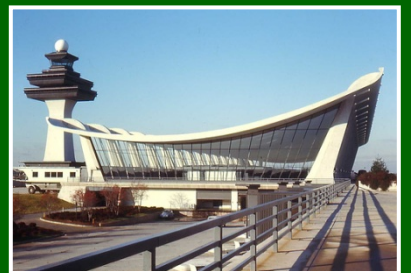




# LOUDOUN COUNTY VIRGINIA



## EMERGENCY OPERATIONS PLAN

A COMPONENT PLAN  
OF THE  
COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM

JUNE 2023



# LOUDOUN COUNTY VIRGINIA

## EMERGENCY OPERATIONS PLAN

### A COMPONENT PLAN OF THE COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM

JUNE 2023

*Cultivating a Resilient Community*

LOUDOUN COUNTY OFFICE OF EMERGENCY MANAGEMENT  
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[WWW.LOUDOUN.GOV/OEM](http://WWW.LOUDOUN.GOV/OEM)

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Emergency Operations Plan  
**BASIC PLAN**



# BASIC PLAN

## SECTION

# 1

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**PROMULGATION DOCUMENT**

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**ENDORSEMENT AND IMPLEMENTATION**

This plan supersedes the Loudoun County, Virginia Emergency Operation Plan adopted July 15, 2019. This plan has been endorsed by the Loudoun County Emergency Management Executive Committee on April 25, 2023 and promulgated by the Loudoun County Board of Supervisors on June 20, 2023.

My signature authorizes and acknowledges the use of this EOP and requires that the Office of Emergency Management revise and resubmit this document pursuant to Title 44 of the Code of Virginia within the subsequent 48 months or at my direction, whichever occurs first.

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

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

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Tim Hemstreet

Emergency Management Director

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Date



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**RECORD OF CHANGES**

Change #	Revision Date	Description of Change	Page #	Initials
1	2.20.19	Changed EOP Date to 2019	All	KM
2	2.20.19	Updated dates within Endorsement and Implementation Section	1-5	KM
3	3.4.19	Included Board of Supervisors Vision and OEM Mission and Vision	1-9	KM
4	3.4.19	Removed Record of Distribution Section	1-9	KM
5	3.6.19	Update Agency Names (Fire and Rescue, OEM, and Finance and Procurement)	All	KM
6	3.6.19	Removed CERT language	1-20	KM
7	3.6.19	Moved Disaster Declarations Section to follow Org and Response Section.	1-20	KM
8	3.6.19	Moved ESF Graphic	3-3	KM
9	3.6.19	Changed review “annually” to review “regularly”	1-26	KM
10	3.6.19	Updated Population and other County Stats	1-13	KM
11	4.5.19	Updated THIRA language to include 2017 results and NACo Award	1-14	KM
12	4.5.19	Added language to local emergency declaration regarding overwhelmed resources	1-22	KM
13	4.5.19	Update NIMS to new “Refresh” per NIMS Doctrine	1-25	KM
14	4.8.19	Created Mission and Assignment for Commodity Distribution in Supplies Unit in ESF-7	3-44	KM
15	4.8.19	Moved Transport Group to ESF-7 and created Mission and Assignment	3-45	KM
16	4.10.19	Remove FMO from ESF 3	3-15	KM
17	4.10.19	Added in National Preparedness Goal	1-23	KM
18	4.10.19	Updated ESF-7 Relevant Authorities Section	3-40	KM
19	4.15.19	Added Department of Human Resources as Support Agency to ESF-16	3-81	KM
20	4.10.19	Included Title 15.2 in Authorities Section regarding Non-Declared SMA Requests	2-2	KM
21	5.20.19	Added Victim Witness Services and Title 44 statue to ESF-13	3-69	KM
22	4.13.23	Department Title Updates	All	HM
23	3.9.23	Community Lifelines Language	All	HM
24	3.9.23	Update to include language from Virginia EOP on DEI		KM
25	3.9.23	Update to Mission and Vision	1-10	HM

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## MISSION AND VISION

### **Loudoun County Board of Supervisors' Vision:**

While appreciating and acknowledging our rich history, Loudoun County strives to be a prosperous, inclusive, equitable and sustainable community where residents feel free to live, work, learn and play.

### **Emergency Management Vision:**

To establish a culture of resiliency to improve the quality of life in Loudoun County.

### **Emergency Management Mission:**

To build resiliency and reduce the impacts of significant incidents affecting Loudoun County through partnerships and collaboration.

## PURPOSE

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

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

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

## SCOPE

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

The EOP also serves as a coordination guide used to execute operational plans, policies, and procedures utilized by ESFs to mitigate and resolve impacts of a significant event. ESFs are

## EMERGENCY OPERATIONS PLAN: BASIC PLAN

organized and managed using the nationally recognized Incident Command System (ICS). Following one of the tenets of ICS, this plan is flexible and scalable and is designed for use for any planned or no-notice event.

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

This plan applies to all primary and support agencies listed in the ESF Annex and any other department or agency deemed necessary by the Director of Emergency Management (Director). All agencies will employ a whole community, all-inclusive planning approach with private-sector partners and citizens of the community who play a large role in preparedness, response, recovery, and mitigation. This plan will be executed equitably to ensure that it meets the needs of minority and vulnerable communities during a significant event.

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

This plan does not:

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

## BACKGROUND

### Description

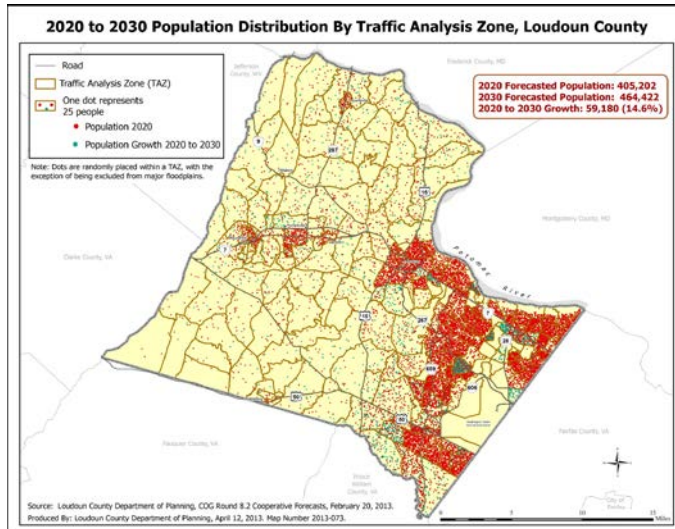
As the most populous County in the Commonwealth of Virginia, Loudoun County is a 520 square mile mixture of rural, suburban, and urban areas. Located 25 miles northwest of Washington D.C, the County is bordered to the west by the Blue Ridge Mountains and to the north by the Potomac River. There are eight election districts and seven incorporated towns, including historic Leesburg which has served continuously as the County seat since 1757. Eastern Loudoun County is primarily urban and suburban, dominated by Dulles International Airport, professional and technical service businesses, and residential communities. The area west of Leesburg remains rural and is home to a number of agricultural based businesses, small farms, and historic estates.

Known for its historic landmarks and events, scenic landscapes, and importance in the equestrian community, over the past three decades Loudoun has become synonymous with dynamic and rapid growth. At an estimated 434,362, the County's population



**Graphic 1-1: Loudoun County Towns & Communities**

has more than doubled since 2000. Between 2013 and 2014, Loudoun welcomed over 1,000 new residents per month. This vibrant expansion has resulted in the County being recognized as a growth leader nationally. As of 2016, Loudoun County is nationally ranked in the top 10 fastest growing jurisdictions with a population of 100,000. With the introduction of Metrorail service in 2022, population is forecast to grow to nearly 466,862 residents by 2025.



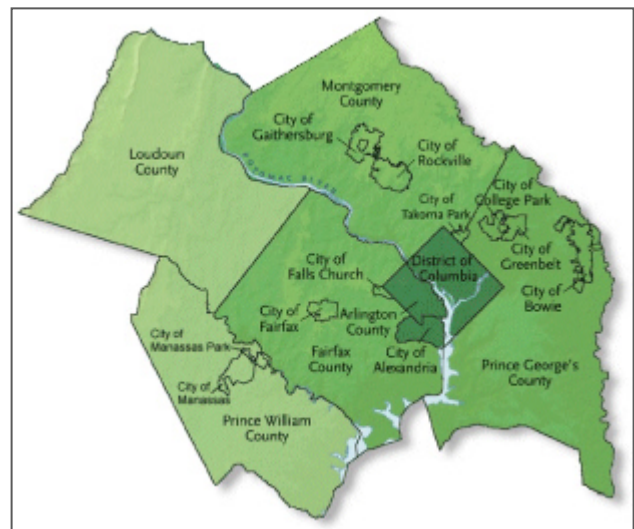
**Graphic 1-2: Population Growth Forecast**

There are over 142,000 housing units in the County of which 79% are owner-occupied. Loudoun is home to many young families. The median age of a resident is 36, 84% of households are classified as married, and 61% have children. With a median household income of nearly \$147,111, Loudoun has been ranked number 1 nationally for jurisdictions with greater than 65,000 residents since 2016.

Typical of a rapidly growing community, Loudoun County is home to 97 public school facilities, 7 colleges and universities, acute medical care facilities and many other public amenities. Loudoun

County Public School enrollment is 81,939 as of 2022. Information and communications technology is the largest industry cluster in the County employing over 23,000 people. Up to 70% of the world's internet traffic passes through some of the 25 million square feet of data centers in Loudoun. Due to its proximity to the Nation's Capital, the County is home to more than 900 federal government prime contractors. Another important industry sector is agriculture-based businesses. Favorable soil conditions and temperate climate are some of the factors that have contributed to Loudoun's 40 wineries becoming Virginia's "Wine Country." Additionally, there are over 30 craft breweries and 5 distilleries making Loudoun County a prime destination for local tourists. The County is home to nearly 1,400 farms, totaling over 142,000 acres.

The County is a member of the Metropolitan Washington Council of Governments (MWCOC) and several other regional commissions and boards. MWCOC is an independent, non-profit association that brings together leaders from across the District of Columbia, Maryland and Virginia to work collaboratively to address major regional issues. Loudoun is one of the jurisdictions listed in the National Capital Planning Act of 1952 which defines the National Capital Region (NCR). The NCR is the beneficiary of several federal grant programs such as the Urban Areas Securities Initiative (UASI). Through collaboration and coordination, NCR member jurisdictions work as partners to ensure a safe and secure National Capital Region.



**Graphic 1-3: National Capital Region (NCR)**

## Threat and Hazard Identification and Risk Assessment

The Loudoun County Threat and Hazard Identification and Risk Assessment (THIRA) is a strategic analysis of hazards that pose a significant threat to the community. The THIRA is conducted every four years with the exception of the 2017 version. With a landscape that ranges from rural to suburban to urban, the County is vulnerable to a variety of direct impacts during a significant event. As part of the NCR, the County is also susceptible to indirect impacts resulting from an incident in a neighboring jurisdiction.

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

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

The THIRA is composed of a four-step process that: identifies threats and hazards of concern, gives the threats and hazards context, establishes capability targets, and then applies the results. This process standardizes the risk analysis by helping the County map and link risks to the core capabilities identified by the National Preparedness System. The analysis generates desired outcomes, capability targets, and resources required to achieve capability targets.

A whole community, all-inclusive planning approach is imperative in achieving a thorough analysis. Conducted in 2014, 2017, and 2022 County agencies, private-sector partners, and non-profit organizations were asked to participate in the THIRA process to provide subject matter expertise for each threat and hazard identified. Stakeholders were tasked with analyzing capabilities and providing potential resources to resolve planning and/or resource gaps.

*Graphic 1-4: Identified Threats and Hazards (2014, 2017, and 2022)*

NATURAL	TECHNOLOGICAL	HUMAN-CAUSED
<u>2014</u> Drought Earthquake Epidemic/Pandemic Flood Hurricane Tornado Wind Event Extreme Heat/Cold Event Wild/Mountain Fire Winter Storm  <u>2017</u> Ice Storm Hurricane Tornado	<u>2014</u> Airplane Crash Dam/Impoundment Structure Failure Urban Conflagration Traffic Gridlock  <u>2017</u> Water Utility Incident Technology Failure	<u>2014</u> Cyber Incident IED Attack Active Shooter Civil Disturbance  <u>2017</u> Complex Coordinated Attack Law Enforcement-Related Shooting  <u>2022</u> Act of Violence Cyber Attack



2022 Hurricane Earthquake Flooding		
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In order to provide a comprehensive assessment, an array of resources was used to identify threats and hazards. Experience, historical reference, documentation from past incidents, likelihood of occurrence, and probable impacts were used to certify that potential threats and hazards would be identified and assessed.

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

Collectively, the four-step THIRA process delivered 223 desired outcomes across 31 potential scenarios. By describing desired outcomes and developing capability targets, each ESF Group was able to assess their current resources compared to their desired resources.

In total, the 2014, 2017, and 2022 THIRAs have identified over 600 new multi-discipline plans; updates to existing multi-discipline plans; agency-specific plans, policies, procedures, or agreements; trainings or exercises; and equipment, personnel or other resources. Upon completion, these results will serve as tangible improvements to what are now day-to-day business practices, communications gaps, and limited long-term sustained operations and recovery efforts.

The THIRA process was developed using a whole community, all-inclusive planning approach. The Office of Emergency Management (OEM) and partner agencies will use this document to prioritize areas of improvement in order to achieve success. This assessment is the cornerstone of future planning initiatives designed to decrease the County's vulnerability and increase community resilience. Additionally, Loudoun County received a 2018 National Association of Counties (NACo) Award in the category of Risk and Emergency Management for their local THIRA process, guide, and planning toolkit.

## CONCEPT OF OPERATIONS

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

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

In addition to other programmatic responsibilities, a primary mission of OEM is gathering, compiling, analyzing, and reporting situational awareness. Whether during normal day-to-day operations or in anticipation of a significant event, OEM personnel consistently monitor a number of trusted sources of information to ascertain updated intelligence regarding severe weather,



## EMERGENCY OPERATIONS PLAN: BASIC PLAN

special or high-profile events, large scale public safety emergencies, or potential threats. This situational awareness is regularly and frequently shared with the Director. When a significant event is imminent, OEM will generate an Informational Bulletin that describes the event, on-going actions, and anticipated actions. This document is distributed to County leadership, ESF personnel, and mission-critical partners.

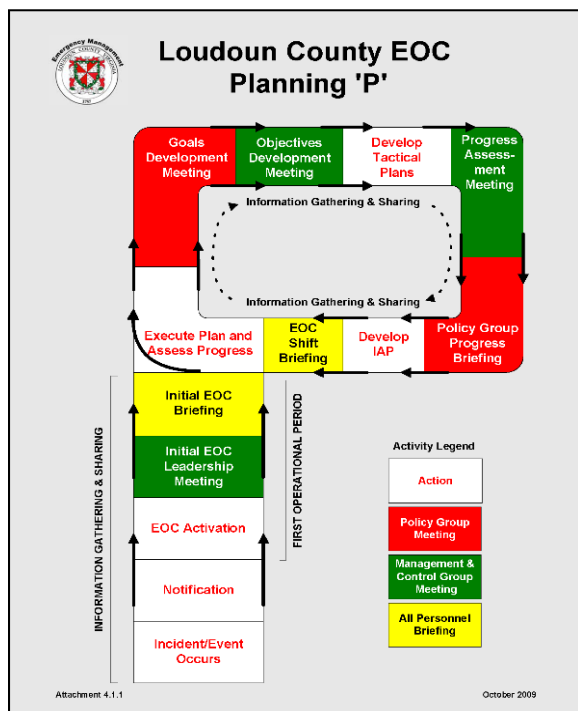
When an event threatens to have significant impacts on the County, the Coordinator develops an operational plan based on the latest intelligence available. This plan includes the following elements:

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

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

The image shows two sample forms from Loudoun County. The left form is the 'EOC Situation Report' (Form 20150701 Sample Incident Situation Report # 01), which includes sections for 'EOC Summary', 'EOC Actions', and 'EOC Status'. The right form is the 'Incident Action Plan' (Form 20150701 SAMPLE INCIDENT), which includes the 'Emergency Operations Center Incident Action Plan' header, the Loudoun County Emergency Management logo, and the 'OPERATIONAL PERIOD # 01' section with a time range of 0700 07/01/2015 - 1900 07/01/2015.

