key functions as required:
 - a. TRIAGE
 - b. EXTRICATION. Coordinate with agency providing extrication if not an EMS function
 - c. TREATMENT
 - d. TRANSPORTATION
 - e. MEDICAL COMMUNICATIONS
 - f. AMBULANCE STAGING
 - g. Others as required.
- 4) Each function puts on vest and starts to carry out their checklist.

INCIDENT COMMAND (COMMAND)

NOTE: EMS will not usually command a major incident. However, as first-in resource you are in command until relieved. Use this checklist and FIRST and SECOND EMERGENCY MEDICAL UNIT ON SCENE checklists to guide your actions.

OBJECTIVE: *Coordinate incident response to save lives, stabilize the incident, save property, and keep the rescuers safe.*

- 1) As first unit on scene, assume command.
 - a. Announce on radio with your location
 - b. Put on INCIDENT COMMANDER vest
- 2) Set up command post in a safe location where you can easily be seen and with a clear view of the incident area. Stay at the command post and use the vehicle mobile radio.
- 3) Assess situation and provide size-up to dispatch.
 - a. What has happened and number of victims
 - b. Potential hazards
 - c. What resources are on scene and what are they doing
 - d. What help you need
- 4) Develop initial strategy of:
 - a. What has to be done to make area safe to work in
 - b. What priorities are for rescuing and caring for injured
 - c. What has to be done to reduce chances of more casualties
- 5) Assign existing resources to jobs and monitor the work in progress. Appoint as soon as possible:
 - a. STAGING Area Manager
 - b. SAFETY Officer
 - c. GROUP, DIVISION, SECTOR Supervisors
 - d. PUBLIC INFORMATION Officer
- 6) Account for all personnel assigned to the incident.
- 7) Make a clean hand-off to your successor.
 - a. Brief on what you know about the incident
 - b. Brief on resources committed, available, responding
 - c. Brief on strategy and tasks in progress

MEDICAL GROUP SUPERVISOR

(MEDICAL GROUP)

(On-Duty Captain should be considered for this role)

OBJECTIVE: *Manage all Medical Group functions to safely and quickly extricate, triage, treat, and transport all patients according to the incident medical objectives.*

REPORTS TO: OPERATIONS Section Chief or COMMAND (if no OPERATIONS).

- 1) Put on the MEDICAL GROUP vest.
- 2) Set up MEDICAL GROUP in a location where you are visible and you have a clear view of the working area.
- 3) Coordinate with COMMAND on incident objectives and plans. Set MEDICAL GROUP objectives and make sure all unit leaders know them.
- 4) Start using Tactical Worksheets to record key information and help manage the response.
- 5) Ensure STAGING and traffic flow established for arriving resources. Coordinate with OPERATIONS or COMMAND.
- 6) Assign personnel to jobs based on available people and time the function will be needed. Consider following order for assignments.
 - a. STAGING, EXTRICATION (if done by EMS), TRIAGE
 - b. TREATMENT
 - c. TRANSPORTATION
 - d. MEDICAL COMMUNICATIONS
- 7) Request added resources as needed and assign new resources to tasks quickly. Keep any resources with no assignment in STAGING.
- 8) Monitor work and progress toward incident objectives.
- 9) Monitor condition of assigned personnel. Request relief crews as needed to keep people safe and reduce incident stress and to keep moving toward MEDICAL GROUP objectives.
- 10) Account for all assigned personnel.
- 11) Keep OPERATIONS Section Chief or COMMAND informed.

**EXTRICATION UNIT LEADER
(EXTRICATION)**

OBJECTIVE: *Locate, physically extricate, and remove trapped victims to safe area.*

REPORTS TO: MEDICAL GROUP Supervisor.

- 1) Put on EXTRICATION vest.
- 2) Set up where you can be seen and reached by arriving resources, with a clear view of the area in which EXTRICATION will be done.
- 3) Assign resources to specific area or group of victims.
- 4) Position heavy equipment (technical and heavy tactical rescue units, ladder trucks, and specialized equipment) as close to the site as possible without blocking access.
- 5) Coordinate with TRIAGE for triage either in the EXTRICATION area (if safe) or after victim removal to safe area.
- 6) Locate and remove trapped victims and deliver them to a safe area for pickup by PORTERS. Non-ambulatory patients move on backboards with C-spine precautions.
- 7) Determine need for medical treatment for victims during extrication. Coordinate with TREATMENT for support.
- 8) Monitor condition of assigned personnel. Request relief crews as needed to keep people safe, reduce incident stress, and maintain progress toward EXTRICATION incident objectives.
- 9) Supervise site safety and keep EXTRICATION operations safe.
- 10) Record actions using Tactical Worksheet.
- 11) Keep MEDICAL GROUP and TRIAGE informed.
- 12) Account for all personnel assigned to EXTRICATION.

TRIAGE UNIT LEADER (TRIAGE)

OBJECTIVE: Locate, initially assess, and sort patients to establish priorities for TREATMENT, move patients to TREATMENT, and safeguard the dead.

REPORTS TO: MEDICAL GROUP Supervisor.

- 1) Put on TRIAGE vest.
- 2) Set up TRIAGE on site or at closest safe area if site is too dangerous. Locate where you can be seen and have a clear view of the incident.
- 3) Identify a safe place to have GREEN patients walk to. Order them to start walking toward that place.
- 4) Identify TRIAGE Teams and dispatch them to begin START.
 - a. Have them work through the site in a systematic way
 - b. If necessary, subdivide site and assign teams to each division
 - c. Use START algorithm and tag patients with surveyor's tape
- 5) Establish PORTER Teams-Obtain backboards and straps from STAGING or MEDICAL SUPPLY for the PORTER Teams.
- 6) PORTER Teams follow TRIAGE teams and start moving patients to TREATMENT on backboards with C-Spine precautions.
 - a. If area permits, move REDs first, then YELLOWs
 - b. Do not have porters wait for REDs to be tagged if there are YELLOWs waiting
- 7) Designate FATALITY MANAGER.
 - a. Have FATALITY MANAGER log BLACK patient locations
 - b. Do not authorize movement of BLACK patients prior to MEDICAL EXAMINER approval unless to protect remains
- 8) Monitor condition of assigned personnel. Request relief crews as needed to keep people safe, reduce incident stress and maintain progress toward TRIAGE objectives.
- 9) Account for all personnel assigned.
- 10) Keep MEDICAL GROUP, EXTRICATION, and TREATMENT informed.

FATALITY MANAGER

OBJECTIVE: To locate and safeguard remains of the deceased and personal effects pending arrival of the MEDICAL EXAMINER.

REPORTS TO: TRIAGE Unit Leader.

- 1) Put on FATALITY MANAGER vest.
- 2) Locate and tag remains of incident casualties in the incident area. Plot approximate positions on Tactical Worksheet and record description of the remains.
- 3) Establish a BLACK casualty area separate from TREATMENT. BLACK area should be accessible with 2-wheel-drive vehicles.
- 4) Coordinate with TREATMENT and TRIAGE for porters to move to the BLACK area any patients who die in TREATMENT.
- 5) Maintain records of patients dying in TREATMENT, including identify (if known), triage tag number, situation and time of death, and description of clothing and personal effects.
- 6) Safeguard remains and personal effects. Do not leave remains unattended or unobserved. Request assistance of law Enforcement if necessary.
- 7) Where appropriate to preserve privacy or to protect the remains, cover remains with disposable non-absorbent or fluid barrier sheets.
- 8) Keep TRIAGE and TREATMENT informed.
- 9) Turn over responsibility for remains to the MEDICAL EXAMINER.

**TREATMENT UNIT LEADER
(TREATMENT)**

OBJECTIVE: Continually assess patients, stabilize patients and begin definitive treatment based on priorities and resources, and determine priority for transport to medical facilities.

REPORTS TO: MEDICAL GROUP Supervisor.

- 1) Put on TREATMENT vest.
- 2) Set up Treatment area. Consider: (1) safety, (2) portering Distance, (3) space, (4) weather, (5) lighting, (6) TRANSPORTATION access.
- 3) Inform TRIAGE and MEDICAL GROUP of Treatment location.
- 4) Determine how to do secondary triage - assign a Secondary Triage Officer and funnel patients through Secondary Triage.
- 5) Arrange Treatment Area for parallel rows of patients.
 - a. Allow room for RED & YELLOW areas to grow outward
 - b. Consider separate location for GREEN area
- 6) Assign Treatment Teams with RED, YELLOW, GREEN Managers.
- 7) Set up MEDICAL SUPPLY. Assign MEDICAL SUPPLY Officer.
- 8) Consider use of Special Procedures Teams for common treatments (Airway, IV, Splinting, etc.) if needed and resources available.
- 9) Supervise prehospital patient care per approved protocol. Supervise regular reassessment of patient conditions and priorities.
- 10) Isolate emotionally disturbed patients if possible.
- 11) Determine patient transport order and best means.
- 12) Monitor condition of assigned personnel. Request relief crews as needed to keep people safe and reduce incident stress and to maintain progress toward TREATMENT incident objectives.
- 13) Account for all assigned personnel.
- 14) Keep MEDICAL GROUP and TRANSPORTATION informed.

**MEDICAL SUPPLY MANAGER
(SUPPLY)**

OBJECTIVE: *Provide Porters and Treatment Area supplies and equipment needed to move and treat the injured.*

REPORTS TO: TREATMENT Unit Leader.

- 1) Put on MEDICAL SUPPLY vest.
- 2) Set up within easy reach of the TREATMENT Unit.
- 3) Coordinate with Ambulance STAGING Officer to have crews bring extra supplies from vehicles to the MEDICAL SUPPLY area (keep essential equipment on vehicles).
Request: Backboards and rescue baskets and straps; Splints; Oxygen and airway kits; IV sets; Bleeding control supplies; Prepacked disaster kits
- 4) Sort supplies and arrange for easy access. Determine points in inventory at which more supplies will have to be ordered.
- 5) For night time operations, coordinate with MEDICAL GROUP Supervisor and Ambulance STAGING Officer to have portable lighting brought to TREATMENT Unit.
- 6) Issue supplies as needed within the TREATMENT Unit.
- 7) Contact TRANSPORTATION to arrange for returning vehicles to bring additional supplies when order points are reached.
- 8) On completion of operations collect unused supplies and equipment and attempt to return to owning agency (if marked). Make arrangements for distribution or return of unmarked supplies and equipment.

**TRANSPORTATION UNIT LEADER
(TRANSPORTATION)**

OBJECTIVE: *Coordinate all patient transportation and maintain all records of patient and unit movement.*

REPORTS TO: MEDICAL GROUP Supervisor.

- 1) Put on TRANSPORTATION vest.
- 2) Set up TRANSPORTATION Unit at exit from TREATMENT Unit.
- 3) As needed appoint AMBULANCE STAGING MANAGER; MEDICAL COMMUNICATIONS MGR; TRANSPORT RECORDER(s); TRANSPORT LOADER(s); AIR AMBULANCE COORDINATOR.
- 4) Set up vehicle flow from STAGING to Transportation to Hospitals.
- 5) Contact Command to determine hospital capabilities to accept patients in each category. Contact additional medical facilities as necessary.
- 6) Select mode of transportation based on patient needs and available air and ground ambulance resources.
- 7) Order ambulances from STAGING for patients TREATMENT selects.
 - a. Load RED patients first, then YELLOW, then GREEN
 - b. Depending on hospital capacity load mixed patients
 - c. If non-ambulance transport is available early move GREENs
- 8) Ensure ambulances are parked parallel to each other. Avoid end-to-end. If end-to-end must be used, load first in the line first.
- 9) Request porter teams from TRIAGE to move patients from TREATMENT and assist in loading.
- 10) Determine the destination for each ambulance.
- 11) Brief ambulance crews on destination hospital and route (if needed).
- 12) Record patient and unit movements on tactical worksheet.
- 13) Keep MEDICAL GROUP and TREATMENT informed.

AMBULANCE STAGING MANAGER (STAGING)

OBJECTIVE: Maintain EMS manpower and ground vehicle resources ready for dispatch at a location separated from the incident (may be collocated with incident STAGING).

WORKS FOR: TRANSPORTATION Unit Leader.

- 1) Put on STAGING vest.
- 2) Establish ambulance STAGING in coordination with OPERATIONS Section Chief or incident STAGING. Site is away from scene and should:
 - a. Be large enough to hold the needed number of units
 - b. Have easy road access from major transportation routes
 - c. Have easy access to TRANSPORTATION Unit
- 3) Direct arriving vehicles to stage for easy departure. Parallel staging for pull through should be used unless space does not permit.
- 4) Ensure personnel on staged vehicles remain with their unit.
- 5) Park vehicles used to transport scene staff out of traffic flow.
- 6) Update TRANSPORTATION on available vehicles and personnel.
- 7) Ensure ambulance cots are not removed from units.
- 8) As needed, remove medical supplies from ambulances for relocation to MEDICAL SUPPLY: Backboards and straps; Splints and bandages; Blankets; Portable oxygen equipment and supplies; Airway equipment; IV sets
- 9) Coordinate for REHABILITATION (food, drink) for staged crews.
- 10) As ordered dispatch vehicles to the TRANSPORTATION Unit.
- 11) Track the status, number, and types of ambulances in STAGING.

MEDICAL COMMUNICATIONS MANAGER (COMMUNICATIONS)

OBJECTIVE: *Establish, maintain, and coordinate medical communications at the incident scene between TRANSPORTATION, the COMMAND HOSPITAL, and the MEDICAL GROUP.*

REPORTS TO: TRANSPORTATION Unit Leader.

- 1) Put on COMMUNICATIONS vest.
- 2) Set up close to TRANSPORTATION Unit. Check for good radio contact with repeater or other simplex users.
- 3) Establish initial communications with the HOSPITALS using public safety radio, cellular telephone, or amateur radio.
- 4) Break out tactical worksheets and use to track information.
- 5) Get initial information from MEDICAL GROUP. Give hospital initial report. Be accurate. Identify estimates. Do not speculate.
 - a. CATEGORY or level of Mass Casualty Incident
 - b. CAUSE of incident
 - c. NUMBER of patients
 - d. SEVERITY of injuries
- 6) Get hospital emergency capacity information from the medical group supervisor.
- 7) Determine which facility ambulances should be dispatched. Provide transport reports to the receiving hospital upon departure. Include:
 - a. UNIT transporting
 - b. NUMBER of patients
 - c. PATIENT INFORMATION (triage category, chief complaint, age, sex)
- 8) Monitor equipment status - replace batteries as needed.

**TRANSPORT RECORDER
(RECORDER)**

OBJECTIVE: *Ensure proper documentation of patient and vehicle movements.*

REPORTS TO: TRANSPORTATION Unit Leader.

- 1) Put on TRANSPORT RECORDER vest.
- 2) Set up at patient loading point in the TRANSPORTATION Area.
- 3) Record patient movement information on tactical worksheet.
- 4) Utilizing the tear off tag of the triage tag, provide the following information on every patient leaving TREATMENT to the transportation unit leader.
 - a. UNIT transporting
 - b. DESTINATION hospital
 - c. NUMBER of patients
 - d. PATIENT INFO (triage category, age, sex, chief complaint)
 - e. ETA at destination
- 5) Through the transportation unit leader, give other information to medical group supervisor for relay to hospital.

TRANSPORTATION LOADER (LOADER)

OBJECTIVE: *Ensure proper loading of patients on ground vehicles and provide directions to receiving hospitals.*

REPORTS TO: TRANSPORTATION Unit Leader.

- 1) Put on TRANSPORTATION LOADER vest.
- 2) Get local area maps and directions to receiving hospitals.
- 3) Set up at the patient loading point in TRANSPORTATION Unit.
- 4) Make sure patients selected for ground transportation by TRANSPORTATION are:
 - a. Ready for movement
 - b. Loaded on the correct ambulance - cross check numbers with RECORDER
- 5) Provide instructions to vehicle drivers:
 - a. Directions to the designated hospital
 - b. Actions to take (Return to Staging or Return to Home) after delivering patients
- 6) Keep TRANSPORTATION and RECORDER informed.

**AIR AMBULANCE COORDINATOR
(AIR)**

OBJECTIVE: Establish helicopter landing zone and coordinate helicopter operations into and out of the landing zone.

REPORTS TO: TRANSPORTATION Unit Leader.

1) Put on AIR AMBULANCE COORDINATOR vest.

2) Select Landing Zone site.

a. Select area large enough for safe operations:

		DAY	NIGHT
small helicopter	60' x 60'	100' x 100'	
medium helicopter	75' x 75'	125' x 125'	
large helicopter	125' x 125'	200' x 200'	

b. Landing surface is flat and firm and free of debris

c. Landing zone not close to TREATMENT

d. Clear approach path

e. Upwind of hazardous materials scenes.

3) Assign people to assist in establishing the Landing Zone.

4) Mark the Landing Zone.

a. Do not use flares

b. At night, make sure spotlights, floodlights, vehicle headlights, and other white lights are not pointed toward the helicopter

5) Advice flight crew before their landing approach of: OBSTRUCTIONS (towers, power lines, buildings, etc.) WIND DIRECTION and any gusting SPECIAL HAZARDS.

6) Coordinate patient loading and movement with TRANSPORTATION.

7) Keep operations safe and secure. Do not allow anyone to approach the aircraft who is not accompanied by a flight crew member.

8) Keep TRANSPORTATION and HELICOPTER CREWS informed.