**Graphic 1-5: Sample Situation Report and EOC IAP**



**Graphic 1-6: EOC Planning Process**

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

While maintaining updated situational awareness regarding the incident, strategic goals are developed and prioritized by the Director and Policy Group. Operational objectives and tasks are generated by EOC personnel necessary to achieve these goals. ESF personnel develop tactical and operational plans that accomplish the

objectives. This process continues and repeats itself until the significant event is resolved. As the event begins to de-escalate, personnel within the EOC will develop demobilization plans that will address on-going actions, unmet needs, and what specific conditions will trigger the closure of the EOC.

ESF personnel will use guidance suggested by the FEMA Community Lifelines construct to provide updates on critical infrastructure and significant impacts to the community. This guidance identifies fundamental community services that enable all other aspects of society to function and provides assessment criteria to evaluate the status of these Lifelines. The Lifelines utilized by Loudoun County are:

- ▶ Safety and Security
- ▶ Food, Water, and Shelter
- ▶ Health and Medical
- ▶ Energy
- ▶ Communications
- ▶ Transportation

Restoration of essential services is a primary focus during an EOC activation. If unmet needs still exist following restoration, the focus transitions to that of community recovery. Prior to the full demobilization of the EOC, community recovery actions will be initiated. These actions may include: identification and prioritization of recovery issues; development and execution of long-term community recovery plans; and authorization and establishment of recovery work-groups who will lead the recovery effort following the closure of the EOC.

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

All agencies identified in the ESF Annex will participate in various activities during all mission areas of emergency management (Prevention, Protection, Mitigation, Response, and Recovery). These activities may include: development of Countywide and agency-specific plans, policies, and procedures that directly support the execution of the EOP; actively participate in training and exercises that enhance the emergency management program; and engage the community at-large by providing preparedness outreach and education.

All agencies identified in the EOP will apply an equity lens to ensure that the County's response is proactive in identifying impacts and resource gaps to marginalized and at-risk individuals and communities. Additionally, agencies will ensure that access and functional needs are addressed before, during, and after a significant incident.

## SYSTEM STATUS AND ACTIVATION LEVEL

OEM determines and reports any change in status of the emergency management system or EOC activation level.

### Emergency Management System Status:

## EMERGENCY OPERATIONS PLAN: BASIC PLAN

The Emergency Management System refers to the posture of the emergency management program and its primary partners. The status is an indication of the level of activity associated with a significant event:

- ▶ **Steady State:** The Emergency Management System is operating in a normal, day-to-day capacity. Incidents or events are handled by existing resources without impacting normal operations.
- ▶ **Increased Readiness:** This is a pre-event status indicating a significant event is imminent. Programmatic focus is on gathering, compiling, analyzing, and reporting situational awareness and incident intelligence.
- ▶ **Operational:** A significant event has occurred. Operational activities may include on-scene liaison support, impact area assessments, and/or the activation of the EOC.

### EOC Activation Levels:

- ▶ **Not Activated:** Normal situational awareness monitoring conducted by OEM staff.
- ▶ **Monitoring:** Increased monitoring capability for a specific incident or event. This will typically involve emergency management staff and representatives from key response agencies.
- ▶ **Partial Activation:** Select activation of ESFs that may be engaged in a significant event.
- ▶ **Full Activation:** Activation with more than half of ESFs engaged in a significant event.

## ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

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

### Elected Officials

Loudoun County is governed by a nine-member Board of Supervisors. The Chairman of the Board of Supervisors is an at-large seat and elected by a County-wide vote. Supervisors are elected from each of the eight election districts in the County. During an emergency, the Board of Supervisors:

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

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

- ▶ Endorses the Coordinator of Emergency Management as recommended by the Director of Emergency Management;
- ▶ Adopts and promulgates the EOP pursuant to the process described in Title 44 of the Code of Virginia; and
- ▶ Supports and promotes the Emergency Management Program and its mission to build resiliency and reduce the impacts of significant incidents affecting Loudoun County through partnerships and collaboration.

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

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



**Graphic 1-7: Guide for Board of Supervisors during an Emergency**

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

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

### **Director of Emergency Management**

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

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

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

- ▶ Appoints the Coordinator of Emergency Management and seeks endorsement from the Board of Supervisors;
- ▶ Chairs the Emergency Management Executive Committee and provides strategic direction for the Emergency Management Program including the endorsement of planning initiatives, consideration for grant procurements, and input associated with multi-discipline operational incidents; and
- ▶ Supports and promotes the Emergency Management Program and its mission to build resiliency and reduce the impacts of significant incidents affecting Loudoun County through partnerships and collaboration.

### **Emergency Management Executive Committee (EMEC)**

Members of EMEC serve as the Policy Group during EOC activations. The group is comprised of leadership from the following agencies:

- ▶ Office of the County Administrator
- ▶ Department of Animal Services
- ▶ Department of Family Services
- ▶ Department of Finance and Procurement
- ▶ Department of Fire and Rescue
- ▶ Department of General Services
- ▶ Department of Information Technology

- ▶ Department of Parks, Recreation, and Community Services
- ▶ Loudoun County Health Department
- ▶ Loudoun County Public Schools
- ▶ Office of Emergency Management
- ▶ Public Affairs and Communications
- ▶ Loudoun County Sheriff's Office

During a significant event, the Policy Group:

- ▶ Provides discipline-specific subject matter expertise to assist the Director during strategic goal development process; and
- ▶ Formulates policy guidance and recommendations for the Director regarding emergency policy decisions.

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

- ▶ Provides strategic direction for the Emergency Management Program including the endorsement of planning initiatives, consideration for grant procurements, and input associated with multi-discipline operational incidents; and
- ▶ Supports and promotes the Emergency Management Program and its mission to build resiliency and reduce the impacts of significant incidents affecting Loudoun County through partnerships and collaboration.

### **Coordinator of Emergency Management**

The Coordinator of Emergency Management (Coordinator) manages the day-to-day operation of the Emergency Management Program. During a significant event, the Coordinator serves as the EOC Manager and performs the following duties:

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

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

- ▶ Ensures the Emergency Operations Center is in a constant state of readiness;
- ▶ Executes strategic direction from the Director and EMEC including the development of planning initiatives, management of grant procurements, and coordination associated with multi-discipline operational incidents; and
- ▶ Supports and promotes the Emergency Management Program and its mission to build resiliency and reduce the impacts of significant incidents affecting Loudoun County through partnerships and collaboration.



## Emergency Support Functions (ESFs)

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

- ▶ Develops and executes detailed plans and procedures necessary in order to respond to, recover from, and mitigate significant events;
- ▶ Supports the EOP by achieving missions and assignments identified in the ESF Annex;
- ▶ Assesses and provides status updates on assigned Community Lifeline(s) and their essential elements of information;
- ▶ Tracks all ESF resources assigned, prioritizes their utilization, and forecasts additional requirements; and
- ▶ Maintains all relevant event documentation including costs, resource utilization, and employee workforce information.

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

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

Emergency Support Function	Primary Agency
ESF-1 Transportation	Department of General Services– <i>Transit and Commuter Services</i>
ESF-2 Communications	Department of Information Technology
ESF-3 Public Works and Engineering	Department of General Services
ESF-4 Firefighting	Department of Fire and Rescue
ESF-5 Emergency Management	Office of the County Administrator- <i>Office of Emergency Management</i>
ESF-6 Mass Care, Emergency Assistance, Housing and Human Services	Department of Family Services
ESF-7 Logistics Management and Resource Support	Office of the County Administrator- <i>Office of Emergency Management</i>
ESF-8 Public Health and Medical Services	Loudoun County Health Department
ESF-9 Search and Rescue	Department of Fire and Rescue and Loudoun County Sheriff's Office
ESF-10 Hazardous Materials Response	Department of Fire and Rescue
ESF-11 Agriculture and Natural Resources	Loudoun Cooperative Extension
ESF-12 Energy	Office of the County Administrator- <i>Office of Emergency Management</i>
ESF-13 Law Enforcement	Loudoun County Sheriff's Office
ESF-14 Community Recovery	Office of the County Administrator- <i>Office of Emergency Management</i>

ESF-15 External Affairs	Office of the County Administrator - <i>Public Affairs and Communications Division</i>
ESF-16 Finance and Administration	Department of Finance and

*Graphic 1-8: ESFs and Primary Agencies*

## Private Sector and Non-Government Organizations

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

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

## Citizens

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

- ▶ Develops, maintains, and exercises personal and family preparedness plans;
- ▶ Participates in affiliated voluntary programs that provide assistance during response and recovery such as Medical Reserve Corps (MRC), Neighborhood Watch, and Volunteers in Police Service (VIPS); and
- ▶ Serves as a good neighbor by checking on those who are vulnerable or who have unmet needs.

## DISASTER DECLARATIONS

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

### ▶ Local Emergency Declaration

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

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



## EMERGENCY OPERATIONS PLAN: BASIC PLAN

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

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

### ► State Declaration

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

### ► Federal (Presidential) Declarations

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

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

## DIRECTION, CONTROL, AND COORDINATION

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

Each department or organization identified in the ESF Annex as a primary or support agency will identify and provide sufficient personnel to staff the ESF throughout the EOC activation. These representatives will report to the EOC upon notification and be prepared to manage and coordinate all assigned missions and tasks. EOC personnel will meet minimum training requirements pursuant to National Incident Management System (NIMS) compliance and as identified in the Loudoun County Emergency Operations Center Policies and Procedures Guide. In addition, it is implied that at least one representative per operational period will be authorized to act on behalf of the department, specifically, to make decisions related to the deployment of departmental personnel and resources.

ESFs will exercise direction and control over resources and personnel supplied by the primary and support agencies. However, overall coordination and tracking of these resources will be

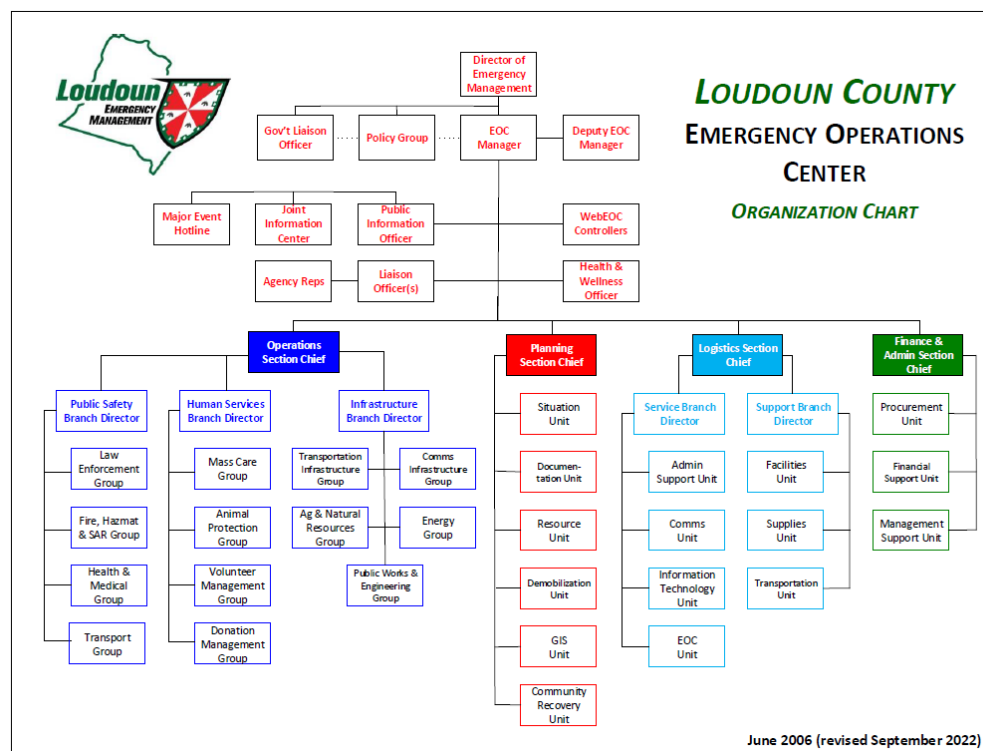
administered by the Management and Control Group and the Planning Section. For the purpose of this document, resources and personnel obtained through mutual aid will be considered resources of the primary agency. All resources provided in response to a mutual aid request from another jurisdiction will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

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

## INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

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

**Graphic 1-9: EOC Organization Chart**



Situational awareness information and incident intelligence is gathered, compiled, and analyzed by EOC personnel. The primary tool to capture and document the information is WebEOC. Sources of incident information vary and may include: trusted agents (National Weather Service, local utilities, etc.); field personnel; public safety communications; regional information-sharing tools; and other verified sources.

## **EMERGENCY OPERATIONS PLAN: BASIC PLAN**

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

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

### **COMMUNICATIONS**

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

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

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

### **ADMINISTRATIVE GUIDANCE**

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

#### **National Preparedness Goal**

Presidential Policy Directive/PPD-8 is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats and hazards that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. This document supports the National Preparedness Goal, directed by PPD-8, to create a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and

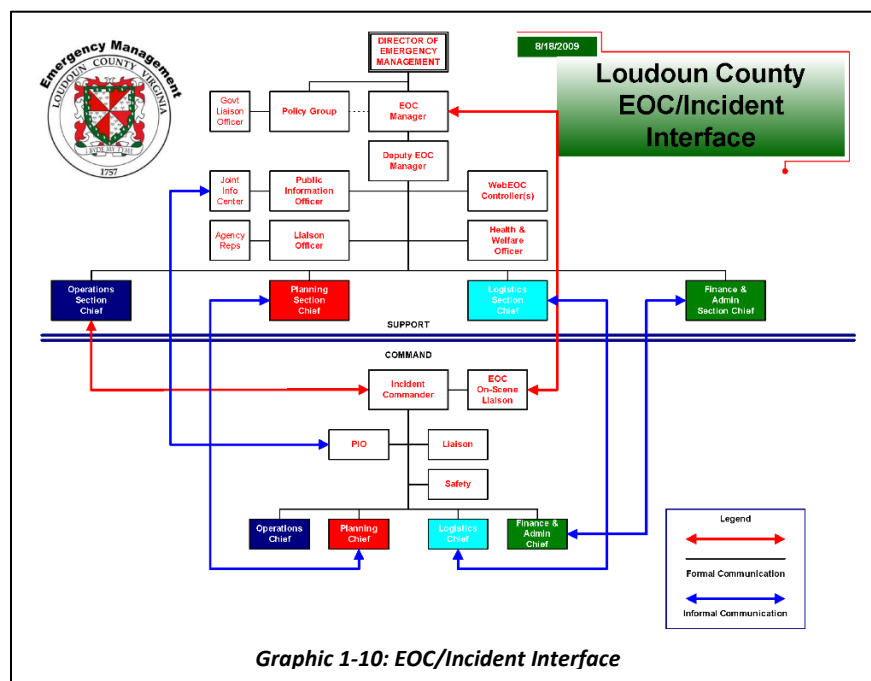
hazards that pose the greatest risk. Using the 32 core capabilities across all five mission areas: Prevention, Protection, Mitigation, Response, and Recovery, the National Preparedness Goal is achieved.

## National Incident Management System

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

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

The Loudoun County Board of Supervisors adopted NIMS on October 18, 2005 and reports compliance on an annual basis. As a compliant jurisdiction, all defined resources are typed per



Tier I and Tier II standards. Personnel acquire and maintain education, training, and required certifications necessary to respond in a safe and efficient manner during a significant event. In accordance with ICS, the local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of incident operations. A process has been developed to foster effective communication between the incident and the EOC.