SIMPLE TRIAGE AND RAPID TREATMENT ALGORITHM

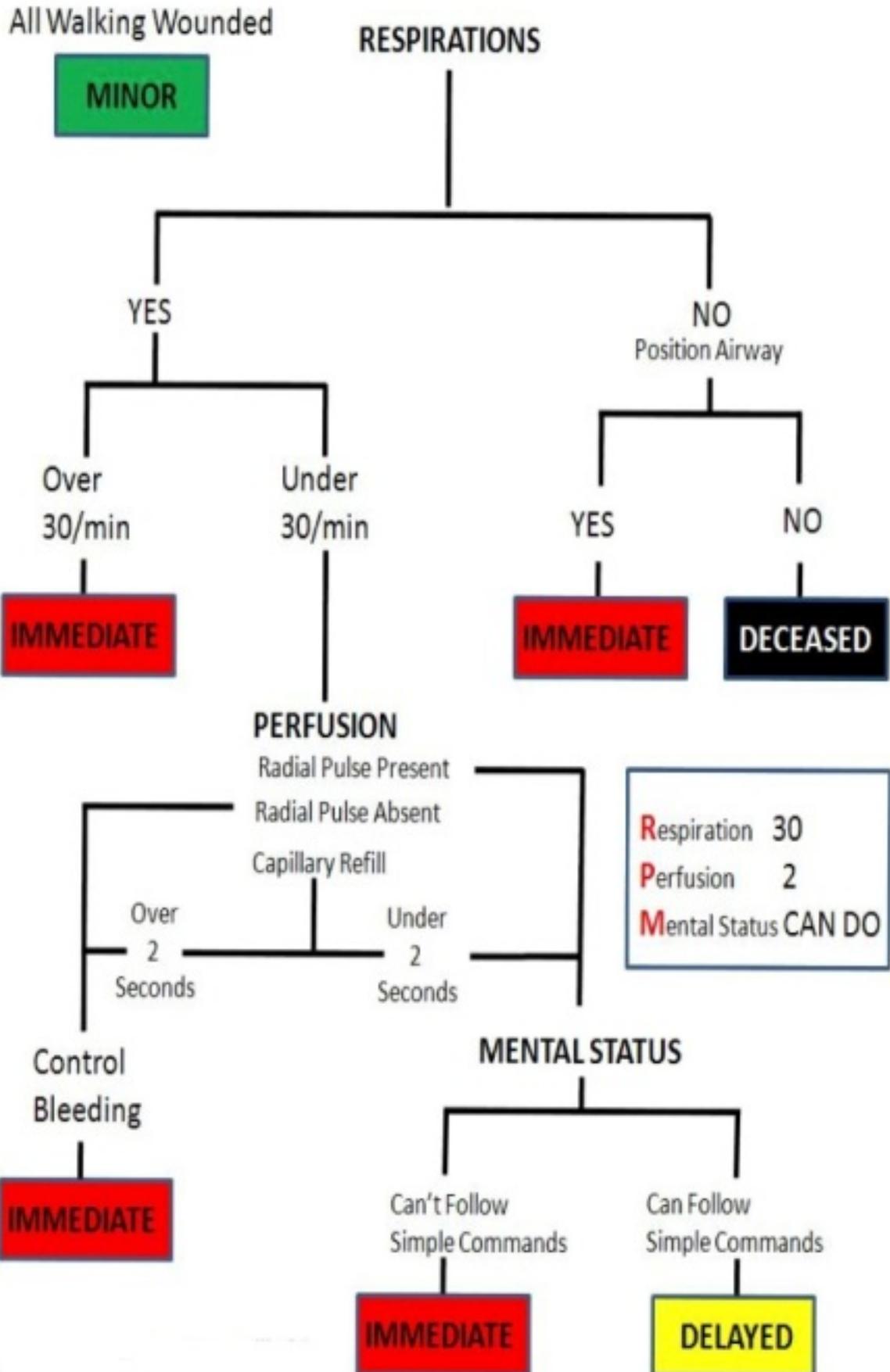
- Tell all who can WALK to move to an easily identified location. Assign a rescuer to supervise these patients. Will be taped as GREEN.
- Begin where you stand and move through the remaining victims. Quickly assess each victim and tag with surveyor's tape. Wrap the tape around an extremity and tie with a knot. (Order of preference – right wrist, left wrist, right ankle, left ankle).

COLOR	CODE	PRIORITY
RED	1	Immediate
YELLOW	2	Delayed
BLACK	3	Deceased or Not Salvageable

- Evaluate each patient as follows:
 - RESPIRATION
 - Not breathing and does not breath when airway opened - BLACK
 - Not breathing - breathes when airway opened - RED
 - More than 30 breaths a minute – RED
 - Less than 30 breaths a minute - go to next check.
 - PERFUSION
 - Stop obvious life threatening bleeding
 - No radial pulse – RED
 - Radial pulse - go to next check
 - MENTAL STATUS
 - Altered level of consciousness – RED
 - Does not follow simple commands – RED
 - Follows commands – YELLOW
- Keep a patient count - use a strip of tape on your leg and mark each patient with a tick mark by color code or tear off a small piece of each triage tape to keep a count. To help facilitate a quick count, you may want to put red in your left pocket, yellow in your right pocket, and green in your back pocket.

START TRIAGE

(Simple Triage and Rapid Treatment)



SECONDARY TRIAGE

Secondary triage decisions are based on clinical experience and judgment. Consider the following guidelines for mass casualty incidents.

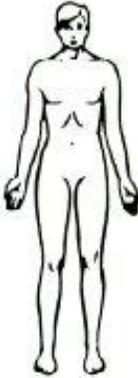
- If the Virginia Triage Tag has not yet been applied to the patient, it should be attached now. (Preference – right wrist, left wrist, right ankle, left ankle).
 - RED Priority 1 IMMEDIATE
 - life threatening injuries or illness
 - shock or risk of asphyxiation is present or imminent
 - high probability of survival if treated and transported immediately
 - YELLOW Priority 2 DELAYED
 - potentially life threatening injuries or illnesses
 - severely debilitating injuries or illnesses
 - can stand a delay in treatment and transportation
 - CATASTROPHICALLY INJURED (Sometimes called YELLOW PRIME)
 - not yet deceased
 - low probability of survival even with immediate treatment and transport
 - placed separately in the YELLOW area
 - TREATMENT and TRANSPORTATION determine when to transport
 - GREEN Priority 3 MINOR
 - non-life threatening injuries or illnesses
 - require a minimum of care with minimal risk of deterioration
 - BLACK DECEASED
 - NOT SALVAGEABLE
 - deceased on way to TREATMENT or on arrival
 - unresponsive with no circulation; cardiac arrest



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TRIAGE TAG

DO NOT REMOVE

PATIENT INFORMATION	AGE WEIGHT		PATIENT NUMBER					
	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		* 0 2 0 4 8 8 *					
	NAME							
	ADDRESS							
CITY		ST	PHONE					
TRIAGE STATUS	EVALUATION	TIME	RED	YELLOW	GREEN	BLACK		
	INITIAL		 IMMEDIATE	 DELAYED	 MINOR	 DECEASED		
	SECONDARY		 IMMEDIATE	 DELAYED	 MINOR	 DECEASED		
			 IMMEDIATE	 DELAYED	 MINOR	 DECEASED		
	HOSPITAL		 IMMEDIATE	 DELAYED	 MINOR	 DECEASED		
CHIEF COMPLAINT			Head Injury C-Spine Blunt Trauma Penetrating Injury Burn Fracture Laceration Amputation Medical _____ Cardiac Respiratory Diabetic OB/GYN Haz-Mat Exposure					
	COMMENTS							
TRANSPORTATION AGENCY/UNIT		DESTINATION		TIME ARRIVED				

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TREATMENT	* 0 2 0 4 8 8 *
	
OTHER	* 0 2 0 4 8 8 *
	
OTHER	* 0 2 0 4 8 8 *
	

HOSPITAL	* 0 2 0 4 8 8 *
	
OTHER	* 0 2 0 4 8 8 *
	
OTHER	* 0 2 0 4 8 8 *
	

TRANSPORT RECORD	AGE		PATIENT NUMBER		
	<input type="checkbox"/> MALE <input type="checkbox"/> FEMALE		* 0 2 0 4 8 8 *		
	NAME				
	CHIEF COMPLAINT				
	DESTINATION				
TRANSPORTATION AGENCY/UNIT		TIME OUT		TRIAGE STATUS	
					
					

TRIAGE TAG

DO NOT REMOVE

VITAL SIGNS	TIME	PULSE	B/P	RESP	LEVEL OF CONSCIOUSNESS

MEDICAL HISTORY	MEDICATIONS/MEDICAL PROBLEMS
	ALLERGIES

TIME	TREATMENT RECORD	INITIALS
	<input type="checkbox"/> BVM <input type="checkbox"/> ET <input type="checkbox"/> EOA <input type="checkbox"/> PTL	
	<input type="checkbox"/> Oxygen by _____ at _____ L/min	
	<input type="checkbox"/> Bleeding Control	
	<input type="checkbox"/> Spinal Immobilization	
	<input type="checkbox"/> IV Started at _____ at _____	
	<input type="checkbox"/> MAST Applied <input type="checkbox"/> Inflated	
	<input type="checkbox"/> Hazardous Materials Decontamination	



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TRIAGE TAG

MCI Standing Medical Orders

The MCI standing medical orders are to be adopted under the following conditions:

- 1) A multiple casualty incident has occurred and:
 - a. Medical direction is available, but because of the magnitude of patients, outcomes will be optimized by not contacting medical control.
 - b. Medical direction is not available.

- 2) These emergency standing medical orders are applicable only to employees and volunteer of EMS agencies in Henry County.
 - a. Emergency medical personnel will treat, whenever possible, patients in order of medical priority (i.e. red patients first, yellow patients only as time allows and green patients only after assuring that all red and yellow patient have been stabilized).
 - b. Standard of care shall apply when operating under a declared MCI. No provider is authorized to render treatment outside of their scope of practice.
 - c. Prior permission is not required for “cease efforts” when applied in accordance with START triage standards and the goals of MCI.
 - d. The receiving hospital should be notified of patient status, patient number, triage color, and significant treatments and/or conditions.

Resources

Resource management is a major component of successful outcomes at an MCI. The following are MCI resources to consideration for utilization during and MCI:

- Henry County MCI Trailer (Inventory List Attached)
- Henry County Mobile Command Unit
- Patrick County MCI Trailer
- Roanoke County MCI Trailer
- Roanoke City MCI Trailer
- Office of EMS Task Forces
- Near Southwest Preparedness Alliance STIP Unit

Medevac Services (Emergencies Only)

- Air Care, Winston Salem, NC 800-336-6224
- Lifeguard 10, Roanoke, VA 888-377-7628
- Lifeguard 11, Wytheville, VA 888-377-7628
- Life Flight, Durham, NC 800-524-4533

Name (Last, First)	Title	Work Phone	Home Phone	Mobile Phone	Fax Number	E-Mail Address
Adams, Roger	Henry County Parks & Recreation Director	(276) 634-4638	(276) 647-2616	(276) 340-5497	(276) 634-4637	radams@co.henry.va.us
Alley, Mark	Henry County Information Services Systems Analyst	(276) 634-4626	(276) 629-3079	(276) 340-4674	(276) 634-2595	malley@co.henry.va.us
Anderson, Bud	Health Department Environmental Health (ext. 131)	(276) 638-2311	(276) 634-7903	(276) 634-7903	(276) 638-3537	Bud.Anderson@vdh.virginia.gov
Ayers, Gary	HCDPS - Assistant Div. Chief of Training	(276) 634-4663	(276) 629-7793	(276) 340-8007	(276) 634-4770	rhowell@co.henry.va.us
Baker, Tim	Health Dept District Environmental Manager (ext 209)	(540) 484-0292	(540) 483-8616	(540) 493-2830	(540) 484-0314	Tim.Baker@vdh.virginia.gov
Barrow, Melanie	VPI-Extension Service Director	(276) 634-4646	(276) 957-5669	(276) 340-7926	(276) 638-8901	mwbarrow@vt.edu
Beam, Jeffrey	Company 10 - Collinsville Fire (276) 647-3711	(276) 647-7187	(276) 647-5280	(276) 734-9314	(276) 634-1286	jeffreybeam@yahoo.com
Bennett, William	Henry County Building Inspections	(276) 634-4618	(276) 634-6822	(276) 634-6822	(276) 634-4628	wbennett@co.henry.va.us
Black, JaMese	Schools - Magna Vista High School	(276) 956-3147	(276) 956-1401	(336) 575-0847	(336) 575-0847	jblack@henry.k12.va.us
Boone, Benjamin	Schools - Axton Elementary School	(276) 650-1193	(276) 650-1462	(276) 632-5598	(276) 618-0567	bboone@henry.k12.va.us
Bradshaw, Charles	Company 13 - Horsepasture Fire (276) 957-3151	(276) 957-2281	(276) 957-2205	(276) 340-6758	(276) 957-1269	chbtriangle@earthline.net
Burger, Kimberly	Golden Living Center - Clinical Educator	(276) 632-7146	(434) 685-8527	(434) 203-0874	(276) 632-1112	kimberly.burger@goldenliving.com
Burnette, Verna	Health Department Nursing Manager	(276) 638-2311	n/a	n/a	(276) 638-3537	verna.burnette@vdh.virginia.gov
Campbell, Corbin	Schools - Fieldale-Collinsville Middle School	(276) 647-3841	(276) 647-4090	(276) 340-8031	(276) 340-8031	ccampbell@henry.k12.va.us
Cardwell, Sue	Stanleytown Health Care - DON	(276) 629-1772	(276) 632-0329	(276) 340-2225	(276) 629-4271	ccardwel@mfa.net
Carter, Michael	Kings Grant - Environmental Svc. Director	(276) 634-1126	n/a	(276) 340-0564	(276) 634-1599	mtcarter@kingsgrant.cc
Clark, Jonathan	Virginia State Police - Sergeant	(276) 632-7503	(276) 752-5230	(276) 734-9115	(276) 632-2239	jonathan.clark@vst.virginia.gov
Clark, Lee	Henry County Director - Planning , Zoning & Inspections	(276) 634-4624	(276) 732-0200	(276) 732-0200	(276) 634-4599	lclark@co.henry.va.us
Clary, Steve	PSA - Superintendent	(276) 634-2551	n/a	(276) 340-6962	(276) 634-2562	sclary@co.henry.va.us
Clodfelter, Becky	Harmony Hall Home for Adults - Administrator	(276) 629-3533	(276) 629-4255	(276) 732-5388	(276) 629-4555	klodfelter@yahoo.com
Cooper, Kiah	HCDPS - Assistant Div. Chief of Training	(276) 634-4664	(276) 956-3747	(276) 252-1017	(276) 647-4770	kcooper@co.henry.va.us
Cotton, Jared	Schools - Superintendent	(276) 634-4712	(276) 629-1571	(276) 734-5724	(276) 638-8990	jcotton@henry.k12.va.us
Davis, Jason	Blue Ridge Airport - Manager	(276) 957-2291	(276) 956-2029	(276) 358-0749	(276) 957-2292	jdavis@flyblueridge.com
Dillard, Garrett	Schools - Laurel Park Middle School	(276) 632-7216	(276) 632-4865	(336) 253-0663	(336) 253-0663	gdillard@henry.k12.va.us
Dillard, Tierra	Communications Center - Admin Communications Supervisor	(276) 638-8751	(276) 632-1197	(276) 734-6102	(276) 638-1394	tdillard@co.henry.va.us
Doss, Darrin	Health Department Environmental Health, Supervisor (ext. 105)	(276) 638-2311	(276) 224-7262	(276) 224-7262	(276) 638-3537	Darrin.Doss@vdh.virginia.gov
Draper, Donna	VPI-Extension Service Admin Asst	(276) 634-4652	(276) 252-2436	(276) 252-2436	(276) 638-8901	ddraper@vt.edu
Draper, Pete	HCDPS - Fire Marshal	(276) 634-4667	(276) 647-9657	(276) 340-8010	(276) 634-4770	pdraper@co.henry.va.us
Eanes, Steve	Henry County Sheriff's Office - Lieutenant Colonel	(276) 656-4210	(276) 956-1526	(276) 226-0801	(276) 656-4260	knester@co.henry.va.us
Edmonds, Judy	Schools - Carver Elementary School	(276) 957-2226	(276) 957-4234	(276) 647-8932	(276) 734-6143	jedmonds@henry.k12.va.us
Farrar, Becky	Kings Grant - Exec. Director (ALFA)	(276) 634-1131	(540) 576-4130	(276) 340-0309	(276) 634-1599	bfarrar@kingsgrant.cc
Ferguson, Tony	A.R.E.S. Emergency Coordinator	n/a	(276) 638-4100	(276) 340-9436	n/a	spider24112@yahoo.com
Finch, Jeremiah	Stanleytown Health Care - Administrator	(276) 629-1772	(434) 229-6359	(276) 229-5221	(276) 629-4271	jeremiah.finch@mfa.net
Flippin, William	Henry County Park Maintenance Director	n/a	(276) 650-2612	(276) 340-8797	(276) 634-4637	wflippin@co.henry.va.us
Fulcher, Elizabeth	Schools - Campbell Court Elementary School	(276) 629-5344	(276) 629-3849	(276) 647-1343	(276) 358-1471	efulcher@henry.k12.va.us
Fulcher, Jeff	Station 03 - Bassett Rescue (276) 629-3107	(276) 666-7391	(276) 629-2220	(276) 340-2106	(276) 629-5400	bassettresue@comcast.net

Name (Last, First)	Title	Work Phone	Home Phone	Mobile Phone	Fax Number	E-Mail Address
Fulcher, Tim	Schools - Pupil Transportation	(276) 647-3704	(276) 647-9275	(276) 629-5465	(276) 340-0889	tfulcher@henry.k1.va.us
Gardner, Jason	Henry County GIS Technician	(276) 634-2507	(276) 650-8464	(276) 734-3640	(276) 638-7970	igardner@co.henry.va.us
Garrett, Chris	Health Department Local Health Emerg.Coord.(ext. 145)	(540) 484-0292	(276) 650-5008	(276) 732-1800	(540) 484-0314	christopher.garrett@vdh.virginia.gov
Garrett, Lisa	HCDPS - Assistant Fire Marshal	(276) 634-4668	(276) 650-5008	(276) 340-8003	(276) 634-4770	lgarrett@co.henry.va.us
Gibbs, John	Schools - Bassett High School	(276) 629-1731	(276) 629-8221	(276) 226-3508	(276) 226-3508	jgibbs@henry.k12.va.us
Godwin, Angeline	Patrick Henry Community College/President (276-638-8777)	(276) 656-0201	(276) 732-3433	(276) 732-3433	(276) 656-0303	agodwin@patrickhenry.edu
Graem, Debra	Martinsville Memorial Hospital - Infection Control	(276) 666-7875	n/a	n/a	(276) 666-7600	debra.graem@lpnt.net
Gravelly, Tiffany	Schools - Bassett High School Asst Principal - Crisis Mgr.	(276) 629-1731	(276) 629-8221	(276) 734-5688	(276) 734-5688	tgravelly@henry.k12.va.us
Guard House	Kings Grant Guard House (24/7 number 276-634-1000)	(276) 634-1513	(276) 340-0711	n/a	n/a	n/a
Hairston, Brian	VPI-Extension Service 4H Director	(276) 634-4648	(276) 632-5009	(276) 732-7437	(276) 638-8901	bhairsto@vt.edu
Hairston, Eric	Henry County Sheriff's Office - Captain	(276) 656-4281	(276) 957-1606	(276) 732-0522	(276) 656-4260	ehairston@co.henry.va.us
Hall, Tim	Henry County Administrator/Dir. Emerg. Mgmt.	(276) 634-4605	(276) 650-8821	(276) 732-4593	(276) 634-4781	thall@co.henry.va.us
Hall, Tim	PSA - General Manager	(276) 634-4605	(276) 647-3073	(276) 732-4593	(276) 634-4781	thall@co.henry.va.us
Hanbury, Jack	Patrick-Henry Community College - VP Fin & Admin	(276) 656-0205	(276) 336-3530	(276) 224-2561	(276) 656-0320	ihanbury@patrickhenry.edu
Hatcher, Daryl	Station 04 - Fieldale-Collinsville Rescue (276) 647-3232	(540) 483-3091	(540) 263-0263	(540) 263-0243	(276) 647-1790	FCRS401@comcast.net
HCDPS Fire/EMS	Summerlin Station - Full Time Fire/EMS Personnel	(276) 403-5498	n/a	(276) 340-2463	(276) 403-5498	n/a
Heath, Mark	Martinsville-Henry County Economic Development Office	(276) 403-5944	(276) 956-4919	(276) 226-6986	(276) 403-5941	mheath@yesmartinsville.com
Helbert, Suzie	HCDPS - Deputy Director	(276) 634-4662		(276) 340-8002	(276) 634-4770	shelbert@henrycountywa.gov
Hershey, Jody (Dr.)	Health Department District Director (ext. 111)	(276) 638-2311	(276) 666-4474	(276) 732-4246	(276) 638-3537	Jody.Hershey@vdh.virginia.gov
Hughes, Kevin	Henry County Building/Grounds Maint Supervisor	(276) 634-4659	n/a	(276) 732-3188	(276) 638-7970	khughes@co.henry.va.us
Hylton, Jo Ann	Schools - Laurel Park Middle School	(276) 632-7216	(276) 632-4865	(276) 340-2213	(276) 340-2213	jhylton@henry.k12.va.us
Hylton, Michael	Station 19 - Axton Rescue(276) 650-3166	(276) 403-5152	(276) 650-1718	(276) 358-1718	(276) 650-8144	mhylton@hughes.net
Jackson, Mark	A.R.E.S. Ass't Emergency Coordinator	(276) 632-8608	(276) 634-8006	(276) 790-7275	n/a	markj4@comcast.net
Jones, Darrell	Henry County Finance Director	(276) 634-4632	(276) 647-4570	(276) 732-4026	(276) 634-2513	djones@co.henry.va.us
Kamara, Daniel	Golden Living Center - Director of Nursing	(276) 632-7146	(540) 915-8824	(540) 915-8824	(276) 632-1112	daniel.kamara@goldenliving.com
Kanode, Barry	Patrick Henry Correctional Unit - Number 28 (276-957-2234)	(276) 957-7795	(276) 638-1216	(276) 732-3357	(276) 957-1230	barry.kanode@vadoc.virginia.gov
Lane, Brad	Virginia State Police - Sergeant	(276) 632-7503	(276) 956-2215	(434) 251-4048	(276) 632-2239	brad.lane@vst.virginia.gov
Lawson, Ralph	Red Cross Executive Director (disaster #276-340-9984)	(276) 632-5127	(276) 252-3183	(276) 252-3183	(276) 632-8529	rlawsonexchange@gmail.com
LeRay, Simon	Health Department Environmental Health (ext. 132)	(276) 638-2311	(434) 441-0482	(276) 224-7429	(276) 638-3537	Simon.LeRay@vdh.virginia.gov
Lewis, Sheri	Schools - Drewry Mason Middle School	(276) 956-3154	(276) 956-3156	(276) 956-1283	(276) 226-6229	sherlew@henry.k12.va.us
Libassi, Nathan	Golden Living Center - Executive Director of Bldg	(276) 632-7146	(540) 309-4849	(540) 309-4849	(276) 632-1112	nathan.libassi@goldenliving.com
Lovelace, Jerry	Kings Grant - Health Care - After Hours	(276) 634-1136	n/a	(276) 340-0181	(276) 634-1599	jlovelace@kingsgrant.cc
Lyle, George	Henry County - Attorney	(276) 634-4606	(276) 666-6207	(276) 226-0123	(276) 634-4781	glyle@co.henry.va.us
Lynch, Junior	Company 08 - Bassett Fire (276) 629-5323	(276) 629-6689	(276) 340-5324	(276) 340-5324	(276) 629-9549	chief@bassettfire.com
Malone, Eric	Virginia State Police – 1 st Sergeant	(276) 632-7503	(276) 393-0635	(276) 393-0635	(276) 632-2239	eric.malone@vst.virginia.gov
Martin, Tommy	Company 11 - Dyers Store Fire (276) 638-3184	n/a	(276) 732-8527	(276) 732-1926	(276) 638-2282	tkmartin1104@gmail.com