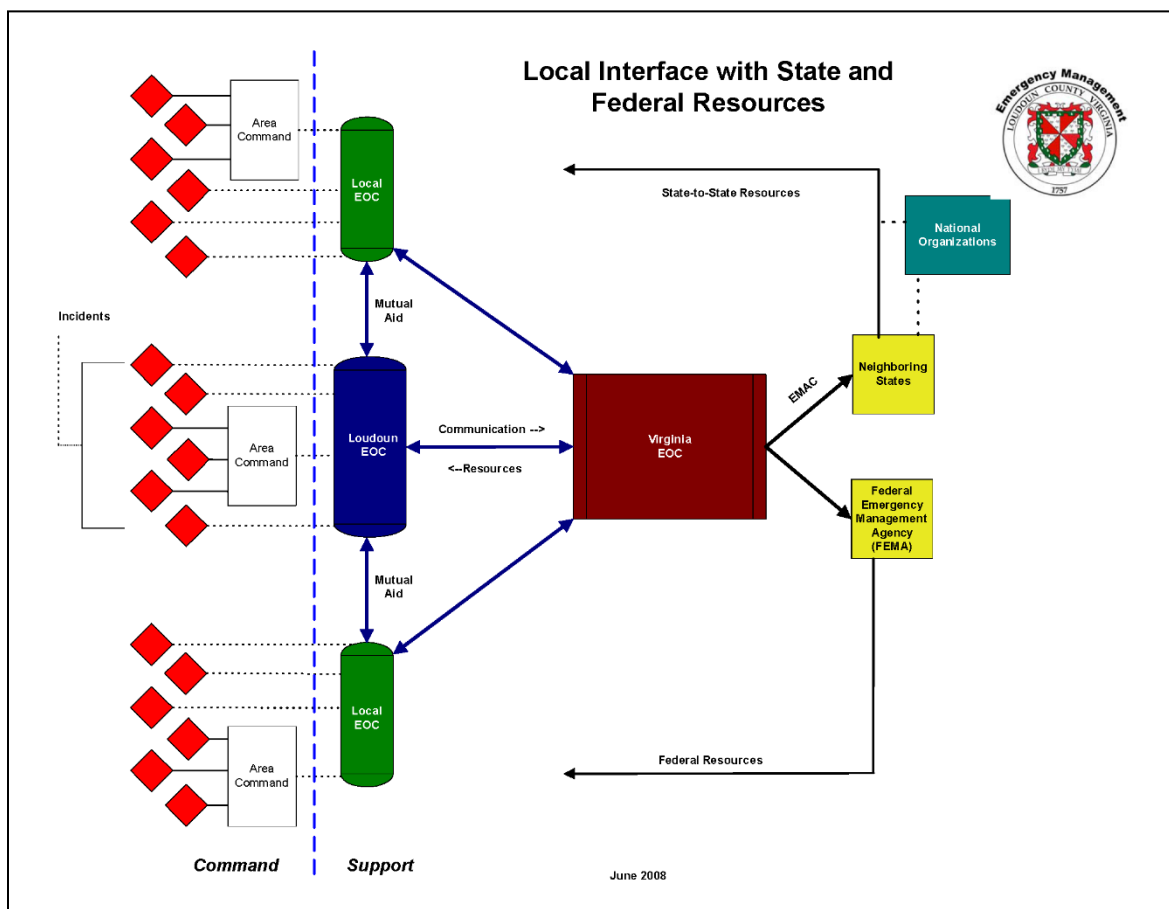
## Mutual Aid

When Loudoun County's resources are overwhelmed or insufficient to adequately respond to the significant event, a request for assistance may be generated. Assistance may be obtained from local jurisdictions or the Commonwealth of Virginia.

Requests for assistance through established and adopted Mutual or Automatic Aid Agreements are generally communicated and managed within the department affected by the agreement. If the need exceeds the resources available through such agreements, EOC leadership will either create and disseminate a Statewide Mutual Aid (SMA) request or submit a Request for Assistance to the VEOC. Both of these requests must be authorized by the Director and must include all relevant and associated approval and cost estimate forms. A request for assistance to the VEOC may result in resources supplied by other states via the Emergency Management Assistance Compact (EMAC) program.

## EMERGENCY OPERATIONS PLAN: BASIC PLAN

Any request for assistance or resources from other jurisdictions, whether through SMA or EMAC, will be evaluated by EOC leadership to determine if the County is able to provide the requested assistance or resource(s). Any recommended response must be authorized by the Director prior to deployment.



**Graphic 1-11: Local Interface with State and Federal Resources**

### Staff Augmentation

The Loudoun County Human Resources Handbook authorizes the Director to deploy non-mission critical County staff to support functions deemed critical during a declared local emergency.

Any solicitation of unaffiliated volunteers must be authorized by the Director. Additional information regarding the utilization of emergent volunteers can be found in the Management of Volunteer Resources Annex.

### Continuity of Government

The Loudoun County Continuity of Operations Plan (COOP) outlines how the County will operate when faced with diminished resources. The plan identifies the provision of county services during a significant event, lines of succession, and re-establishment of operations.

## General Administration

All agencies involved in the response to a significant event share responsibility for documenting all relevant information, actions taken, and costs incurred. OEM ensures that this documentation, both soft (electronic) and hard (paper) copies are captured and stored permanently following the resolution of the event. This documentation may be used for potential reimbursement, development of an AAR, and/or to assist in long-term community recovery.

Detailed information regarding incident related procurements and acquisitions, monitoring and tracking costs, and workforce matters resides within ESF-16 Finance and Administration.

## PLAN DEVELOPMENT AND MAINTENANCE

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

Not all procedures, notification lists, and checklists will be distributed to all plan holders. This plan is a public document and is available on the Loudoun County website. Certain annexes that describe capabilities or other sensitive response information have been removed from the public document and are identified as “For Official Use Only.”

## PLANNING ASSUMPTIONS

This section identifies global, overarching planning assumptions that require consideration when executing the EOP. Unique and individual planning assumptions are addressed in each ESF, as applicable.

### ► Coordination

- Information coordination will be limited at the onset of an incident.
- Initial actions to mitigate the effects of a significant event will be performed as soon as possible by the local government.
- Federal and State disaster assistance, if provided, will supplement, not substitute for, relief provided by Loudoun County.

### ► Situational Awareness

- EOC personnel will maintain local, regional, or national situational awareness through all available forms of information sharing.
- All ESFs will report any injuries sustained by staff or damage to equipment both in the EOC and in the field.
- All ESFs will assess the condition of their respective facilities, including those deemed mission critical, report the status of those facilities, and coordinate repair and restoration.

► **Impacts**

- A significant event may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The local transportation infrastructure will likely sustain damage and may diminish the effectiveness and efficiency of response and recovery.
- A Rapid Needs assessment will assist in the determination of response priorities and demands.
- The capability to produce or disseminate emergency public information may be restricted or non-existent due to widespread damage to the communications network and critical infrastructure.
- The immediate use of communications systems for emergency operational activities may exceed local capabilities, requiring assistance from neighboring jurisdictions or state agencies.

► **Administration**

- All requests for assistance will be managed through the EOC utilizing approved methods as described in the *Loudoun County Emergency Operations Center Policies and Procedures Guide*.
- Personnel will maintain accurate logs pertaining to time, finances, and other pertinent information.
- Each department and/or agency is responsible for creating policies and procedures specific to their ESF in order to achieve missions and assignments.





## APPENDICES

### SECTION

# 2

#### AUTHORITIES AND REFERENCES

The following authorities and references constitute the statutory and operational basis for response to a significant event in Loudoun County:

► **Federal**

- Americans with Disabilities Act of 1990, as amended
- Comprehensive Preparedness Guide (CPG) 101: Developing and Maintaining State, Territorial, Tribal, and Local Government Emergency Plans, March 2009
- Disaster Mitigation Act of 2000, Public Law 106-390
- Emergency Management and Assistance, Code of Federal Regulations, Title 44
- Emergency Management Assistance Compact, Public Law 104-321
- Federal Civil Defense Act of 1950, Public Law 81-920, as amended
- Homeland Security Act of 2002, Public Law 107-296
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- Homeland Security Presidential Directive 8, National Preparedness, March 30, 2011
- Homeland Security Exercise and Evaluation Program (HSEEP), February 2007
- Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458
- Integrated Public Alert & Warning System (IPAWS) Memorandum of Agreement
- National Response Framework (NRF), January 2008
- National Incident Management System (NIMS), December 2008
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Post-Katrina Emergency Management Reform Act of 2006
- Presidential Policy Directive 8: National Preparedness
- Rehabilitation Act of 1973
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- Superfund Amendments and Reauthorization Act (SARA) of 1986, Title II



► **Virginia**

- Code of Virginia, Title 2.2 Administration of Government, Chapter 43 Virginia Public Procurement Act
- Code of Virginia, Title 15.2 Counties, Cities, and Towns, Chapter 9 General Powers of Local Governments
- Code of Virginia, Title 15. 2, Chapter 13.1 Joint Aid Agreements by Localities
- Code of Virginia, Title 32.1 Health, Chapter 8, Postmortem Examinations and Services
- Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws
- Code of Virginia, Title 56 Public Service Companies, Chapter 23 Virginia Electric Utility Regulation Act
- Code of Virginia, Title 62.1 Waters of the State, Ports and Harbors, Chapter 3.1 State Water Control Law, Article 11 Discharge of Oil into Waters
- Commonwealth of Virginia Emergency Operations Plan
- Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)

► **Local**

- Local Government Agreement for Health Services, April 29, 2014
- Loudoun County Administrative Policies and Procedures
- Loudoun County Animals in Emergencies Operations Plan
- Loudoun County Codified Ordinances
- Loudoun County Damage Assessment Plan
- Loudoun County Debris Management Plan
- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- Loudoun County Evacuation Guide
- Loudoun County Family Assistance Center Plan
- Loudoun County Fire-Rescue Standard Operating Procedure 05.01.01
- Loudoun County Health Department All-Hazards Emergency Operations Plan
- Loudoun County Human Resources Handbook Personnel Policies and Procedures
- Major Event Hotline Procedures
- Loudoun County Solid Waste Management Facility Emergency Contingency Plan
- Loudoun County Solid Waste Management Facility Operations Manual
- Loudoun County Solid Waste Management Facility Safety Plan
- Loudoun County Shelter Operations Plan
- Loudoun County Sheriff's Office Emergency Operations Plan
- Loudoun County Threat and Hazard Identification and Risk Assessment (THIRA) (2014, 2017, and 2022)

► **Volunteer**

- Act 58-4-1905, American National Red Cross Statement of Understanding, December 30, 1985.

► **Other**

- Emergency Management Accreditation Program

## ACRONYMS

AAR	After-Action Report
ARES	Amateur Radio Emergency Services
COOP	Continuity of Operations Plan
CPG	Comprehensive Preparedness Guide
DIT	Department of Information Technology
DMFP	Department of Finance and Procurement
DGS	Department of General Services
ECC	Emergency Communications Center
EMAC	Emergency Management Assistance Compact
EMEC	Emergency Management Executive Committee
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FEMA	Federal Emergency Management Agency
FR	Department of Fire and Rescue
GIS	Geographic Information Systems
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
ICS	Incident Command System
IPAWS	Integrated Public Alert Warning System
JIC	Joint Information Center
LCHD	Loudoun County Health Department
LCISO	Loudoun County Sheriff's Office
LCPS	Loudoun County Public Schools
LEPC	Local Emergency Planning Committee
LFA	Lead Federal Agency
MH/SA/DS	Mental Health/Substance Abuse/Developmental Services
MRC	Medical Reserve Corps
MWCOG	Metropolitan Washington Council of Governments
NCR	National Capital Region
NGO	Non-governmental Organizations
NIMS	National Incident Management System
NRF	National Response Framework
NTAS	National Terrorism Advisory System
OEM	Office of Emergency Management
PPD	Presidential Policy Directive
POD	Points of Dispensing
PRCS	Department of Parks, Recreation and Community Services
RHCC	Regional Healthcare Coordination Center
SARA	Superfund Amendments and Reauthorization Act
THIRA	Threat and Hazard Identification and Risk Assessment
U/FOUO	Unclassified/For Official Use Only
VDEM	Virginia Department of Emergency Management
VDOT	Virginia Department of Transportation
VEOC	Virginia Emergency Operations Center
VIPS	Volunteers in Police Service

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# EMERGENCY SUPPORT FUNCTIONS ANNEX

## SECTION

# 3

### INTRODUCTION

An Emergency Support Function (ESF) is the culmination of the adoption of an “all- hazards” approach to emergency management and the evolution of Emergency Operations Center (EOC) management in Loudoun County. An all-hazards approach signifies that a jurisdiction plans and prepares for the actions and functional responsibilities that will be required during a significant event, regardless of the nature of that event. The ESFs are a nationally recognized organizational model utilized by all-hazards jurisdictions. They represent, in the most fundamental manner, the actions that Loudoun County expects to perform in response to any significant event.

#### **Purpose**

The ESF Annex describes the specific responsibilities and missions each function will complete to successfully achieve strategic goals identified while operating in the EOC. Each ESF has a designated Coordinator, Primary Agency, and Support Agencies. The ESF's position within the EOC Incident Command System (ICS) Organization Chart is also described. The annex is composed of 16 ESFs which serves as the response framework for operations in the EOC.

#### **Scope**

The ESF Coordinator is responsible for overall management and collaboration of the ESF. Duties of the ESF Coordinator include: Coordinates ESF activities with primary and support agencies; Monitors and assists with tactical planning by members of the ESF; conducts ESF meetings and briefings; identifies priorities; and maintains and updates situational awareness.

## EMERGENCY OPERATIONS PLAN: ESF INTRO

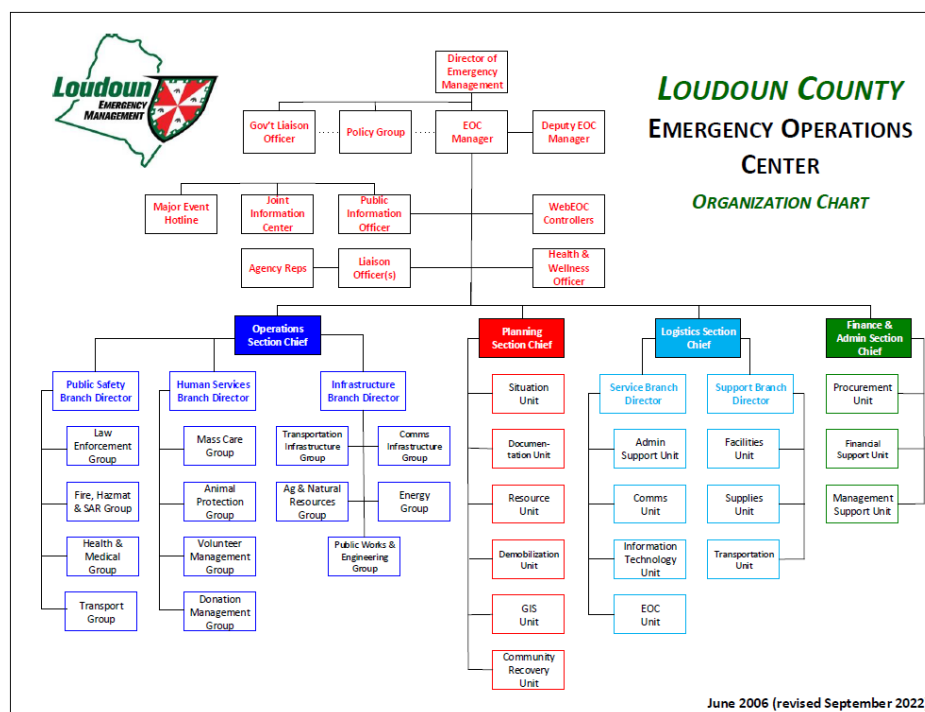
An ESF may have more than one primary agency with significant roles and responsibilities. The primary agency may have additional authorities, resources, and/or capabilities for that particular function. Responsibilities of the primary agency include: Supports the ESF Coordinator and collaborates with other primary and/or support agencies; provides staff to support EOC and ancillary operations; coordinates and manages missions and assignments; provides ongoing plan development; and identifies resources, personnel, and equipment requisite to support the operation.

Similar to a primary agency, there may be multiple support agencies for each ESF. Responsibilities of a support agency include: participates in plan development and execution; provides staff to support EOC and ancillary operations; and provides resources, personnel, and equipment as requested by the ESF Coordinator.

## Concept of Operations

The size, scope, and complexity of the significant event will determine which ESFs are activated. Each ESF is comprised of a framework including: scope; relevant statutes, plans, and policies; unique planning assumptions; ESF-specific responsibilities; agency responsibilities; missions and assignments; and Community Lifelines. Additional roles and responsibilities for unique positions are described in the *Loudoun County Emergency Operations Center Policies and Procedures Guide* which is a companion document to this annex.

ESFs are organized and managed utilizing the principles of ICS as part of the County's compliance with the National Incident Management System (NIMS). Through ICS, the EOC and the ESFs benefit from a structure that provides unity of command, manageable span of control, incident action planning, and management by objectives. Graphic 3-1 is the Loudoun County EOC Organization Chart:



Graphic 3-1: Loudoun County EOC Organization Chart

To assemble a workforce to staff and successfully operate ESFs during an EOC activation requires the cooperation and collaboration of numerous County agencies and partners. On several occasions, a single organization may be associated with multiple functions either as a primary or support agency. Graphic 3-2 is a chart displaying primary and secondary agencies by ESF:

	ESF-1 Transportation	ESF-2 Communications	ESF-3 Public Works and Engineering	ESF-4 Firefighting	ESF-5 Emergency Management	ESF-6 Mass Care	ESF-7 Logistics	ESF-8 Public Health and Medical	ESF-9 Search and Rescue	ESF-10 Hazardous Materials Response	ESF-11 Agriculture and Natural Resources	ESF-12 Energy	ESF-13 Law Enforcement	ESF-14 Community Recovery	ESF-15 External Affairs	ESF-16 Finance and Administration
Amateur Radio Emergency Services	S				S											
American Red Cross National Capital Region					S											
Department of Animal Services				S				S								
Department of Building and Development		S		S					S							
Department of Family Services				P												
Department of Finance and Procurement					S										P	
Department of Fire and Rescue	S		P	S		S		P	P			S		S		
Department of General Services	P		P			S				S						
Department of Information Technology	P				S									S		
Department of Mental Health				S		S										
Department of Parks, Recreation and Community Services		S		S	S											
Dominion Power										S						
Emergency Management Executive Committee				S									S			
Human Resources Department															S	
Inova Loudoun Hospital Center						S										
Juvenile Court Service Unit											S					
Loudoun Cooperative Extension									P							
Loudoun County Health Department		S		S		P		S								
Loudoun County Public Schools	S			S												
Loudoun Water		S														
Northern Virginia Electric Cooperative										S						
Office of Mapping and Geographic Information				S												
Office of the County Administrator			S	P	S	P		S	S		P	S	P	P		
Sheriff's Office	S				S		P				P			S		
StoneSprings Hospital Center						S										
Town of Hamilton Public Works		S														
Town of Hillsboro Public Works		S														
Town of Leesburg Police Department											S					
Town of Leesburg Public Works	S		S													
Town of Lovettsville Public Works			S													
Town of Middleburg Police Department											S					
Town of Middleburg Public Works			S													
Town of Purcellville Police Department											S					
Town of Purcellville Public Works	S		S													
Town of Round Hill Public Works			S													
Virginia Department of Health						S										
Virginia Department of Transportation	S		S													
Virginia State Police											S					
Washington Gas										S						

Graphic 3-2: Loudoun County ESF Agencies

## Community Lifelines Integration

The Federal Emergency Management Agency (FEMA) developed the Community Lifelines construct to increase effectiveness of disaster response. Community Lifelines are “the most fundamental services in the community that, when stabilized, enable all other aspects of society.” The goal is to rapidly determine scale and complexity; identify interdependencies and root cause of impacts; develop priorities; communicate more effectively; and guide response operations. By integrating Community Lifelines, the County is better positioned to respond to incidents through outcome-based objectives. The following Community Lifelines are integrated into ESFs:

- ▶ Safety and Security
- ▶ Food, Water, Shelter
- ▶ Health and Medical
- ▶ Energy

## EMERGENCY OPERATIONS PLAN: ESF INTRO

- Communications
- Transportation

Each ESF is assigned a corresponding Community Lifeline which supports existing missions and assignments within that ESF. More than one ESF may be responsible for providing information on a Community Lifeline; conversely, ESFs may be assigned more than one Community Lifeline.

Each Community Lifeline has multiple components and subcomponents that establishes parameters and a general scope of services. ESFs must consider the below assessment categories to capture Essential Elements of Information (EEl)s for decision makers.

### Assessment Categories:

1. **Status (What?):** Summarize the root cause(s) of disruption to lifelines services.
2. **Impacts (So What?):** Explain the disaster impacts to specific communities, disaster survivors, and response operations. Detail how the survivor experience or response operation will improve if this component is stabilized. Specify the impacted areas and population totals.
3. **Actions (Now What):** Describe the actions that are being taken to stabilize and re-establish the disrupted services. Summarize the most critical actions being taken across the Whole Community.
4. **Limiting Factors (What's the Gap?):** Express issues that are preventing services from being stabilized or re-established. Such issues can stem from another lifeline/component, resource shortfall, management, policy, etc.
5. **Estimated Time to Status Change and Re-establishment Requirements (When?):** Provide current component condition or an estimated timeframe for when a change in condition is expected.

This information will be continually assessed and incorporated into situation reports to determine the condition of each Community Lifeline (i.e. stable, unstable, unknown, etc.).

## GENERAL PLANNING ASSUMPTIONS

This section identifies global, overarching planning assumptions that require consideration when executing the Emergency Operations Plan (EOP). Unique and individual planning assumptions are addressed in each ESF, as applicable.

### Coordination

- ▶ Information coordination will be limited at the onset of an incident.
- ▶ Initial actions to mitigate the effects of a significant event will be performed as soon as possible by the local government.
- ▶ Federal and State disaster assistance, if provided, will supplement, not substitute for, relief provided by Loudoun County.

### Situational Awareness

- ▶ EOC personnel will maintain local, regional, or national situational awareness through all available forms of information sharing.
- ▶ All ESFs will report any injuries sustained by staff or damage to equipment both in the EOC and in the field.
- ▶ All ESFs will assess the condition of their respective facilities, including those deemed mission critical, report the status of those facilities, and coordinate repair and restoration.

### Impacts

- ▶ A significant event may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- ▶ The local transportation infrastructure will likely sustain damage and may diminish the effectiveness and efficiency of response and recovery.
- ▶ A Rapid Needs assessment will assist in the determination of response priorities and demands.
- ▶ The capability to produce or disseminate emergency public information may be restricted or non-existent due to widespread damage to the communications network and critical infrastructure.
- ▶ The immediate use of communications systems for emergency operational activities may exceed local capabilities, requiring assistance from neighboring jurisdictions or state agencies.

### Administration

- ▶ All requests for assistance will be managed through the EOC utilizing approved methods as described in the Loudoun County Emergency Operations Center Policies and Procedures Guide.
- ▶ Personnel will maintain accurate logs pertaining to time, finances, and other pertinent information.
- ▶ Each department and/or agency is responsible for creating policies and procedures specific to their ESF in order to achieve missions and assignments.



## EMERGENCY SUPPORT FUNCTIONS (ESFs)

The following list designates the ESFs and associated Coordinating Agencies that are described within this annex. In an effort to minimize confusion, the roles and responsibilities described in the Loudoun County ESFs are generally consistent with the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and the National Response Framework (NRF).

<b>Emergency Support Function</b>	<b>ESF Coordinator</b>
<b>ESF-1 Transportation</b>	Department of General Services – <i>Transit and Commuter Services</i>
<b>ESF-2 Communications</b>	Department of Information Technology
<b>ESF-3 Public Works and Engineering</b>	Department of General Services
<b>ESF-4 Firefighting</b>	Department of Fire and Rescue
<b>ESF-5 Emergency Management</b>	Office of the County Administrator- <i>Office of Emergency Management</i>
<b>ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services</b>	Department of Family Services
<b>ESF-7 Logistics Management and Resource Support</b>	Office of the County Administrator- <i>Office of Emergency Management</i>
<b>ESF-8 Public Health and Medical</b>	Loudoun County Health Department
<b>ESF-9 Search and Rescue</b>	Department of Fire and Rescue
<b>ESF-10 Hazardous Materials Response</b>	Department of Fire and Rescue
<b>ESF-11 Agriculture and Natural Resources</b>	Loudoun Cooperative Extension
<b>ESF-12 Energy</b>	Office of the County Administrator- <i>Office of Emergency Management</i>
<b>ESF-13 Law Enforcement</b>	Loudoun County Sheriff's Office
<b>ESF-14 Community Recovery</b>	Office of the County Administrator- <i>Office of Emergency Management</i>
<b>ESF-15 External Affairs</b>	Office of The County Administrator- <i>Public Affairs and Communications Division</i>
<b>ESF-16 Finance and Administration</b>	Department of Finance and Procurement

## Emergency Support Functions Annex

# ESF-1 TRANSPORTATION

**ESF Coordinator:**

Department of General Services

**Section:**

Operations

**Branch:**

Infrastructure

**Group:**

Transportation Infrastructure

**Primary Agency:**

Department of General Services

*Transit and Commuter Services*

**Support Agencies:**

Town of Leesburg

*Public Works Department*

Town of Purcellville

*Public Works Department*

Virginia Department of Transportation

**Community Lifeline(s):**

Transportation

## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-1 Transportation provides guidance and direction to designated agencies responsible for managing, assessing, and restoring the transportation infrastructure and resources during a significant event.

### Scope

ESF-1 Transportation coordinates resources necessary to manage, maintain, and restore the transportation system and infrastructure during a significant event. Activities within the scope of ESF-1 functions include: monitors and reports conditions; conducts damage assessments; identifies alternative transportation solutions; and coordinates and establishes priorities regarding restoration and recovery activities.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

### ESF Planning Assumptions

- ▶ The local transportation infrastructure will likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
- ▶ Local Virginia Department of Transportation (VDOT) resources may become overwhelmed quickly or be relocated to other areas in the region during an emergency.

- ▶ Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.

## ORGANIZATION

### ESF Responsibilities

- ▶ Reports to and takes direction from the Infrastructure Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve transportation issues during the significant event.
- ▶ Documents information and actions related to transportation missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### Agency Responsibilities

#### Department of General Services

##### Transit and Commuter Services

- ▶ The agency recognized with ESF coordination. DGS is responsible for overall ESF leadership and coordination associated with transportation systems and infrastructure during a significant event. Emergency operational policies and procedures developed by OTS provide the framework for carrying out these activities.

#### Town of Leesburg

##### Public Works Department (LPW)

- ▶ Serves as the department with primary responsibility for transportation systems and infrastructure within the incorporated Town of Leesburg. LPW serves as the town liaison for all transportation systems and infrastructure issues.

#### Town of Purcellville

##### Public Works Department (PPWD)

- ▶ Serves as the department with primary responsibility for transportation systems and infrastructure within the incorporated Town of Purcellville. PPWD serves as the town liaison for all transportation systems and infrastructure issues.

#### Virginia Department of Transportation (VDOT)

- ▶ Maintains primary responsibility for the transportation infrastructure throughout Loudoun County. VDOT is responsible for clearing and maintaining primary and secondary roadways and providing frequent status updates.

## MISSIONS AND ASSIGNMENTS

- Mission 1:** Manages resources necessary to monitor, maintain, and restore transportation systems and infrastructure.
- Assignment 1-1: Establishes and maintains a primary route to all identified critical facilities.
- Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain and restore the transportation infrastructure.
- Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.
- Mission 2:** Provides situational updates regarding transportation systems and infrastructure conditions.
- Assignment 2-1: Maintains and updates information related to road closures, infrastructure damage, debris clearance, and restoration activities.
- Mission 3:** Conducts damage assessments and documents, analyzes, and reports results.
- Assignment 3-1: Assesses the conditions of primary and secondary roadways, bridges, and other integral components of the transportation infrastructure. Coordinates and facilitates the closure of components determined to be unsafe.
- Mission 4:** Identifies transportation alternatives that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Assignment 4-1: Coordinates transportation assets and identifies emergency transportation routes for the conveyance of human and material resources.
- Mission 5:** Coordinates initial transportation systems and infrastructure restoration and recovery activities.
- Assignment 5-1: Identifies and prioritizes restoration and recovery initiatives.

## COMMUNITY LIFELINE(S)

### Transportation

#### 1. Highway/Roadway/Motor Vehicle (Roads & Bridges)

- ▶ Identify the status of local roads and bridges.
- ▶ Determine impact to response operations and how they will improve if component is stabilized.
- ▶ Identify actions that must be taken to improve local roads and bridges.
- ▶ Evaluate factors that may limit the ability to make improvements.
- ▶ Establish restoration timeline for roads and bridges.

#### 2. Mass Transit (Bus, Rail, Ferry)

- ▶ Identify the status of bus, rail, and ferry (when available) transit facilities and equipment.
- ▶ Determine impact to response operations and how they will improve if component is stabilized.
- ▶ Identify actions that must be taken to improve mass transit services.
- ▶ Evaluate factors that may limit the ability to make improvements.
- ▶ Establish restoration timeline for mass transit services.

#### 3. Aviation (Commercial & General)

*To be completed by ESF 5 Emergency Management; Planning – Situation Unit*

- ▶ Identify the status of the airports in Loudoun County (Washington Dulles International and Leesburg Executive Airport).
- ▶ Determine impact to response operations and how they will improve if component is stabilized.
- ▶ Identify actions that must be taken to improve airport/aviation operations.
- ▶ Evaluate factors that may limit the ability to make improvements.
- ▶ Establish restoration timeline for local airport/aviation operations.

## Emergency Support Functions Annex

# ESF-2 COMMUNICATIONS

**ESF Coordinator:**

Department of Information Technology

**Primary Agency:**

Department of Information Technology

**Section:**

Operations

**Support Agencies:**

Loudoun County Fire and Rescue

*Communications and Support Services  
Division*

Loudoun County Public Schools

*Division of Safety and Security*

Loudoun County Sheriff's Office

*Administrative and Technical Services  
Division*

**Branch:**

Infrastructure

**Group:**

Communications Infrastructure

**Community Lifeline(s):**

Communications

## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-2 Communications provides guidance and direction to designated agencies responsible for managing, assessing, and restoring the communications infrastructure and resources during a significant event.

### Scope

ESF-2 Communications coordinates resources necessary to manage, maintain, and restore the communications systems and infrastructure during a significant event. Activities within the scope of ESF-2 functions include: monitors and reports conditions; conducts damage assessments; identifies alternative communications solutions; and coordinates and establishes priorities regarding restoration and recovery activities.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

### ESF Planning Assumptions

- ▶ The local communications infrastructure will likely sustain damage. The damage, depending upon the integrity of the communications network, will determine the effectiveness and efficiency of response and recovery.

- ▶ Increased usage combined with damage may result in diminished service.
- ▶ An extended power outage or extensive damage may result in communications being inaccessible for a prolonged period of time.
- ▶ Communications with emergency personnel may be adversely impacted.
- ▶ The ability to repair damage to the County communications system is contingent upon the availability of private commercial repair technicians.

## **ORGANIZATION**

### **ESF Responsibilities**

- ▶ Reports to and takes direction from the Infrastructure Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve communications issues during the significant event.
- ▶ Documents information and actions related to communications missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### **Agency Responsibilities**

#### **Department of Information Technology (DIT)**

- ▶ The agency recognized with ESF coordination. DIT is responsible for overall ESF leadership and coordination associated with communications and emergency public information systems during a significant event. Emergency operational policies and procedures developed by DIT provide the framework for carrying out these activities.