Name (Last, First)	Title	Work Phone	Home Phone	Mobile Phone	Fax Number	E-Mail Address
Maxwell, John	Martinsville Memorial Hospital - COO	(276) 666-7601	(276) 252-7060	(276) 252-7060	(276) 666-7600	john.maxwell@lpnt.net
McAlexander, Bryan	Henry County Engineering and Mapping - Project Engineer	(276) 634-2568	(276) 629-1467	(276) 224-3839	(276) 638-7970	bmcalexander@co.henry.va.us
McCullough, Chris	Henry County Radio Technician	(276) 634-2518	(276) 292-2624	(276) 618-1551	(276) 634-2562	cmccullough@co.henry.va.us
Minter, Elizabeth	Schools - Mount Olivet Elementary School	(276) 638-1022	(276) 638-2281	(276) 340-2951	(276) 340-2951	eminter@henry.k12.va.us
Minter, Mike	Schools - Magna Vista High School Facility Director	(276) 956-3147	(276) 956-1401	(276) 340-2950	(276) 340-2950	mdminter@henry.k12.va.us
Minter, Mike	Schools - Regional Alternative School	(276) 638-1668	(276) 638-3942	(276) 340-2950	(276) 340-2950	mminter@henry.k12.va.us
Morgan, Perry W.	Blue Ridge Soil & Water Conservation District	(276) 632-3164	(540) 297-4764	(540) 871-0911	n/a	perry.morgan@va.nacdnet.net
Oakes, Tina	Health Department Nursing Supervisor (ext. 136)	(276) 638-2311	n/a	n/a	(276) 638-3537	Tina.Oakes@vdh.virginia.gov
Ortiz-Garcia, Sharon	Health Department District Epidemiologist (ext. 129)	(276) 638-2311	(276) 694-4994	(276) 732-8833	(276) 638-3537	Sharon.Ortiz-Garcia@vdh.virginia.gov
Pace, Tim	PSA - Division Manager (Engineering and Mapping)	(276) 634-2559	(276) 647-1659	(276) 340-0485	(276) 634-4781	tpace@co.henry.va.us
Penn, Laryssa	Schools - Stanleytown Elementary School	(276) 629-5084	(276) 629-2925	(276) 734-4630	(276) 734-4630	lpenn@henry.k12.va.us
Perry, Lane	Henry County Sheriff	(276) 656-4202	(276) 673-2370	(276) 226-6310	(276) 656-4260	lperry@co.henry.va.us
Peters, Jasper	Company 07 - Axton Fire (276) 650-2121	n/a	(276) 650-3360	(276) 226-3256	(276) 650-2121	jpeters@centurylink.net
Pilon, Michelle	Martinsville Memorial Hospital - CNO	(276) 666-7380	(850) 322-0571	(850) 322-0571	(276) 666-7600	michelle.pilon@lpnt.net
Poston, Paula	Red Cross Regional Director of EMS (Roanoke Office)	(540) 985-3560	n/a	(540) 520-2299	(540) 985-3010	postonp@usa.redcross.org
Powell, JR	Communications Center - Director	(276) 638-8751	(276) 656-1780	(276) 732-9543	(276) 638-1394	vpowell@co.henry.va.us
Pruitt, Travis	Station 06 - Ridgeway Rescue (276) 956-2811	(276) 634-5603	n/a	(276) 226-0409	(276) 226-0409	captain@ridgewayrescue.com
Puckett, Melissa	Henry County Senior Services Coordinator	(276) 634-4643	(276) 647-7298	(276) 806-6815	(276) 634-4637	mpuckett@co.henry.va.us
Pullen, William	Golden Living Center - Maintenance	(276) 632-7146	(276) 634-6106	(540) 352-2365	(276) 632-1112	william.pullen@goldenliving.com
Reynold, Susan	Human Resources Director/Public Information Officer	(276) 634-2572	(276) 647-7672	(276) 732-2926	(276) 634-4781	sreynolds@co.henry.va.us
Richardson, Randy	Stanleytown Health Care - Maintenance	(276) 629-1772	(276) 647-5997	(276) 229-1487	(276) 629-4271	rrichardson@mfa.net
Rodgers, Careen	Health Department Immunization Nurse (ext. 114)	(276) 638-2311	n/a	n/a	(276) 638-3537	Careen.Rodgers@vdh.virginia.gov
Rodgers, Sally	Schools - Sanville Elementary School	(276) 629-5301	(276) 629-4648	(276) 694-6785	n/a	srodgers@henry.k12.va.us
Roop, Emily	Schools - Laurel Park Middle School	(276) 632-7216	(276) 632-4865	(276) 681-6829	(540) 522-8520	eroop@henry.k12.va.us
Scott, Bobby	City of Martinsville - Emerg Mgmt Coord	(276) 403-5325	(276) 226-0673	(276) 252-5283	(276) 638-1394	bscott@ci.martinsville.va.us
Scott, Keith	Schools - Maintenance & Security	(276) 666-2404	(276) 666-2240	(276) 647-3864	(276) 224-3041	kscott@henry.k12.va.us
Scott, Renee	Schools - Rich Acres Elementary School	(276) 638-3366	(276) 638-2462	(276) 870-1578	(276) 870-1578	rscott@henry.k12.va.us
Seay, Marcie	Schools - Collinsville Primary	(276) 647-8932	(276) 647-9585	(276) 666-0762	(276) 806-0675	mseay@henry.k12.va.us
Shelton, Bonnie	Stanleytown Health Care - Assistant DON	(276) 629-1772	(276) 934-5632	(276) 229-3405	(276) 629-4271	bshelton@mfa.net
Shelton, Traci	Station 18 - Horsepasture Rescue (276) 957-1115	n/a	n/a	(276) 224-8383	(276) 957-5037	tracilynshelton@gmail.com
Shuler, Brian	Company 12 - Fieldale Fire (276) 673-6401	(276) 632-5600	(276) 957-3624	(276) 732-2953	(276) 673-4330	Shuler_Brian@earthlink.net
Shumate, Kenny	HCDPS - Div Chief of Operations	(276) 634-4658	(276) 647-8085	(276) 226-0802	(276) 634-4770	kshumate@co.henry.va.us
Stanfield, Richard	Henry County Assistant Finance Director/PSA	(276) 634-2590	(276) 629-4169	(276) 732-8679	(276) 634-2513	rstandfield@co.henry.va.us
Stone, Cecil	Henry County Building Official & Inspections	(276) 634-4619	(276) 647-7717	(276) 340-8006	(276) 634-4628	cstone@co.henry.va.us
Stone, Marcus	Martinsville Memorial Hospital - E D Director	(276) 666-7692	(276) 732-3652	(276) 732-3652	(276) 666-7600	marcus.stone@lpnt.net
Tatum, Matt	HCDPS -Director	(276) 634-4665	(276) 340-8005	(276) 340-8005	(276) 634-4770	mtatum@co.henry.va.us