#### **Loudoun County Fire and Rescue (LCFR)**

##### **Communications and Support Services Division**

- ▶ Serves as the department with primary responsibility for monitoring, maintaining, and assessing the public safety radio and other emergency communication systems for LCFR, including the Loudoun County Public Safety Answering Point (PSAP).

#### **Loudoun County Public Schools (LCPS)**

##### **Division of Safety and Security**

- ▶ Serves as the department with primary responsibility for monitoring, maintaining, and assessing the radio and other communication systems for LCPS, including facilities, vehicles, and other resources.

**Loudoun County Sheriff's Office (LCSO)**

Administrative and Technical Services Division

- ▶ Serves as the department with primary responsibility for monitoring, maintaining, and assessing the public safety radio and other emergency communication systems for LCSO, including the National Crime Information Center (NCIC) and the Virginia Criminal Information Network (VCIN).

**MISSIONS AND ASSIGNMENTS**

**Mission 1:** Manages resources necessary to monitor, maintain, and restore communications systems and infrastructure.

Assignment 1-1: Provides technical support necessary to disseminate emergency public information.

Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain and restore the communications infrastructure.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Provides situational updates regarding communications systems and infrastructure conditions.

Assignment 2-1: Maintains and updates information related to communications and emergency public information systems utilization, infrastructure damage, and restoration activities.

**Mission 3:** Conducts damage assessments and documents, analyzes, and reports results.

Assignment 3-1: Assesses the condition of integral components of major communications systems.

**Mission 4:** Identifies communications alternatives that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.

Assignment 4-1: Establishes, maintains, and operates a redundant or alternative voice and data communications network at the EOC with connectivity to VEOC and ancillary facilities.

**Mission 5:** Coordinates initial communications systems and infrastructure restoration and recovery activities.

Assignment 5-1: Identifies and prioritizes restoration and recovery initiatives.



Assignment 5-2: Coordinates with commercial service providers to monitor and restore commercial service necessary to relay emergency public information and priority communications systems.

## COMMUNITY LIFELINE(S)

### Communications

1. Infrastructure (Wireless, Cable Systems & Wireline, Broadcast TV & Radio, Satellite, Data Centers/Internet)
  - ▶ Identify the status of local communications infrastructure.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve communications infrastructure.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for communications infrastructure.
2. 911 & Dispatch (Public Safety Answering Points and Dispatch)
  - ▶ Identify the status of 911 and dispatch.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve 911 and dispatch.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for 911 and dispatch.



## Emergency Support Functions Annex

# ESF-3 PUBLIC WORKS AND ENGINEERING

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**ESF Coordinator:**

Department of General Services

**Primary Agency:**

Department of General Services

**Section:**

Operations

**Support Agencies:**

Department of Building and Development  
*Building Code Enforcement / Inspection*  
Department of General Services  
*Public Works Division*  
*Waste Management Division*  
Department of Parks, Recreation and  
Community Services  
Loudoun County Health Department  
*Environmental Health Services*  
Loudoun Water  
Town of Hamilton  
Town of Hillsboro  
Town of Leesburg  
*Public Works Department*  
Town of Lovettsville  
Town of Middleburg  
*Public Works*  
Town of Purcellville  
*Department of Public Works and Capital  
Projects*  
*Department of Utilities*  
Town of Round Hill  
Virginia Department of Transportation

**Branch:**

Infrastructure

**Group:**

Public Works and Engineering

**Teams:**

Damage Assessment

Debris Management

**Community Lifeline(s):**

Food, Water, and Shelter

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## INTRODUCTION

**Purpose**

Emergency Support Function (ESF)-3 Public Works and Engineering provides guidance and direction to designated agencies responsible for managing, assessing, and restoring public facilities and infrastructure during a significant event.

**Scope**

ESF-3 Public Works and Engineering coordinates resources necessary to manage, maintain, and restore public facilities and infrastructure during a significant event. Activities within the

scope of ESF-3 functions include: monitors and reports conditions; conducts damage assessments; manages debris removal; identifies alternative facility and infrastructure solutions; and coordinates and establishes priorities regarding restoration and recovery activities.

For the purpose of this document, damage assessments include functional and structural evaluations on all public works systems except for those associated with ESF-1 Transportation, ESF-2 Communications, ESF-11 Agriculture and Natural Resources, and ESF-12 Energy.

**Relevant Laws, Statutes, Plans, and Policies**

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Loudoun County Codified Ordinances
- ▶ Loudoun County Debris Management Plan
- ▶ Loudoun County Damage Assessment Plan
- ▶ Loudoun County Solid Waste Management Facility Emergency Contingency Plan
- ▶ Loudoun County Solid Waste Management Facility Operations Manual
- ▶ Loudoun County Solid Waste Management Facility Safety Plan

**ESF Planning Assumptions**

- ▶ Local public works systems (including but not limited to public water supply, sanitary sewer or storm water systems) will likely sustain damage. The damage, dependent upon the integrity of the public works facilities and systems, will determine the effectiveness and efficiency of response and recovery.
- ▶ Local Virginia Department of Transportation (VDOT) resources may become overwhelmed quickly or be relocated to other areas in the region during an emergency.
- ▶ Damage to public works systems including water and sanitary sewer systems may result in decreased capacity or diminished service.

**ORGANIZATION**

**ESF Responsibilities**

- ▶ Reports to and takes direction from the Infrastructure Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve public works and facilities issues during the significant event.
- ▶ Documents information and actions related to public works and engineering missions

and assignments.

- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

## **Agency Roles and Responsibilities**

### **Department of General Services (DGS)**

Public Works Division

Waste Management Division

- ▶ The agency recognized with ESF Coordination. DGS maintains equipment, personnel and contracts necessary to provide emergency site security, clearance of debris, operation of the County's solid waste management facility, emergency restoration of vital public works and facilities, and gathering of initial damage assessments. Emergency operational policies and procedures developed by DGS provide the framework for carrying out these activities.

### **Department of Building and Development (DBD)**

Building Code Enforcement / Inspection Division

- ▶ Serves as the agency with primary responsibility for documenting, reporting, and conducting initial damage assessments. Coordinates with DGS to obtain structural engineering assistance as required.

### **Loudoun County Health Department (LCHD)**

Environmental Health Services

- ▶ Serves as the agency with primary responsibility for documenting, reporting, and conducting inspections on damaged individual well and septic systems, and for coordinating with the Virginia Department of Health's Office of Drinking Water and Virginia Department of Environmental Quality on public water and wastewater systems.
- ▶ Provides guidance on food sanitation and preventing the spread of disease during a significant event.

### **Department of Parks, Recreation and Community Services (PRCS)**

- ▶ Provides personnel and equipment to assist with debris clearance from public facilities and infrastructure. Coordinates with DGS and VDOT to assist with clearing and opening primary transportation routes.

### **Loudoun Water (LW)**

- ▶ Performs damage assessment of water and waste water systems and facilitates necessary repairs.

### **Town Department of Public Works and Capital Projects**

- ▶ Performs damage assessment of town operated storm water systems and facilitates

necessary repairs and/or coordinates with appropriate service provider.

- ▶ Provides personnel and equipment to assist in debris removal operations within corporate limits.
- ▶ Coordinates and facilitates restoration of essential town operated public facilities.

#### **Town Department of Public Works and Capital Projects**

- ▶ Performs damage assessment of town operated water and waste water systems and facilitates necessary repairs and/or coordinates with appropriate service provider.
- ▶ Coordinates and facilitates restoration of essential town operated public facilities.

#### **Virginia Department of Transportation (VDOT)**

- ▶ Maintains primary responsibility for clearing the transportation network throughout Loudoun County. VDOT is responsible for clearing primary and secondary roadways and providing frequent status updates.

### **MISSIONS AND ASSIGNMENTS**

**Mission 1:** Manages resources necessary to monitor, maintain, and restore public facilities and infrastructure.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to maintain and restore essential public works systems and facilities.

Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Provides situational updates regarding public facilities and infrastructure conditions.

Assignment 2-1: Maintains and updates information related to the critical infrastructure damage, availability of alternative or redundant systems, debris clearance and removal, and restoration activities.

Assignment 2-2: Maintains and updates information related to public facility damage, closure, and restoration activities.

**Mission 3:** Conducts damage assessments and documents, analyzes, and reports results.

Assignment 3-1: Assesses the condition of County facilities, including those deemed “vital.” Coordinates and facilitates the closure of components determined to be unsafe.

Assignment 3-2: Conducts assessments on all damaged residential, commercial, and industrial buildings (public or private). Performs functional and structural evaluations on all public works systems, except as noted.

**Mission 4:** Manages debris removal process and documents, analyzes, and reports results.

Assignment 4-1: Coordinates, assesses, and identifies suitable debris disposal sites and provides guidance in areas affected by contamination.

**Mission 5:** Identifies public facilities and infrastructure alternatives that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.

Assignment 5-1: Maintains an inventory list of public facilities that may be available for alternative uses.

**Mission 6:** Coordinates initial public facilities and infrastructure restoration and recovery activities.

Assignment 6-1: Identifies and prioritizes restoration and recovery initiatives.

## COMMUNITY LIFELINE(S)

### Food, Water, and Shelter

1. Water (Drinking Water Utilities, Wastewater Systems, Commercial Water supply chain)
  - ▶ Identify the status of water resources.
  - ▶ Determine impact response operations and how will the response improve if this component is stabilized.
  - ▶ Identify actions that must be taken to improve water resources.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for water resources.

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## Emergency Support Functions Annex

# ESF-4 FIREFIGHTING

**ESF Coordinator:**

Loudoun County Fire and Rescue

**Primary Agency:**

Loudoun County Fire and Rescue

**Section:**

Operations

**Community Lifeline(s):**

Safety and Security

**Branch:**

Public Safety

**Group:**

Fire, Hazmat & SAR

## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-4 Firefighting provides the guidance and direction necessary regarding fire, rescue, and emergency medical services (EMS) activities to provide protection of life and property within Loudoun County during a significant event.

### Scope

ESF-4 Firefighting coordinates resources necessary to deliver fire, rescue, and EMS services during a significant event. Activities within the scope of ESF-4 functions include: coordinates and establishes priorities regarding delivery of fire, rescue, and EMS services; and identifies alternative delivery solutions.

For the purpose of this document, ESF-4 is the responsible ESF for Search and Rescue and Hazardous Materials functions in the absence of an activated ESF-9 Search and Rescue and ESF-10 Hazardous Materials Response.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

### ESF Planning Assumptions

- ▶ A number of mutual aid and automatic aid agreements exist and are available to assist in the delivery of fire, rescue, and EMS services.



- ▶ Emergency calls for service and routine resource requests are managed by the Loudoun County Emergency Communications Center. Unique or unusual resource requests may be routed to the EOC.
- ▶ Based on the significant event, fire, rescue, and EMS personnel may be called upon to participate in activities outside of their normal operation.

## ORGANIZATION

### ESF Responsibilities

- ▶ Reports to and takes direction from the Public Safety Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve fire, rescue and EMS issues during the significant event.
- ▶ Documents information and actions related to firefighting missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### Agency Roles and Responsibilities

#### Loudoun County Fire and Rescue (LCFR)

- ▶ The agency recognized with ESF coordination and primary responsibility. LCFR is responsible for the overall ESF leadership and coordination associated with firefighting activities during a significant event, including search and rescue, hazardous materials, and life safety inspections of damaged buildings.

## MISSIONS AND ASSIGNMENTS

**Mission 1:** Manages resources necessary to deliver fire, rescue, and EMS services.

Assignment 1-1: Maintains and updates information related to staffing of fire, rescue, and EMS facilities and equipment.

Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain adequate fire, rescue, and EMS operations.

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-4 FIREFIGHTING

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Coordinates and establishes priorities regarding delivery of fire, rescue, and EMS services.

Assignment 2-1: Assesses fire, rescue, and EMS activities and identifies prioritized staffing scenarios and unmet resource requirements.

**Mission 3:** Identifies alternative implementation solutions when resources are unavailable or overwhelmed.

Assignment 3-1: Establishes detailed policies and procedures requisite to meet service demands during exceptional conditions.

### COMMUNITY LIFELINE(S)

#### Safety and Security

1. Fire, Emergency Medical Services (EMS), Search and Rescue (SAR), and Hazardous Materials (HazMat)
  - ▶ Identify the status, condition, accessibility, and security of fire and EMS facilities and firefighting and EMS staffing, resources, supplies, and equipment.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that have been taken and need to be taken to improve fire and EMS facilities and firefighting and EMS resources.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for fire and EMS facilities and firefighting and EMS resources restoration.

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## Emergency Support Functions Annex

# ESF-5 EMERGENCY MANAGEMENT



### ESF Coordinator:

Office of the County Administrator  
*Office of Emergency Management*

### Primary Agency:

Office of the County Administrator  
*County Administrator*  
*Office of Emergency Management*

### Sections:

Management and Control  
Planning

### Support Agencies:

Loudoun County Emergency  
Management Executive Committee  
(EMEC) Representatives  
EMEC Agencies  
Loudoun County Fire and Rescue  
*Communications and Support*  
*Services Division*  
Department Building and Development  
Office of Mapping and Geographic  
Information

### Community Lifeline(s):

Safety and Security  
Communications

## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-5 Emergency Management coordinates and facilitates support for overall County response and initial recovery activities during a significant event. In addition, ESF-5 is responsible for gathering, compiling, analyzing, and reporting situational awareness.

### Scope

ESF-5 Emergency Management coordinates the overall County response to a significant event. Activities within the scope of ESF-5 functions include: recommends emergency protective actions; gathers, compiles, analyzes, and reports situational awareness; supervises all planning, operational, and resource management processes; serves as the primary liaison with all governmental and non-governmental entities; and ensures compliance with all regulations.

For the purpose of this document:

- ▶ Due to the complexity of this ESF, the Agency Roles and Responsibilities section will also include Management and Control Group and Planning Section positions.

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-5 EMERGENCY MANAGEMENT

- ▶ Members of the Loudoun County EMEC serve as the Policy Group during an Emergency Operations Center (EOC) activation. The group is comprised of senior representatives from the following agencies:
  - Office of the County Administrator
  - Department of Animal Services
  - Department of Family Services
  - Department of General Services
  - Department of Information Technology
  - Department of Finance and Procurement
  - Department of Parks, Recreation, and Community Services
  - Loudoun County Fire and Rescue
  - Loudoun County Health Department
  - Loudoun County Public Schools
  - Office of Emergency Management
  - Public Affairs and Communications
  - Loudoun County Sheriff's Office
- ▶ The County Administrator and/or designee serves as the Director of Emergency Management (Director).
- ▶ Recovery refers to the preliminary actions during an EOC activation necessary to initiate subsequent comprehensive strategies coordinated by ESF-14 Community Recovery.
- ▶ While the Public Information Officer is identified as part of the Management and Control Group, roles and responsibilities are defined and specified in ESF-15 External Affairs.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide
- ▶ Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws
- ▶ Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- ▶ Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement
- ▶ Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)
- ▶ Emergency Management Assistance Compact, Public Law 104-321
- ▶ Code of Virginia, Title 15. 2, Chapter 13.1 Joint Aid Agreements by Localities

### ESF Planning Assumptions

- ▶ Management and Control positions will be staffed by qualified personnel regardless of agency affiliation.
- ▶ While Policy Group representatives have roles and responsibilities associated with that

group, some may also be required to fill a position within their ESF.

## ORGANIZATION

### ESF Responsibilities

- ▶ Provides direction to EOC staff.
- ▶ Ensures informational updates are analyzed, documented, and reported.
- ▶ Develops plans, policies, and procedures necessary to resolve issues during the significant event.
- ▶ Documents information and actions related to emergency management missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### Agency Roles and Responsibilities

#### Office of Emergency Management (OEM)

- ▶ The agency recognized with ESF coordination. OEM is responsible for overall ESF leadership and coordination associated with Management and Control and Planning Section during a significant event. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.
- ▶ Monitors, gathers, compiles, and analyzes situational awareness in order to provide a recommendation to the Director for an EOC activation and other emergency protective actions.
- ▶ Solicits authorization from the Director regarding utilization of the Integrated Public Alert and Warning System (IPAWS) for Emergency Public Information (EPI). Coordinates with ESF-15 External Affairs to ensure effective message development and usage of all other EPI notification methods.