Name (Last, First)	Title	Work Phone	Home Phone	Mobile Phone	Fax Number	E-Mail Address
Temple, Joanie	Social Services Assistant Director	(276) 656-4302	(276) 224-9734	(276) 224-9734	(276) 656-4398	joanie.temple@dds.virginia.gov
Thompson, Lisa	Social Services Business Manager	(276) 656-4361	(276) 634-5291	(540) 493-4113	(276) 656-4398	lisa.thompson@dss.virginia.gov
Trent, Zebulan	Company 15 - Ridgeway Fire (276) 956-2889	n/a	(276) 732-4854	(276) 732-4854	(276) 956-8712	cottontrent1550@gmail.com
Turner Donald	Company 14 - Patrick-Henry Fire (276) 629-7677	n/a	(276) 694-4808	(276) 692-4288	(276) 629-4500	dwtturner1969@gmail.com
Vaughn, Rik	Henry County Sheriff's Office - Captain	(276) 656-4208	(276) 650-1594	(276) 226-6253	(276) 656-4260	rvaughn@co.henry.va.us
Verlik, Tanya	Social Services Director (Main #: 276-656-4300)	(276) 656-4302	(276) 627-1121	(276) 806-8447	(276) 656-4398	tanya.verlik@dss.virginia.gov
Vestal, Sherri	Schools - Nursing Supervisor	(276) 634-4753	(276) 634-4752	(276) 629-2222	(276) 252-3285	svestal@henry.k12.va.us
Wagoner, Dale	Henry County Deputy Administrator/Dep. Emerg. Mgmt.	(276) 634-4604	(276) 634-5664	(276) 340-8004	(276) 634-4781	dwagoner@co.henry.va.us
Wagoner, Dale	PSA - Assistant General Manager	(276) 634-4604	(276) 634-5664	(276) 340-8004	(276) 634-4781	thall@co.henry.va.us
Walker, Ricky	Henry County Sheriff's Office - Major	(276) 656-4245	(276) 632-7743	(276) 252-6719	(276) 656-4260	seanes@co.henry.va.us
Walmsley, Pat	Schools - Bassett High School Asst Principal	(276) 629-1731	(276) 629-8221	n/a	(276) 732-7570	pwalmsley@henry.k12.va.us
Ward, Mike	PSA - Division Manager (Treatment)	(276) 634-2540	(276) 632-2385	(276) 340-0049	(276) 634-4781	mward@co.henry.va.us
Whitlow, Cherri	Schools - John Redd Smith Elementary School	(276) 647-7676	(276) 647-9434	(276) 647-8029	(276) 732-9726	cwhitlow@henry.k12.va.us
Winn, Eric	Henry County Sheriff's Office - Captain	(276) 656-4280	(276) 340-0353	(276) 340-0353	(276) 656-4260	ewinn@co.henry.va.us
Wright Shanna	Kings Grant - Director of Nursing	(276) 634-1125	(276) 634-6072	(276) 340-0381	(276) 634-1599	swright@kingsgrant.cc
Wyatt, John	Health Department Environmental Health (ext. 130)	(276) 638-2311	(276) 618-0029	(276) 618-0029	(276) 638-3537	John.Wyatt@vdh.virginia.gov
Youngblood, Christian	Henry County Information Services Director	(276) 634-2502	(276) 226-5034	(276) 226-5034	(276) 634-2595	cyoungblood@co.henry.va.us
	Office of the Medical Examiner - Central District (Richmond)	(804) 786-3174	n/a	n/a	(804) 371-8595	ocme_cent@vdh.virginia.gov
	Office of the Medical Examiner - Northern District (Fairfax)	(703) 764-4640	n/a	n/a	(703) 530-0510	ocme_nova@vdh.virginia.gov
	Office of the Medical Examiner - Tidewater District (Norfolk)	(757) 683-8366	n/a	n/a	(757) 683-2589	ocme_tide@vdh.virginia.gov
	Office of the Medical Examiner - Western District (Roanoke)	(540) 561-6615	n/a	n/a	(540) 561-6619	ocme_west@vdh.virginia.gov
	USACE-Philpott Lake, Asst. Operations Project Manager	(276) 629-4512			n/a	
	USACE-Philpott Lake, Operations Project Manager	(276) 629-4512			n/a	
	Virginia Criminal Injury Compensation Fund	(800) 552-4007		n/a	(804) 367-1021	cicf@vwc.virginia.gov
	Virginia Department of Criminal Justice Services	(888) 887-3418	(804) 786-4000	n/a	n/a	
	Virginia Department of Criminal Justice Services	(888) 887-3418	(804) 786-4000	n/a	n/a	

Name (Last, First)	Title	Work Phone	Home Phone	Mobile Phone	Fax Number	E-Mail Address
Jackson, Mark	A.R.E.S. Ass't Emergency Coordinator	(276) 632-8608	(276) 634-8006	(276) 790-7275	n/a	markj4@comcast.net
Ferguson, Tony	A.R.E.S. Emergency Coordinator	n/a	(276) 638-4100	(276) 340-9436	n/a	spider24112@yahoo.com
Davis, Jason	Blue Ridge Airport - Manager	(276) 957-2291	(276) 956-2029	(276) 358-0749	(276) 957-2292	jdavis@flyblueridge.com
Morgan, Perry W.	Blue Ridge Soil & Water Conservation District	(276) 632-3164	(540) 297-4764	(540) 871-0911	n/a	perry.morgan@va.nacdn.net
Scott, Bobby	City of Martinsville - Emerg Mgmt Coord	(276) 403-5325	(276)226-0673	(276) 252-5283	(276) 638-1394	bscott@ci.martinsville.va.us
Dillard, Tierra	Communications Center - Admin Comuncations Supervisor	(276) 638-8751	(276) 632-1197	(276) 734-6102	(276) 638-1394	tdillard@co.henry.va.us
Powell, JR	Communications Center - Director	(276) 638-8751	(276) 656-1780	(276) 732-9543	(276) 638-1394	vpowell@co.henry.va.us
Peters, Jasper	Company 07 - Axton Fire (276) 650-2121	n/a	(276) 650-3360	(276) 226-3256	(276) 650-2121	jpeters@centurylink.net
Lynch, Junior	Company 08 - Bassett Fire (276) 629-5323	(276) 629-6689	(276) 340-5324	(276) 340-5324	(276) 629-9549	chief@bassettfire.com
Beam, Jeffrey	Company 10 - Collinsville Fire (276) 647-3711	(276) 647-7187	(276) 647-5280	(276) 734-9314	(276) 634-1286	jeffreybeam@yahoo.com
Martin, Tommy	Company 11 - Dyers Store Fire (276) 638-3184	n/a	(276) 732-8527	(276) 732-1926	(276) 638-2282	tkmartin1104@gmail.com
Shuler, Brian	Company 12 - Fieldale Fire (276) 673-6401	(276) 632-5600	(276) 957-3624	(276) 732-2953	(276) 673-4330	Shuler_Brian@earthlink.net
Bradshaw, Charles	Company 13 - Horsepasture Fire (276) 957-3151	(276) 957-2281	(276) 957-2205	(276) 340-6758	(276) 957-1269	chbtriangle@earthline.net
Turner Donald	Company 14 - Patrick-Henry Fire (276) 629-7677	n/a	(276) 694-4808	(276) 692-4288	(276) 629-4500	dwtturner1969@gmail.com
Trent, Zebulan	Company 15 - Ridgeway Fire (276) 956-2889	n/a	(276) 732-4854	(276) 732-4854	(276) 956-8712	cottontrent1550@gmail.com
Burger, Kimberly	Golden Living Center - Clinical Educator	(276) 632-7146	(434) 685-8527	(434) 203-0874	(276) 632-1112	kimberly.burger@goldenliving.com
Kamara, Daniel	Golden Living Center - Director of Nursing	(276) 632-7146	(540) 915-8824	(540) 915-8824	(276) 632-1112	daniel.kamara@goldenliving.com
Libassi, Nathan	Golden Living Center - Executive Director of Bldg	(276) 632-7146	(540) 309-4849	(540) 309-4849	(276) 632-1112	nathan.libassi@goldenliving.com
Pullen, William	Golden Living Center - Maintenance	(276) 632-7146	(276) 634-6106	(540) 352-2365	(276) 632-1112	william.pullen@goldenliving.com
Clodfelpher, Becky	Harmony Hall Home for Adults - Administrator	(276) 629-3533	(276) 629-4255	(276) 732-5388	(276) 629-4555	klodfelpher@yahoo.com
Ayers, Gary	HCDPS - Assistant Div. Chief of Training	(276) 634-4663	(276) 629-7793	(276) 340-8007	(276) 634-4770	rhowell@co.henry.va.us
Cooper, Kiah	HCDPS - Assistant Div. Chief of Training	(276) 634-4664	(276) 956-3747	(276) 252-1017	(276) 647-4770	kcooper@co.henry.va.us
Garrett, Lisa	HCDPS - Assistant Fire Marshal	(276) 634-4668	(276) 650-5008	(276) 340-8003	(276) 634-4770	lgarrett@co.henry.va.us
Helbert, Suzie	HCDPS - Deputy Director	(276) 634-4662		(276) 340-8002	(276) 634-4770	shelbert@henrycountyva.gov
Shumate, Kenny	HCDPS - Div Chief of Operations	(276) 634-4658	(276) 647-8085	(276) 226-0802	(276) 634-4770	kshumate@co.henry.va.us
Draper, Pete	HCDPS - Fire Marshal	(276) 634-4667	(276) 647-9657	(276) 340-8010	(276) 634-4770	pdraper@co.henry.va.us
Tatum, Matt	HCDPS -Director	(276) 634-4665	(276) 340-8005	(276) 340-8005	(276) 634-4770	mtatum@co.henry.va.us
Hershey, Jody (Dr.)	Health Department District Director (ext. 111)	(276) 638-2311	(276) 666-4474	(276) 732-4246	(276) 638-3537	Jody.Hershey@vdh.virginia.gov
Ortiz-Garcia, Sharon	Health Department District Epidemiologist (ext. 129)	(276) 638-2311	(276) 694-4994	(276) 732-8833	(276) 638-3537	Sharon.Ortiz-Garcia@vdh.virginia.gov
Wyatt, John	Health Department Environmental Health (ext. 130)	(276) 638-2311	(276) 618-0029	(276) 618-0029	(276) 638-3537	John.Wyatt@vdh.virginia.gov
Anderson, Bud	Health Department Environmental Health (ext. 131)	(276) 638-2311	(276) 634-7903	(276) 634-7903	(276) 638-3537	Bud.Anderson@vdh.virginia.gov
LeRay, Simon	Health Department Environmental Health (ext. 132)	(276) 638-2311	(434) 441-0482	(276) 224-7429	(276) 638-3537	Simon.LeRay@vdh.virginia.gov
Doss, Darrin	Health Department Environmental Health, Supervisor (ext. 105)	(276) 638-2311	(276) 224-7262	(276) 224-7262	(276) 638-3537	Darrin.Doss@vdh.virginia.gov
Rodgers, Careen	Health Department Immunization Nurse (ext. 114)	(276) 638-2311	n/a	n/a	(276) 638-3537	Careen.Rodgers@vdh.virginia.gov
Garrett, Chris	Health Department Local Health Emerg.Coord.(ext. 145)	(540) 484-0292	(276) 650-5008	(276) 732-1800	(540) 484-0314	christopher.garrett@vdh.virginia.gov
Burnette, Verna	Health Department Nursing Manager	(276) 638-2311	n/a	n/a	(276) 638-3537	verna.burnette@vdh.virginia.gov