#### Director of Emergency Management

- ▶ As stipulated in the Code of Virginia, the Director is the final authority during all significant events. As such, the Director declares local emergencies, authorizes emergency protective actions, manages and controls certain commodities and services, requests resources from other localities, authorizes the use of County facilities for alternative functions, and amends or suspends certain human resources policies.
- ▶ Designates an Assistant County Administrator, or other qualified individual, to serve as the Government Liaison Officer and delegates certain other responsibilities to

authorized personnel.

- ▶ Determines the need to convene the Policy Group.
- ▶ In collaboration with the Policy Group, if convened, develops and communicates strategic goals relevant to the successful resolution of the significant event.

### **Policy Group**

- ▶ Provides discipline-specific subject matter expertise to assist the Director of Emergency Management during the strategic goal development process.
- ▶ Formulates policy guidance and recommendations for the Director regarding emergency policy decisions.

### **Government Liaison**

- ▶ Serves as the primary point of contact for local elected officials and government leaders to respond to questions and provide information.

### **EOC Manager**

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

### **Public Information Officer (PIO)**

- ▶ Serves as the coordination point for all public information, media relations, and internal information sources. Reviews and coordinates all information releases.
- ▶ Manages the Major Event Hotline and Joint Information Center (JIC).
- ▶ Ensures that additional roles and responsibilities identified in ESF-15 External Affairs are implemented.

### **Operations Section Chief**

- ▶ Directs the Public Safety, Infrastructure, and Human Services Branches and ensures that all Operations staff and processes are managed effectively and efficiently. Operations Groups include:

Operations Group	Emergency Support Function
Law Enforcement Group	ESF-13 Law Enforcement
Fire, Hazmat, and SAR Group	ESF-4 Firefighting ESF-9 Search and Rescue ESF-10 Hazardous Materials Response
Health and Medical Group	ESF-8 Public Health and Medical Services
Mass Care Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Animal Protection Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Volunteer Management Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Donation Management Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Transportation Infrastructure Group	ESF-1 Transportation
Communications Infrastructure Group	ESF-2 Communications
Agriculture and Natural Resources Group	ESF-3 Public Works and Engineering ESF-11 Agriculture and Natural Resources
Public Works Group	ESF-3 Public Works and Engineering
Energy Group	ESF-12 Energy

### **Planning Section Chief**

- ▶ Directs the Planning Section and ensures that all Planning staff is managed effectively and efficiently. Planning Units assigned include, but are not limited to:
  - Situation Unit gathers, compiles, analyzes, and reports situational awareness information.
  - Documentation Unit maintains accurate and complete EOC related files.
  - Resource Unit establishes and maintains a system to track status of all EOC managed resources and coordinates with Logistics and Operations Sections to ensure resource requirements are fulfilled.
  - Demobilization Unit develops an EOC demobilization plan.
  - Geographic Information System (GIS) Unit provides spatial information, analysis, display, and/or dissemination.
  - Community Recovery Unit initiates and coordinates the County's recovery efforts in collaboration with local, state, and federal partners.
- ▶ Facilitates the planning process which includes, but is not limited to:
  - Collaborates with EOC Manager in development of initial EOC operational strategies, resource requirements, and actions.
  - Conducts situational briefings.
  - Guides development and assignment of operational objectives in support of strategic goals.
  - Supports tactical planning initiatives.
  - Supervises development of the EOC Incident Action Plan (IAP).
  - Prepares EOC Shift Briefing.
  - Ensures timely completion and distribution of EOC Situation Reports.



### **Logistics Section Chief**

- ▶ Directs the Service and Support Branches and ensures that all Logistics staff and processes are managed effectively and efficiently. Ensures that additional roles and responsibilities identified in ESF-7 Logistics Management and Resource Support are implemented.

### **Finance and Administration Section Chief**

- ▶ Directs the Finance and Administration Units and ensures that all assigned staff and processes are managed effectively and efficiently. Ensures that additional roles and responsibilities identified in ESF-7 Logistics Management and Resource Support and in ESF-16 Finance and Administration are implemented.

### **Loudoun County Fire and Rescue (LCFR)**

Communications and Support Services Division

- ▶ The Public Safety Geographic Information System (GIS) Coordinator is recognized as the GIS Unit Leader. The GIS Unit is responsible for providing geographic and spatial information, analysis, and display.

### **Department of Building and Development (DBD)**

- ▶ Serves as the department with ancillary responsibility for GIS Unit processes and activities.

### **Office of Mapping and Geographic Information (OMAGI)**

- ▶ Serves as the department with ancillary responsibility for GIS Unit processes and activities.

## **MISSIONS AND ASSIGNMENTS**

**Mission 1:** Recommends actions to mitigate and respond to life-safety impacts of significant events.

Assignment 1-1: Identifies emergency protective actions necessary to protect life and property.

Assignment 1-2: Determines if conditions warrant declaration of local emergency.

Assignment 1-3: Utilizes IPAWS to provide the public with life-saving information quickly.

Assignment 1-4: Activates the EOC with sufficient, qualified staff.

**Mission 2:** Gathers, compiles, analyzes, and reports situational awareness.

Assignment 2-1: Establishes and maintains a common operating picture and determines size, scope, and complexity of the significant event.

Assignment 2-2: Assembles substantive information from each ESF and produces routine situation reports.

Assignment 2-3: Conducts various briefings to update EOC personnel on situational updates, unmet needs and potential actions.

**Mission 3:** Manages the EOC Planning Process.

Assignment 3-1: Develops prioritized, strategic goals, and operational objectives in order to address event conditions.

Assignment 3-2: Assists and supports ESF personnel with development of tactical plans.

Assignment 3-3: Monitors progress of planning initiatives and prepares alternative solutions as required.

Assignment 3-4: Constructs the EOC IAP.

**Mission 4:** Coordinates the County's overall response to a significant event in compliance with the National Incident Management System (NIMS).

Assignment 4-1: Notifies and assigns sufficient EOC staff commensurate with the activation level.

Assignment 4-2: Provides logistical support to incident commanders and coordinates allocation of scarce resources.

Assignment 4-3: Supervises initial recovery activities.

**Mission 5:** Administers all processes associated with resource management from request to demobilization.

Assignment 5-1: Authorizes and directs the request for external resources via Statewide Mutual Aid (SMA), Emergency Management Assistance Compact (EMAC), and other recognized sources.

Assignment 5-2: Maintains accurate and current accounting of all resources required, deployed, or demobilized.

**Mission 6:** Serves as the primary liaison with all governmental and non-governmental entities and ensures compliance with all local, state, and federal regulations.

Assignment 6-1: Acts in accordance with all public laws including, but not limited to the Stafford Act, the Code of Virginia, and all local ordinances.

Assignment 6-2: Coordinates local activities with the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) on all issues including, but not limited to damage assessment, public assistance, and individual assistance.

## **COMMUNITY LIFELINE(S)**

### **Safety and Security**

1. Government Service (Emergency Operation Centers, Essential Government Functions, Government Offices, Schools)
  - ▶ Identify the status of government services.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve government services.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for government services.
2. Imminent Hazard Mitigation (Hazards, Recommend Protective Actions)
  - ▶ Identify the imminent hazards and protective actions.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve imminent hazards.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish triggers for issuance of protective actions.

### **Communications**

1. Alerts and Warnings (Local Alerts/Warnings, Integrated Public Alerts and Warning System)
  - ▶ Identify the alerts and warnings necessary to provide emergency public information.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve alerts and warnings.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish timeline for issuance of alerts and warnings.

Note: This Community Lifeline is a shared responsibility with ESF-15 External Affairs.

Emergency Support Functions Annex

## ESF-6 MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

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**ESF Coordinator:**

Department of Family Services

**Primary Agency:**

Department of Family Services

**Section:**

Operations

**Support Agencies:**

American Red Cross, National Capital and Greater Chesapeake Region

Department of Animal Services

Department of Mental Health, Substance Abuse and Developmental Services

Department of Parks, Recreation and Community Services

Loudoun Cares

Loudoun County Health Department

Loudoun County Public Schools

Office of the County Administrator

*Public Affairs and Communications Division*

*Office of Emergency Management*

**Branch:**

Human Services

**Groups:**

Mass Care

Animal Protection

Volunteer Management

Donation Management

**Community Lifeline(s):**

Food, Water, and Shelter

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### INTRODUCTION

#### Purpose

Emergency Support Function (ESF)-6 Mass Care, Emergency Assistance, Housing, and Human Services provides guidance and direction to designated agencies responsible for providing life-sustaining and other essential services to persons and pets impacted immediately following a significant event.

#### Scope

ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services coordinates the resources necessary to provide facilities, food, and relief items immediately following a significant event. Activities within the scope of ESF-6 functions include: opens and staffs physically and programmatically accessible human services facilities; provides essential services to those impacted by a significant event; and distributes emergency relief items.

For the purpose of this document, human services facilities include, but are not limited to: Evacuation and Emergency Shelters, Pet-friendly Shelters, Family Assistance Centers, Family Reunification Centers, Commodity Distribution Centers, and Cooling Centers.

### **Relevant Laws, Statutes, Plans, and Policies**

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Americans with Disabilities Act of 1990, as amended
- ▶ Loudoun County Animals in Emergencies Operations Plan
- ▶ Loudoun County Shelter Operations Plan
- ▶ Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- ▶ Loudoun County Family Assistance Center (FAC) Plan

### **ESF Planning Assumptions**

- ▶ Individuals and families may be unable to obtain food, clothing, shelter, and medical needs.
- ▶ Evacuees who require acute medical care will be referred to a special medical needs shelter or other appropriate facility. See ESF-8 Public Health and Medical.
- ▶ Family members may become separated and unable to locate each other.
- ▶ Individuals may experience stress or other mental health crisis as a result of the significant event.

## **ORGANIZATION**

### **ESF Responsibilities**

- ▶ Reports to and takes direction from the Human Services Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve mass care issues during the significant event.
- ▶ Documents information and actions related to mass care, emergency assistance, housing, and human services missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

## **Agency Roles and Responsibilities**

### **Department of Family Services (DFS)**

- ▶ The agency recognized with ESF coordination. Department of Family Services is responsible for overall leadership and coordination associated with mass care, emergency assistance, housing, and human services. Emergency operational policies and procedures developed by Family Services provide the framework for carrying out these activities.
- ▶ Serves as the primary liaison with recognized non-profit organizations activated in support of a significant event.

### **American Red Cross, National Capital and Greater Chesapeake Region (ARC)**

- ▶ Provides personnel, equipment, and supplies to supplement County resources.

### **Department of Animal Services (DAS)**

- ▶ Serves as the agency with primary responsibility to control, protect, and ensure the humane care and treatment of livestock and domestic animals. DAS maintains equipment, personnel, and affiliations with volunteer groups necessary to provide rescue, evacuation, and sheltering functions.

### **Office of Emergency Management (OEM)**

- ▶ Serves as the agency with primary responsibility for coordinating with primary and support agencies regarding the need for essential services and critical resources.

### **Department of Mental Health, Substance Abuse and Developmental Services (MHSADS)**

- ▶ Serves as the agency with primary responsibility for coordinating mental health assessment, treatment, and monitoring. MHSADS provides personnel and resources necessary to support those impacted by a significant event.

### **Department of Parks, Recreation and Community Services (PRCS)**

- ▶ Serves as the agency with primary responsibility for coordinating recreational activities. PRCS provides personnel, equipment, and supplies necessary to assist in shelter operations.

### **Loudoun Cares (LC)**

- ▶ Serves as the agency with primary responsibility for matching identified community needs with vetted volunteers.

### **Loudoun County Health Department (LCHD)**

- ▶ Serves as the agency with primary responsibility for assessing the medical condition of those impacted by a significant event. Monitors facility health standards and manages infectious disease prevention, control, and surveillance.

### **Loudoun County Public Schools (LCPS)**

- ▶ Serves as the agency responsible for providing a suitable shelter facility. LCPS provides personnel to perform general facility management.

### **Office of the County Administrator (CA)**

Public Affairs and Communications Division (PAC)

- ▶ Serves as the agency with primary responsibility to develop and disseminate messages regarding mass care, emergency assistance, housing, and human services.

## **MISSIONS AND ASSIGNMENTS**

**Mission 1:** Coordinates the resources necessary to provide shelter, food, and relief items during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to meet human services and emergency animal shelter facility requirements.

Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Opens and staffs physically and programmatically accessible human services facilities during a significant event.

Assignment 2-1: Assesses the need for human services facilities, emergency animal shelter facilities, and coordinates the appropriate activation.

Assignment 2-2: Manages, maintains, and operates the necessary human services and emergency animal shelter facilities.

Assignment 2-3: Ensures essential services and programs are made available to the facility population.

Assignment 2-4: Provides timely updates to the EOC regarding the status and current capacity of human services and emergency animal shelter facilities.

**Mission 3:** Provides essential services to those persons and animals impacted by a significant event.

Assignment 3-1: Delivers basic traditional services that may be unavailable as a result of the significant event. Such services include, but are not limited to: feeding, laundry, and access to internet.

Assignment 3-2: Provides access to services for those with acute individual needs. Services include, but are not limited to: physical and mental health referrals (refer to ESF-8 Public Health and Medical Services), assistance with state and federal programs, and short-term or temporary housing (refer to ESF-14 Community Recovery for long-term housing needs).

Assignment 3-3: Coordinates family reunification.

Assignment 3-4: Coordinates animal reunification.

Assignment 3-5: Controls, protects, and ensures the humane care and treatment of livestock and domestic animals.

**Mission 4:** Distributes emergency relief items.

Assignment 4-1: Coordinates the distribution of essential resources to those impacted by a significant event.

Assignment 4-2: Serves as liaison with non-governmental organizations (NGOs) in order to secure goods (refer to the Donations Management Annex).

## COMMUNITY LIFELINE(S)

### Food, Water, and Shelter

#### 1. Food (Food distribution programs)

- ▶ Identify the status of food distribution programs.
- ▶ Determine impact to response operations and how they will improve if component is stabilized.
- ▶ Identify actions that must be taken to improve local food distribution programs.
- ▶ Evaluate factors that may limit the ability to make improvements.
- ▶ Establish restoration timeline for food distribution programs.

#### 2. Shelter (Housing e.g., homes and shelters, Commercial facilities e.g., hotels)

- ▶ Identify the status of local shelters.
- ▶ Determine impact to response operations and how they will improve if component is stabilized.



**EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-6 MASS CARE,  
EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**

- ▶ Identify actions that must be taken to improve local shelters.
- ▶ Evaluate factors that may limit the ability to make improvements.
- ▶ Establish restoration timeline for local shelters.

**3. Agriculture (Animals)**

- ▶ Identify the status of veterinary services.
- ▶ Determine impact to response operations and how they will improve if component is stabilized.
- ▶ Identify actions that must be taken to improve veterinary services.
- ▶ Evaluate factors that may limit the ability to make improvements.
- ▶ Establish restoration timeline for veterinary services.

Emergency Support Functions Annex

## ESF-7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT



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### ESF Coordinator:

Office of the County Administrator  
*Office of Emergency Management*

### Primary Agency:

Office of the County Administrator  
*Office of Emergency Management*

### Section:

Logistics  
Finance and Administration  
*Procurement Unit*  
Planning  
*Resource Unit*

### Support Agencies:

Amateur Radio Emergency Services  
Combined Fire and Rescue System  
Department of General Services  
Department of Information Technology  
Department of Finance and Procurement  
Department of Parks, Recreation and  
Community Services  
Loudoun County Sheriff's Office

### Community Lifeline(s):

Safety and Security

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## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-7 Logistics Management and Resource Support provides guidance and direction regarding procurement, distribution, and delivery of supplies and other resources associated with the response to a significant event. In addition, ESF-7 directly supports the Emergency Operations Center (EOC) and all ancillary facilities.

### Scope

ESF-7 Logistics Management and Resource Support is comprised of two distinct branches, the Service Branch and the Support Branch.

The Service Branch provides direct support to ensure that the EOC functions optimally during a significant event. Activities within the scope of ESF-7 Service Branch include: maintains the physical operation of the EOC; ensures voice and data communication systems within the EOC are operable; monitors critical network and applications systems; and provides human resources to perform administrative tasks.

The Support Branch ensures that essential incident support resources are coordinated and prioritized during a significant event. Activities within the scope of ESF-7 Support Branch include: monitors and reports resource status; acquires, allocates, and distributes supplies; assesses facility requirements; and manages resource transportation requirements. For the purpose of this document:

- ▶ Due to the complexity of this ESF, the Agency Roles and Responsibilities section will also include Support and Service Branch positions.
- ▶ Logistics management and resource support refers to, but is not limited to, the provision of personnel, facilities, services, and materials.
- ▶ Following demobilization, agencies are responsible for managing, maintaining, and storing their resources.
- ▶ Information regarding the coordination and management of compensation, claims, time, payroll, procurement, and risk management is contained in ESF-16 Finance and Administration.
- ▶ Information regarding the coordination, management, and deployment of volunteer resources is contained in the Spontaneous Volunteer Management Annex.
- ▶ Information regarding the coordination, management, and deployment of donated goods and services is contained in the Donations Management Annex.

### **Relevant Laws, Statutes, Plans, and Policies**

- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide
- ▶ Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws
- ▶ Code of Virginia, Title 2.2 Administration of Government, Chapter 43 Virginia Public Procurement Act
- ▶ Emergency Management Assistance Compact (Public Law 104-321)
- ▶ Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)
- ▶ Code of Virginia, Title 15. 2, Chapter 13.1 Joint Aid Agreements by Localities

### **ESF Planning Assumptions**

- ▶ All County agencies and departments will participate and engage as ordered by the Director of Emergency Management.
- ▶ Local and private resources will be strained during a significant event.

## ORGANIZATION

### ESF Responsibilities

- ▶ Reports to and takes direction from the Logistics Section Chief.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve logistics and resource management issues during the significant event.
- ▶ Documents information and actions related to logistics management and resource support missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### Agency Roles and Responsibilities

#### Office of Emergency Management (OEM)

- ▶ The agency recognized with ESF coordination. OEM is responsible for overall leadership and coordination associated with resource requests and collaborating with agencies and private partners to ensure needs are met. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.
- ▶ Ensures the EOC remains in a fully functional state.

#### EOC Unit

- ▶ Performs and/or coordinates EOC maintenance, sanitation, lighting, and other facility-related functions as assigned.
- ▶ Completes external tasks in direct support of the EOC operation.
- ▶ Coordinates with EOC Health and Wellness Officer to maintain food service areas to ensure compliance with all health and safety measures.
- ▶ Determines EOC food requirements and ensures scheduled delivery of meals.

#### Communications Unit

- ▶ Answers primary EOC telephone number and routes calls to appropriate ESFs.
- ▶ Operates, maintains, troubleshoots, and ensures repair of EOC communications equipment including County-owned radios, satellite telephones, and amateur radio components.

#### Information Technology Unit

- ▶ Maintains, troubleshoots, and ensures repair of EOC information technology equipment.
- ▶ Provides software and administrative support for critical EOC applications including WebEOC, Crisis Track, iCAM, and Everbridge.
- ▶ Monitors, maintains, troubleshoots, and ensures repair of essential County and public network components necessary for the delivery of information through Internet and Intranet connections, e-mail, and other critical services.
- ▶ Monitors, maintains, troubleshoots, and ensures repair of public safety and other mission-critical systems that host vital applications.

#### **Administration Support Unit**

- ▶ Provides general administrative support to the Management and Control Group.
- ▶ Maintains and manages the EOC check-in/check-out roster and distributes necessary access cards.

#### **Facilities Unit**

- ▶ Identifies and assigns maintenance, sanitation, lighting, and other support functions at ancillary facilities.
- ▶ Coordinates, analyzes, and makes recommendations for selection and utilization of incident support facilities based on requirements from ESFs.

#### **Supplies Unit**

- ▶ Acquires, allocates, and ensures distribution of incident support supplies and resources.
- ▶ Coordinates, opens, and staffs commodity distribution facility. Ensures supply chain consistency to distribute commodities to the public.
- ▶ Coordinates with Resource Unit to ensure the status of all incident support supplies and resources is documented.
- ▶ Coordinates with the Procurement Unit to ensure all incident support supply and resource purchase information is properly documented and maintains compliance with all applicable procurement laws, regulations, and policies.

#### **Transportation Unit**

- ▶ Coordinates, analyzes, and makes recommendations for selection and utilization of transportation resources based on requirements from ESFs.
- ▶ Supports fueling, maintenance, and repair of transportation resources.
- ▶ Coordinates with Resource Unit to ensure the status of all transportation resources is documented.

- ▶ Coordinates the receipt, prioritization, assignment and final disposition of transport missions for patients who require life sustaining medical treatments and medical personnel who perform life sustaining treatments during a significant event.
- ▶ Coordinates transportation for essential County personnel from the National Conference Center to an assigned County worksite.

#### **Resources Unit (Planning Section)**

- ▶ Establishes and maintains a system to track status of all EOC managed resources and coordinates with Logistics to ensure resource requirements are fulfilled.

#### **Procurement Unit (Finance and Administration Section)**

- ▶ Monitors and documents information regarding incident support supply and resource purchases.
- ▶ Ensures all purchases are compliant with applicable procurement laws, regulations, and policies.

#### **Amateur Radio Emergency Services (ARES)**

- ▶ Establishes, maintains, and operates redundant or alternative voice and data communications between the Emergency Operations Center (EOC) and the Virginia Emergency Operations Center (VEOC) and/or the EOC and ancillary facilities including evacuation shelters, points of dispensing, or staging sites.

#### **Combined Fire and Rescue System (FR)**

- ▶ Provides public safety communications personnel to operate various communications systems within the EOC.
- ▶ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.
- ▶ Assists in staffing the Transportation Unit with personnel familiar with operating vehicles in dangerous conditions, prioritizing critical medical and non-medical transportation missions, and operating in a dynamic and fluid environment.

#### **Department of General Services (DGS)**

- ▶ Provides staffing for the Transportation Unit with personnel familiar with transportation resources and support processes.
- ▶ Provides staffing for the Facilities Unit with personnel familiar with facility inventory and support processes.
- ▶ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

## **Department of Information Technology (DIT)**

- ▶ Serves as the agency with primary responsibility for monitoring, maintaining, and repairing critical network systems and equipment.
- ▶ Provides application support for critical EOC software.

## **Department of Finance and Procurement (DFP)**

- ▶ Develops and maintains policies and procedures that allow for procurement of resources and logistical support during a significant event.

## **Loudoun County Sheriff's Office (LCSO)**

- ▶ Provides public safety communications personnel to operate various communications systems within the EOC.
- ▶ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.
- ▶ Assists in staffing the Transportation Unit with personnel familiar with operating vehicles in dangerous conditions, prioritizing critical medical and non-medical transportation missions, and operating in a dynamic and fluid environment.

## **Parks, Recreation and Community Services (PRCS)**

- ▶ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

## **MISSIONS AND ASSIGNMENTS**

**Mission 1:** Monitors and reports resource status.

Assignment 1-1: Monitors, maintains, and updates information related to logistics management and resource support status.

Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Acquires, allocates, and distributes supplies.

Assignment 2-1: Coordinates acquisition, allocation, receipt, distribution, and storage of resources.

Assignment 2-2: Coordinates with the Resource Unit and Procurement Unit to ensure that all resources and purchases are accurately tracked.

**Mission 3:** Coordinates the resources necessary to provide commodities during a significant event.

Assignment 3-1: Identifies, prioritizes, procures, and allocates available commodities (i.e. water, tarps).

Assignment 3-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 4:** Opens and staffs physically accessible commodity distribution facilities/sites during a significant event.

Assignment 4-1: Assesses the need for commodity distribution facilities/sites and coordinates the appropriate activation.

Assignment 4-2: Manages, maintains, and operates the commodity distribution facilities.

Assignment 4-3: Provides timely updates to the EOC regarding the status of commodity distribution facility/site.

**Mission 5:** Distributes emergency relief items.

Assignment 5-1: Coordinates the distribution of essential resources to those impacted by a significant event.

**Mission 6:** Assesses facility requirements.

Assignment 6-1: Identifies suitable incident support facilities based on recommendations from ESFs.

Assignment 6-2: Identifies and assigns maintenance, sanitation, lighting, and other support functions at ancillary facilities.

**Mission 7:** Manages resource transportation requirements.

Assignment 7-1: Identifies suitable transportation resources based on requirements from ESFs.

Assignment 7-2: Manages and coordinates all transportation support services including fueling, maintenance, and repair.

Assignment 7-3: Coordinates with the Resource Unit to ensure that all resources are accurately tracked.

**Mission 8:** Maintains the physical operation of the EOC.

Assignment 8-1: Performs maintenance, sanitation, lighting, and other support functions in the EOC.

Assignment 8-2: Completes external tasks in direct support of the EOC



operation.

Assignment 8-3: Schedules delivery of meals and coordinates with the EOC Health and Wellness Officer to ensure compliance with all safe food handling requirements.

**Mission 9:** Operates voice and data communication systems within the EOC.

Assignment 9-1: Answers primary EOC telephone number and routes calls to appropriate ESFs.

Assignment 9-2: Operates and maintains all critical EOC communications systems including 800 MHz radios, telephones, and amateur radio components.

**Mission 10:** Monitors and repairs critical network and applications systems.

Assignment 10-1: Monitors, maintains, troubleshoots, and ensures repair of essential County and public network components necessary for the delivery of information through Internet and Intranet connections, e-mail, and other critical services.

Assignment 10-2: Monitors, maintains, troubleshoots, and ensures repair of public safety and other mission-critical systems that host vital applications.

Assignment 10-3: Repairs or replaces EOC technology equipment.

Assignment 10-4: Provides software and administrative support for critical EOC applications including WebEOC and Everbridge.

**Mission 11:** Provides human resources to perform administrative tasks.

Assignment 11-1: Provides general administrative support to the Management and Control Group.

Assignment 11-2: Maintains and manages the EOC check-in/check-out roster and distributes necessary access cards.

## COMMUNITY LIFELINE(S)

### Safety and Security

1. Government Service (critical government facilities)
  - ▶ Identify the status of critical government facilities.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve critical government facilities.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for critical government facilities.

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Emergency Support Functions Annex

## ESF-8 PUBLIC HEALTH AND MEDICAL

**ESF Coordinator:**

Loudoun County Health Department

**Primary Agency:**

Loudoun County Health Department

**Section:**

Operations

**Support Agencies:**

Department of Mental Health, Substance  
Abuse and Developmental Services

**Branch:**

Public Safety

Inova Loudoun Hospital Center

StoneSprings Hospital Center

Virginia Department of Health

*Office of the Chief Medical Examiner*

**Group:**

Health and Medical

**Community Lifeline(s):**

Health and Medical

### INTRODUCTION

**Purpose**

Emergency Support Function (ESF)-8 Public Health and Medical provides guidance and direction to designated agencies responsible for public health and wellness during a significant event.

**Scope**

ESF-8 Public Health and Medical coordinates the resources necessary to provide public health and wellness during a significant event. Activities within the scope of ESF-8 functions include: coordinates fatality management; coordinates and manages special medical needs sheltering; coordinates infectious disease outbreak response; provides counseling and mental health services; manages hospital surge; and monitors critical health care facilities.

For the purpose of this document, a critical health care facility includes but is not limited to: hospital, nursing home, dialysis center, assisted living center, and group home.

**Relevant Laws, Statutes, Plans, and Policies**

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Americans with Disabilities Act of 1990, as amended
- ▶ Code of Virginia, Title 32.1 Health, Chapter 8 Postmortem Examinations and Services

- ▶ Loudoun County Health Department All-Hazards Emergency Operations Plan
- ▶ Post-Katrina Emergency Management Reform Act of 2006
- ▶ Rehabilitation Act of 1973
- ▶ Local Government Agreement for Health Services

### **ESF Planning Assumptions**

- ▶ Individuals may experience stress or other mental health crises as a result of the significant event.
- ▶ Fatality management for naturally occurring events are the responsibility of the locality.
- ▶ Efforts will take into consideration Loudoun County's special needs and hard to reach populations.

## **ORGANIZATION**

### **ESF Responsibilities**

- ▶ Reports to and takes direction from the Public Safety Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve public health issues during the significant event.
- ▶ Documents information and actions related to public health and medical missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### **Agency Roles and Responsibilities**

#### **Loudoun County Health Department (LCHD)**

- ▶ The agency recognized with ESF coordination. The Health Department is responsible for overall ESF leadership and coordination associated with public health and wellness during a significant event. Emergency operational policies and procedures developed by the Health Department provide the framework for carrying out these activities.

**Department of Mental Health, Substance Abuse and Developmental Services (MHSADS)**

- ▶ Serves as the department with primary responsibility for crisis counseling and emergency mental health services.

**Inova Loudoun Hospital Center**

- ▶ Serves as the primary liaison for Inova Health System. Provides an ongoing assessment of staff, facilities, and resources and reports operational readiness.

**StoneSprings Hospital Center**

- ▶ Serves as the primary liaison for HCA Virginia Health System. Provides an ongoing assessment of staff, facilities, and resources and reports operational readiness.

**Virginia Department of Health (VDH)**

Office of the Chief Medical Examiner (OCME)

- ▶ Serves as the agency with primary responsibility for fatalities identified in the Code of Virginia, Title 32.1 and provides support to the local health department for naturally occurring fatalities.

**MISSIONS AND ASSIGNMENTS**

**Mission 1:** Coordinates the resources necessary to provide public health and wellness during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources.

Assignment 1-2: Forecasts future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Manages mass fatality incidents and coordinates with partner agencies.

Assignment 2-1: Manages response to mass fatality events whether naturally occurring (Health Department) or a death that falls under OCME's jurisdiction.

Assignment 2-2: Coordinates with the logistics section to identify, assess, acquire, and maintain the facilities, supplies, and other resources necessary to manage a mass fatality event.

Assignment 2-3: Identifies and assesses the need for regional, state, or federal resources and coordinates with the Resource Unit and Management and Control Group to initiate requests.

**Mission 3:** Coordinates the operation of Special Medical Needs shelters for those impacted by a significant event.

Assignment 3-1: Assesses the medical and mental health needs of individuals to determine if the level of care exceeds the capability of a general population shelter.

Assignment 3-2: Establishes, operates, and maintains Special Medical Needs shelters and/or identifies existing acute care facilities that can accommodate impacted individuals with special medical needs.

Assignment 3-3: Provides timely updates to the EOC regarding the status and current capacity of Special Medical Needs shelters.

**Mission 4:** Manages the response to a potential or actual infectious disease outbreak that constitutes a public health emergency and other events that may require emergency medical countermeasures.

Assignment 4-1: Conducts surveillance to monitor the status and progress of infectious disease outbreaks and other public health threats.

Assignment 4-2: Establishes Points of Dispensing (PODs) to ensure delivery and distribution of medicines and/or vaccines.

Assignment 4-3: Collaborates with ESF-15 External Affairs to develop factual, timely, and consistent message delivery.

Assignment 4-4: Coordinates with responsible agencies and healthcare providers to effect quarantine and isolation measures.

Assignment 4-5: Collaborates with responsible agencies and healthcare providers to identify, establish, and maintain alternate care facilities.

**Mission 5:** Provides counseling and mental health services.

Assignment 5-1: Assesses and provides crisis counseling and emergency mental health services during a significant event.

**Mission 6:** Coordinates efforts to manage hospital and other acute care surge during a significant event.

Assignment 6-1: Provides timely updates to the EOC regarding the status and current capacity of hospitals and other acute care

facilities.

Assignment 6-2: Coordinates and communicates with the Regional Hospital Coordination Center (RHCC) to identify and assess available facility resources.