Name (Last, First)	Title	Work Phone	Home Phone	Mobile Phone	Fax Number	E-Mail Address
Oakes, Tina	Health Department Nursing Supervisor (ext. 136)	(276) 638-2311	n/a	n/a	(276) 638-3537	Tina.Oakes@vdh.virginia.gov
Baker, Tim	Health Dept District Environmental Manager (ext 209)	(540) 484-0292	(540) 483-8616	(540) 493-2830	(540) 484-0314	Tim.Baker@vdh.virginia.gov
Lyle, George	Henry County - Attorney	(276) 634-4606	(276) 666-6207	(276) 226-0123	(276) 634-4781	glyle@co.henry.va.us
Hall, Tim	Henry County Administrator/Dir. Emerg. Mgmt.	(276) 634-4605	(276) 650-8821	(276) 732-4593	(276) 634-4781	thall@co.henry.va.us
Stanfield, Richard	Henry County Assistant Finance Director/PSA	(276) 634-2590	(276) 629-4169	(276) 732-8679	(276) 634-2513	rstandfield@co.henry.va.us
Bennett, William	Henry County Building Inspections	(276) 634-4618	(276) 634-6822	(276) 634-6822	(276) 634-4628	wbennett@co.henry.va.us
Stone, Cecil	Henry County Building Official & Inspections	(276) 634-4619	(276) 647-7717	(276) 340-8006	(276) 634-4628	cstone@co.henry.va.us
Hughes, Kevin	Henry County Building/Grounds Maint Supervisor	(276) 634-4659	n/a	(276) 732-3188	(276) 638-7970	khughes@co.henry.va.us
Wagoner, Dale	Henry County Deputy Administrator/Dep. Emerg. Mgmt.	(276) 634-4604	(276) 634-5664	(276) 340-8004	(276) 634-4781	dwagoner@co.henry.va.us
Clark, Lee	Henry County Director - Planning , Zoning & Inspections	(276) 634-4624	(276) 732-0200	(276) 732-0200	(276) 634-4599	lclark@co.henry.va.us
McAlexander, Bryan	Henry County Engineering and Mapping - Project Engineer	(276) 634-2568	(276) 629-1467	(276) 224-3839	(276) 638-7970	bmcalexander@co.henry.va.us
Jones, Darrell	Henry County Finance Director	(276) 634-4632	(276) 647-4570	(276) 732-4026	(276) 634-2513	djones@co.henry.va.us
Gardner, Jason	Henry County GIS Technician	(276) 634-2507	(276) 650-8464	(276) 734-3640	(276) 638-7970	jgardner@co.henry.va.us
Youngblood, Christian	Henry County Information Services Director	(276) 634-2502	(276) 226-5034	(276) 226-5034	(276) 634-2595	cyoungblood@co.henry.va.us
Alley, Mark	Henry County Information Services Systems Analyst	(276) 634-4626	(276) 629-3079	(276) 340-4674	(276) 634-2595	malley@co.henry.va.us
Flippin, William	Henry County Park Maintenance Director	n/a	(276) 650-2612	(276) 340-8797	(276) 634-4637	wflippin@co.henry.va.us
Adams, Roger	Henry County Parks & Recreation Director	(276) 634-4638	(276) 647-2616	(276) 340-5497	(276) 634-4637	radams@co.henry.va.us
McCullough, Chris	Henry County Radio Technician	(276) 634-2518	(276) 292-2624	(276) 618-1551	(276) 634-2562	cmccullough@co.henry.va.us
Puckett, Melissa	Henry County Senior Services Coordinator	(276) 634-4643	(276) 647-7298	(276) 806-6815	(276) 634-4637	mpuckett@co.henry.va.us
Perry, Lane	Henry County Sheriff	(276) 656-4202	(276) 673-2370	(276) 226-6310	(276) 656-4260	lperry@co.henry.va.us
Hairston, Eric	Henry County Sheriff's Office - Captain	(276) 656-4281	(276) 957-1606	(276) 732-0522	(276) 656-4260	ehairston@co.henry.va.us
Vaughn, Rik	Henry County Sheriff's Office - Captain	(276) 656-4208	(276) 650-1594	(276) 226-6253	(276) 656-4260	rvaughn@co.henry.va.us
Winn, Eric	Henry County Sheriff's Office - Captain	(276) 656-4280	(276) 340-0353	(276) 340-0353	(276) 656-4260	ewinn@co.henry.va.us
Eanes, Steve	Henry County Sheriff's Office - Lieutenant Colonel	(276) 656-4210	(276) 956-1526	(276) 226-0801	(276) 656-4260	knester@co.henry.va.us
Walker, Ricky	Henry County Sheriff's Office - Major	(276) 656-4245	(276) 632-7743	(276) 252-6719	(276) 656-4260	seanes@co.henry.va.us
Reynold, Susan	Human Resources Director/Public Information Officer	(276) 634-2572	(276) 647-7672	(276) 732-2926	(276) 634-4781	sreynolds@co.henry.va.us
Wright Shanna	Kings Grant - Director of Nursing	(276) 634-1125	(276) 634-6072	(276) 340-0381	(276) 634-1599	swright@kingsgrant.cc
Carter, Michael	Kings Grant - Environmental Svc. Director	(276) 634-1126	n/a	(276) 340-0564	(276) 634-1599	mtcarter@kingsgrant.cc
Farrar, Becky	Kings Grant - Exec. Director (ALFA)	(276) 634-1131	(540) 576-4130	(276) 340-0309	(276) 634-1599	bfarrar@kingsgrant.cc
Lovelace, Jerry	Kings Grant - Health Care - After Hours	(276) 634-1136	n/a	(276) 340-0181	(276) 634-1599	jlovelace@kingsgrant.cc
Guard House	Kings Grant Guard House (24/7 number 276-634-1000)	(276) 634-1513	(276) 340-0711	n/a	n/a	n/a
Pilon, Michelle	Martinsville Memorial Hospital - CNO	(276) 666-7380	(850) 322-0571	(850) 322-0571	(276) 666-7600	michelle.pilon@lpnt.net
Maxwell, John	Martinsville Memorial Hospital - COO	(276) 666-7601	(276) 252-7060	(276) 252-7060	(276) 666-7600	john.maxwell@lpnt.net
Stone, Marcus	Martinsville Memorial Hospital - E D Director	(276) 666-7692	(276) 732-3652	(276) 732-3652	(276) 666-7600	marcus.stone@lpnt.net
Graem, Debra	Martinsville Memorial Hospital - Infection Control	(276) 666-7875	n/a	n/a	(276) 666-7600	debra.graem@lpnt.net
Heath, Mark	Martinsville-Henry County Economic Development Office	(276) 403-5944	(276) 956-4919	(276) 226-6986	(276) 403-5941	mheath@yesmartinsville.com

Name (Last, First)	Title	Work Phone	Home Phone	Mobile Phone	Fax Number	E-Mail Address
	Office of the Medical Examiner - Central District (Richmond)	(804) 786-3174	n/a	n/a	(804) 371-8595	ocme_cent@vdh.virginia.gov
	Office of the Medical Examiner - Northern District (Fairfax)	(703) 764-4640	n/a	n/a	(703) 530-0510	ocme_nova@vdh.virginia.gov
	Office of the Medical Examiner - Tidewater District (Norfolk)	(757) 683-8366	n/a	n/a	(757) 683-2589	ocme_tide@vdh.virginia.gov
	Office of the Medical Examiner - Western District (Roanoke)	(540) 561-6615	n/a	n/a	(540) 561-6619	ocme_west@vdh.virginia.gov
Godwin, Angeline	Patrick Henry Community College/President (276-638-8777)	(276) 656-0201	(276) 732-3433	(276) 732-3433	(276) 656-0303	agodwin@patrickhenry.edu
Kanode, Barry	Patrick Henry Correctional Unit - Number 28 (276-957-2234)	(276) 957-7795	(276) 638-1216	(276) 732-3357	(276) 957-1230	barry.kanode@vadoc.virginia.gov
Hanbury, Jack	Patrick-Henry Community College - VP Fin & Admin	(276) 656-0205	(276) 336-3530	(276) 224-2561	(276) 656-0320	ihanbury@patrickhenry.edu
Wagoner, Dale	PSA - Assistant General Manager	(276) 634-4604	(276) 634-5664	(276) 340-8004	(276) 634-4781	thall@co.henry.va.us
Pace, Tim	PSA - Division Manager (Engineering and Mapping)	(276) 634-2559	(276) 647-1659	(276) 340-0485	(276) 634-4781	tpace@co.henry.va.us
Ward, Mike	PSA - Division Manager (Treatment)	(276) 634-2540	(276) 632-2385	(276) 340-0049	(276) 634-4781	mward@co.henry.va.us
Hall, Tim	PSA - General Manager	(276) 634-4605	(276) 647-3073	(276) 732-4593	(276) 634-4781	thall@co.henry.va.us
Clary, Steve	PSA - Superintendent	(276) 634-2551	n/a	(276) 340-6962	(276) 634-2562	sclary@co.henry.va.us
Lawson, Ralph	Red Cross Executive Director (disaster #276-340-9984)	(276) 632-5127	(276) 252-3183	(276) 252-3183	(276) 632-8529	rlawsonexchange@gmail.com
Poston, Paula	Red Cross Regional Director of EMS (Roanoke Office)	(540) 985-3560	n/a	(540) 520-2299	(540) 985-3010	postonp@usa.redcross.org
Boone, Benjamin	Schools - Axton Elementary School	(276) 650-1193	(276) 650-1462	(276) 632-5598	(276) 618-0567	bboone@henry.k12.va.us
Gibbs, John	Schools - Bassett High School	(276) 629-1731	(276) 629-8221	(276) 226-3508	(276) 226-3508	jgibbs@henry.k12.va.us
Walmsley, Pat	Schools - Bassett High School Asst Principal	(276) 629-1731	(276) 629-8221	n/a	(276) 732-7570	pwalmsley@henry.k12.va.us
Gravelly, Tiffany	Schools - Bassett High School Asst Principal - Crisis Mgr.	(276) 629-1731	(276) 629-8221	(276) 734-5688	(276) 734-5688	tgravelly@henry.k12.va.us
Fulcher, Elizabeth	Schools - Campbell Court Elementary School	(276) 629-5344	(276) 629-3849	(276) 647-1343	(276) 358-1471	efulcher@henry.k12.va.us
Edmonds, Judy	Schools - Carver Elementary School	(276) 957-2226	(276) 957-4234	(276) 647-8932	(276) 734-6143	jedmonds@henry.k12.va.us
Seay, Marcie	Schools - Collinsville Primary	(276) 647-8932	(276) 647-9585	(276) 666-0762	(276) 806-0675	mseay@henry.k12.va.us
Lewis, Sheri	Schools - Drewry Mason Middle School	(276) 956-3154	(276) 956-3156	(276) 956-1283	(276) 226-6229	sherlew@henry.k12.va.us
Campbell, Corbin	Schools - Fieldale-Collinsville Middle School	(276) 647-3841	(276) 647-4090	(276) 340-8031	(276) 340-8031	ccampbell@henry.k12.va.us
Whitlow, Cherri	Schools - John Redd Smith Elementary School	(276) 647-7676	(276) 647-9434	(276) 647-8029	(276) 732-9726	cwhitlow@henry.k12.va.us
Dillard, Garrett	Schools - Laurel Park Middle School	(276) 632-7216	(276) 632-4865	(336) 253-0663	(336) 253-0663	gdillard@henry.k12.va.us
Hylton, Jo Ann	Schools - Laurel Park Middle School	(276) 632-7216	(276) 632-4865	(276) 340-2213	(276) 340-2213	jhylton@henry.k12.va.us
Roop, Emily	Schools - Laurel Park Middle School	(276) 632-7216	(276) 632-4865	(276) 681-6829	(540) 522-8520	eroop@henry.k12.va.us
Black, JaMese	Schools - Magna Vista High School	(276) 956-3147	(276) 956-1401	(336) 575-0847	(336) 575-0847	jblack@henry.k12.va.us
Minter, Mike	Schools - Magna Vista High School Facility Director	(276) 956-3147	(276) 956-1401	(276) 340-2950	(276) 340-2950	mdminter@henry.k12.va.us
Scott, Keith	Schools - Maintenance & Security	(276) 666-2404	(276) 666-2240	(276) 647-3864	(276) 224-3041	kscott@henry.k12.va.us
Minter, Elizabeth	Schools - Mount Olivet Elementary School	(276) 638-1022	(276) 638-2281	(276) 340-2951	(276) 340-2951	eminter@henry.k12.va.us
Vestal, Sherri	Schools - Nursing Supervisor	(276) 634-4753	(276) 634-4752	(276) 629-2222	(276) 252-3285	svestal@henry.k12.va.us
Fulcher, Tim	Schools - Pupil Transportation	(276) 647-3704	(276) 647-9275	(276) 629-5465	(276) 340-0889	tfulcher@henry.k12.va.us
Minter, Mike	Schools - Regional Alternative School	(276) 638-1668	(276) 638-3942	(276) 340-2950	(276) 340-2950	mminter@henry.k12.va.us
Scott, Renee	Schools - Rich Acres Elementary School	(276) 638-3366	(276) 638-2462	(276) 870-1578	(276) 870-1578	rscott@henry.k12.va.us
Rodgers, Sally	Schools - Sanville Elementary School	(276) 629-5301	(276) 629-4648	(276) 694-6785	n/a	srodgers@henry.k12.va.us

Name (Last, First)	Title	Work Phone	Home Phone	Mobile Phone	Fax Number	E-Mail Address
Penn, Laryssa	Schools - Stanleytown Elementary School	(276) 629-5084	(276) 629-2925	(276) 734-4630	(276) 734-4630	lpenn@henry.k12.va.us
Cotton, Jared	Schools - Superintendent	(276) 634-4712	(276) 629-1571	(276) 734-5724	(276) 638-8990	icotton@henry.k12.va.us
Temple, Joanie	Social Services Assistant Director	(276) 656-4302	(276) 224-9734	(276) 224-9734	(276) 656-4398	joanie.temple@dds.virginia.gov
Thompson, Lisa	Social Services Business Manager	(276) 656-4361	(276) 634-5291	(540) 493-4113	(276) 656-4398	lisa.thompson@dss.virginia.gov
Verlik, Tanya	Social Services Director (Main #: 276-656-4300)	(276) 656-4302	(276) 627-1121	(276) 806-8447	(276) 656-4398	tanya.verlik@dss.virginia.gov
Finch, Jeremiah	Stanleytown Health Care - Administrator	(276) 629-1772	(434) 229-6359	(276) 229-5221	(276) 629-4271	jeremiah.finch@mfa.net
Shelton, Bonnie	Stanleytown Health Care - Assistant DON	(276) 629-1772	(276) 934-5632	(276) 229-3405	(276) 629-4271	bshelton@mfa.net
Cardwell, Sue	Stanleytown Health Care - DON	(276) 629-1772	(276) 632-0329	(276) 340-2225	(276) 629-4271	ccardwel@mfa.net
Richardson, Randy	Stanleytown Health Care - Maintenance	(276) 629-1772	(276) 647-5997	(276) 229-1487	(276) 629-4271	rrichardson@mfa.net
Fulcher, Jeff	Station 03 - Bassett Rescue (276) 629-3107	(276) 666-7391	(276) 629-2220	(276) 340-2106	(276) 629-5400	bassettresue@comcast.net
Hatcher, Daryl	Station 04 - Fieldale-Collinsville Rescue (276) 647-3232	(540) 483-3091	(540) 263-0263	(540) 263-0243	(276) 647-1790	FCRS401@comcast.net
Pruitt, Travis	Station 06 - Ridgeway Rescue (276) 956-2811	(276) 634-5603	n/a	(276) 226-0409	(276) 226-0409	captain@ridgewayrescue.com
Shelton, Traci	Station 18 - Horsepasture Rescue (276) 957-1115	n/a	n/a	(276) 224-8383	(276) 957-5037	tracilynshelton@gmail.com
Hylton, Michael	Station 19 - Axton Rescue(276) 650-3166	(276) 403-5152	(276) 650-1718	(276) 358-1718	(276) 650-8144	mhylton@hughes.net
HCDPS Fire/EMS	Summerlin Station - Full Time Fire/EMS Personnel	(276) 403-5498	n/a	(276) 340-2463	(276) 403-5498	n/a
	USACE-Philpott Lake, Asst. Operations Project Manager	(276) 629-4512			n/a	
	USACE-Philpott Lake, Operations Project Manager	(276) 629-4512			n/a	
	Virginia Criminal Injury Compensation Fund	(800) 552-4007		n/a	(804) 367-1021	cicf@vwc.virginia.gov
	Virginia Department of Criminal Justice Services	(888) 887-3418	(804) 786-4000	n/a	n/a	
	Virginia Department of Criminal Justice Services	(888) 887-3418	(804) 786-4000	n/a	n/a	
Malone, Eric	Virginia State Police – 1 st Sergeant	(276) 632-7503	(276) 393-0635	(276) 393-0635	(276) 632-2239	eric.malone@vst.virginia.gov
Clark, Jonathan	Virginia State Police - Sergeant	(276) 632-7503	(276) 752-5230	(276) 734-9115	(276) 632-2239	jonathan.clark@vst.virginia.gov
Lane, Brad	Virginia State Police - Sergeant	(276) 632-7503	(276) 956-2215	(434) 251-4048	(276) 632-2239	brad.lane@vst.virginia.gov
Hairston, Brian	VPI-Extension Service 4H Director	(276) 634-4648	(276) 632-5009	(276) 732-7437	(276) 638-8901	bhairsto@vt.edu
Draper, Donna	VPI-Extension Service Admin Asst	(276) 634-4652	(276) 252-2436	(276) 252-2436	(276) 638-8901	ddraper@vt.edu
Barrow, Melanie	VPI-Extension Service Director	(276) 634-4646	(276) 957-5669	(276) 340-7926	(276) 638-8901	mwbarrow@vt.edu