**Mission 7:** Monitors and reports status of critical health care facilities during a significant event.

Assignment 7-1: Provides regular and frequent updates to the EOC regarding the status and current capacity of critical health care facilities.

Assignment 7-2: Develops alternative strategies necessary to deliver programmatic services when critical health care facilities are overwhelmed, damaged, or are otherwise in a diminished capacity.

## COMMUNITY LIFELINE(S)

### Health and Medical

1. Medical Care (Hospitals, Dialysis, Pharmacies, Long-term care, Home care)
  - ▶ Identify the status of medical care facilities.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve medical care facilities.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for medical care facilities.
2. Fatality Management (Mortuary and Post-Mortuary Services)
  - ▶ Identify the status of mortuary and post-mortuary services.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve mortuary and post-mortuary services.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for medical care facilities.
3. Public Health (Epidemiological surveillance, laboratory, clinical guidance, behavioral health)
  - ▶ Identify the status of these public health components.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve public health components.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for public health components.



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## Emergency Support Functions Annex

# ESF-9 SEARCH AND RESCUE

**ESF Coordinator:**

Loudoun County Fire and Rescue

**Section:**

Operations

**Branch:**

Public Safety

**Groups:**

Fire, Hazmat & SAR  
Law Enforcement

**Primary Agencies:**

Loudoun County Fire and Rescue  
Loudoun County Sheriff's Office

**Community Lifeline(s):**

Safety and Security

## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-9 Search and Rescue provides guidance and direction regarding the locating, rescuing, and/or recovering lost, missing, stranded, or trapped persons.

### Scope

ESF-9 Search and Rescue coordinates the resources necessary to locate, rescue, and/or recover lost, missing, stranded, or trapped persons. Activities within the scope of ESF-9 functions include: monitors and reports conditions and coordinates and establishes priorities regarding the response to a search and rescue incident.

For the purpose of this document, search and rescue includes, but is not limited to: structural collapse, waterborne, and inland/wilderness search and rescue.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

### ESF Planning Assumptions

- ▶ Search and rescue missions with an investigative and/or criminal component and will be coordinated by the appropriate law enforcement agency.
- ▶ Search and rescue missions involving urban search and rescue or technical rescue will be coordinated by the Combined Fire and Rescue System.

- ▶ A number of mutual aid agreements exist and are available to assist in search and rescue missions.
- ▶ Emergency calls for service and routine resource requests are managed by the Loudoun County Emergency Communications Center. Unique or unusual resource requests may be routed to the EOC.

## ORGANIZATION

### ESF Responsibilities

- ▶ Reports to and takes direction from the Public Safety Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve search and rescue issues during the significant event.
- ▶ Documents information and actions related to search and rescue missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### Agency Roles and Responsibilities

#### Loudoun County Fire and Rescue (LCFR)

- ▶ The agency recognized with ESF coordination and primary responsibility. LCFR is responsible for the overall ESF leadership and coordination associated with non-law enforcement related search and rescue responses during a significant event.

#### Loudoun County Sheriff's Office (LCSO)

- ▶ Serves as the department with primary responsibility for law enforcement related search and rescue missions. LCSO is responsible for the overall ESF leadership and coordination associated with law enforcement related search and rescue responses during a significant event.

## MISSIONS AND ASSIGNMENTS

**Mission 1:** Manages the resources necessary to locate, rescue, and/or recover lost, missing, stranded, or trapped persons.

Assignment 1-1: Maintains and updates information related to staffing of search and rescue response resources.

Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain adequate search and rescue operations.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Provides situational updates regarding search and rescue response.

Assignment 2-1: Reports any damage to search and rescue equipment and any injuries sustained by staff.

**Mission 3:** Coordinates and establishes priorities regarding search and rescue missions.

Assignment 3-1: Assesses search and rescue activities and identifies prioritized staffing scenarios and unmet resource requirements.

## **COMMUNITY LIFELINE(S)**

### **Safety and Security**

Refer to ESF 4 Firefighting

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# Emergency Support Functions Annex

## ESF-10 HAZARDOUS MATERIALS RESPONSE

**ESF Coordinator:**

Loudoun County Fire and Rescue

**Primary Agency:**

Loudoun County Fire and Rescue

**Section:**

Operations

**Community Lifeline(s):**

Safety and Security

**Branch:**

Public Safety

**Group:**

Fire, Hazmat & SAR

### INTRODUCTION

**Purpose**

Emergency Support Function (ESF)-10 Hazardous Materials Response provides guidance and direction regarding the detection, stabilization, and mitigation of a hazardous materials incident.

**Scope**

ESF-10 Hazardous Materials Response coordinates the resources necessary to detect, stabilize and mitigate a hazardous materials incident. Activities within the scope of ESF-10 functions include: coordinates and establishes priorities regarding the response to and recovery from a hazardous materials incident.

**Relevant Laws, Statutes, Plans, and Policies**

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Code of Virginia, Title 15.2 Counties, Cities, and Towns, Chapter 9 General Powers of Local Governments
- ▶ Code of Virginia, Title 62.1 Waters of the State, Ports and Harbors, Chapter 3.1 State Water Control Law, Article 11 Discharge of Oil into Waters
- ▶ Loudoun County Fire-Rescue Standard Operating Procedure 05.01.01
- ▶ Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III

### **ESF Planning Assumptions**

- ▶ A number of mutual aid and automatic aid agreements exist and are available to assist in the delivery of hazardous materials response.
- ▶ Emergency calls for service and routine resource requests are managed by the Loudoun County Emergency Communications Center. Unique or unusual resource requests may be routed to the EOC.
- ▶ Facilities will file their written notification(s) in compliance with SARA, Title III regulations.

## **ORGANIZATION**

### **ESF Responsibilities**

- ▶ Reports to and takes direction from the Public Safety Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve hazardous materials issues during the significant event.
- ▶ Documents information and actions related to hazardous materials missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### **Agency Roles and Responsibilities**

#### **Loudoun County Fire and Rescue (LCFR)**

- ▶ The agency recognized with ESF coordination and primary responsibility. FR is responsible for the overall ESF leadership and coordination associated with hazardous materials response during a significant event.

## **MISSIONS AND ASSIGNMENTS**

**Mission 1:** Manages the resources necessary to detect, stabilize, and mitigate a hazardous materials incident.

Assignment 1-1: Maintains and updates information related to staffing of hazardous materials response equipment.

Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain adequate hazardous materials operations.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Coordinates and establishes priorities regarding delivery of hazardous materials response.

Assignment 2-1: Assesses hazardous materials activities and identifies prioritized staffing scenarios and unmet resource requirements.

## COMMUNITY LIFELINE(S)

### Safety and Security

Refer to ESF-4 Firefighting.



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Emergency Support Functions Annex  
**ESF-11 AGRICULTURE AND  
NATURAL RESOURCES**



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**ESF Coordinator:**

Loudoun Cooperative Extension

**Primary Agency:**

Loudoun Cooperative Extension

**Section:**

Operations

**Support Agencies:**

Department of Animal Services  
Department of Building and Development  
Loudoun County Health Department  
*Environmental Health Services*

**Branch:**

Infrastructure

**Group:**

Agriculture and Natural Resources

**Community Lifeline(s):**

Food, Water, and Shelter

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**INTRODUCTION**

**Purpose**

Emergency Support Function (ESF)-11 Agriculture and Natural Resources provides guidance and direction to designated agencies responsible for assessing and protecting the viability of the commercial food supply, agriculture, and natural resources.

**Scope**

ESF-11 Agriculture and Natural Resources coordinates the resources necessary to assess and protect the viability of the commercial food supply, agriculture, and natural resources during a significant event. Activities within the scope of ESF-11 functions include: assesses damage to agricultural resources; ensures safety and security of the food supply; responds to animal and plant disease outbreaks; and coordinates protective actions associated with natural, cultural, and historic resources.

For the purpose of this document, bulk food or commodity distribution is coordinated through ESF-7 Logistics Management and Resource Support.

**Relevant Laws, Statutes, Plans, and Policies**

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

## ESF Planning Assumptions

- ▶ There is no direct tie between traditional damage assessment and agricultural damage assessment. Timelines, forms, and reporting requirements will be different.
- ▶ Coordination with many non-traditional regional, state, and federal agencies may become necessary for certain natural, cultural, or historic resources.

## ORGANIZATION

### ESF Responsibilities

- ▶ Reports to and takes direction from the Infrastructure Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve agriculture and natural resources issues during the significant event.
- ▶ Documents information and actions related to agriculture and natural resources missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### Agency Roles and Responsibilities

#### Loudoun Cooperative Extension (LCE)

- ▶ The agency recognized with ESF coordination. Loudoun Cooperative Extension is responsible for overall ESF leadership and coordination associated with agriculture and natural resources during a significant event. Emergency operational policies and procedures developed by Loudoun Cooperative Extension provide the framework for carrying out these activities.

#### Department of Animal Services (AS)

- ▶ Provides personnel, equipment, and resources to assist with animal disease outbreaks.

#### Department of Building and Development (DBD)

- ▶ Serves as the agency with primary responsibility for protecting, managing, and monitoring natural, environmental, and cultural resources.

**Loudoun County Health Department (LCHD)**  
Environmental Health Services

- ▶ Serves as the agency with primary responsibility for conducting food safety inspections in establishments impacted by the significant event.

**MISSIONS AND ASSIGNMENTS**

- Mission 1:** Coordinates the resources necessary to assess and protect the viability of the commercial food supply, agriculture, and natural resources during a significant event.
- Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to protect the commercial food supply, cultural, and natural resources.
- Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.
- Mission 2:** Assesses damage to agricultural resources assessments and documents, analyzes, and reports results.
- Assignment 2-1: Conducts assessments on all damaged crops and agricultural facilities.
- Mission 3:** Ensures safety and security of the food supply.
- Assignment 3-1: Coordinates with ESF-13 Law Enforcement to ensure adequate security of the commercial food supply.
- Assignment 3-2: Conducts food safety inspections in establishments impacted by a significant event.
- Mission 4:** Responds to animal and plant disease outbreaks.
- Assignment 4-1: Inspects, verifies, and reports the presence of animal or plant disease outbreak with significant economic ramifications.
- Mission 5:** Coordinates protective actions associated with natural, cultural, and historic resources
- Assignment 5-1: Manages and protects natural and cultural resources impacted by a significant event.

## COMMUNITY LIFELINE(S)

### Food, Water, and Shelter

1. Agriculture (Animals and Agriculture)
  - ▶ Identify the status of animals and agricultural resources.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve the status of animals and agricultural resources.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for animals and agricultural resources.

## Emergency Support Functions Annex

# ESF-12 ENERGY

**ESF Coordinator:**

Office of the County Administrator  
*Office of Emergency Management*

**Primary Agency:**

Office of the County Administrator  
*Office of Emergency Management*

**Section:**

Operations

**Support Agencies:**

Columbia Gas  
Department of General Services  
Dominion Power  
Northern Virginia Electric Cooperative  
Washington Gas

**Branch:**

Infrastructure

**Group:**

Energy

**Community Lifeline(s):**

Energy

## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-12 Energy provides guidance and direction to designated agencies responsible for managing, assessing, and restoring energy systems during a significant event.

### Scope

ESF-12 Energy coordinates the resources necessary to manage, assess, and restore energy systems during a significant event. Activities within the scope of ESF-12 functions include: monitors and reports conditions; conducts damage assessments of energy systems and infrastructure; coordinates debris removal activities; and coordinates and establishes priorities regarding restoration activities.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Code of Virginia, Title 56 Public Service Companies, Chapter 23 Virginia Electric Utility Regulation Act

### ESF Planning Assumptions

- ▶ The local energy infrastructure will likely sustain damage. The damage, depending upon the integrity of the energy network, will determine the effectiveness and efficiency of response and recovery.
- ▶ Increased usage combined with damage may result in diminished service.
- ▶ An extended power outage may result in communications being inaccessible for a prolonged period of time.
- ▶ The ability to restore energy systems at County and public facilities is contingent upon the availability of commercial repair technicians.
- ▶ Operators of critical infrastructure facilities are responsible for establishing and maintaining alternative energy sources.

## **ORGANIZATION**

### **ESF Responsibilities**

- ▶ Reports to and takes direction from the Infrastructure Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve energy issues during the significant event.
- ▶ Documents information and actions related to energy missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### **Agency Roles and Responsibilities**

#### **Office of Emergency Management (OEM)**

- ▶ The agency recognized with ESF coordination. OEM is responsible for overall ESF leadership and coordination associated with energy systems and restoration during a significant event. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.

#### **Department of General Services (DGS)**

- ▶ Serves as the department with primary responsibility for documenting, reporting, and assessing emergency systems within County and public facilities.

## Energy Providers

- ▶ Provides personnel and equipment to assist with assessment and restoration of energy systems.
- ▶ Serves as primary liaison between provider and EOC for the purposes of reporting service interruptions and providing ongoing status updates.

## MISSIONS AND ASSIGNMENTS

**Mission 1:** Coordinates the resources necessary to manage, assess, and restore energy systems during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to maintain and restore essential energy systems.

Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Provides situational updates regarding energy systems and infrastructure conditions.

Assignment 2-1: Maintains and updates information related to critical infrastructure damage and restoration activities.

**Mission 3:** Conducts damage assessments and documents, analyzes, and reports results.

Assignment 3-1: Assesses the condition of integral components of energy systems.

**Mission 4:** Coordinates debris removal activities.

Assignment 4-1: Coordinates with ESF-3 Public Works and Engineering to ensure debris removal activities impacting energy systems are managed in a collaborative, timely manner.

**Mission 5:** Coordinates and establishes priorities regarding restoration activities.

Assignment 5-1: Coordinates with commercial service providers to monitor and restore commercial service.



## COMMUNITY LIFELINE(S)

### Energy

#### 1. Power Grid (Transmission Systems)

- ▶ Identify the status of the power grid.
- ▶ Determine impact to response operations and how they will improve if component is stabilized.
- ▶ Identify actions that must be taken to improve the power grid.
- ▶ Evaluate factors that may limit the ability to make improvements.
- ▶ Establish restoration timeline for the power grid.

#### 2. Fuel (Pipelines)

- ▶ Identify the status of pipelines.
- ▶ Determine impact to response operations and how they will improve if component is stabilized.
- ▶ Identify actions that must be taken to improve pipelines.
- ▶ Evaluate factors that may limit the ability to make improvements.
- ▶ Establish restoration timeline for pipelines.

## Emergency Support Functions Annex

# ESF-13 LAW ENFORCEMENT

**ESF Coordinator:**

Loudoun County Sheriff's Office

**Primary Agency:**

Loudoun County Sheriff's Office

**Section:**

Operations

**Support Agencies:**

Commonwealth's Attorney

*Victim Witness Services*

Combined Fire and Rescue System

*Fire Marshal's Office*

Juvenile Court Service Unit

Town of Leesburg Police Department

Town of Middleburg Police Department

Town of Purcellville Police Department

Virginia State Police

**Branch:**

Public Safety

**Group:**

Law Enforcement

**Community Lifeline(s):**

Safety and Security

## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-13 Law Enforcement provides the guidance and direction regarding law enforcement activities to provide protection of life and property within Loudoun County during a significant event.

### Scope

ESF-13 Law Enforcement coordinates resources necessary to deliver law enforcement services during a significant event. Activities within the scope of ESF-13 functions include: assesses law enforcement needs and provides requisite personnel and equipment for all incidents and facilities; directs traffic management activities; and coordinates authorized evacuations.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws, § 44-146.19.E.
- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide
- ▶ Loudoun County Evacuation Guide
- ▶ Loudoun County Sheriff's Office Emergency Operations Plan

## ESF Planning Assumptions

- ▶ The Sheriff's Office is the primary law enforcement agency in Loudoun County. Local jurisdictions have the primary responsibility for law enforcement within their boundaries. The towns of Leesburg, Middleburg, and Purcellville maintain police departments.
- ▶ The Virginia State Police or other law enforcement agencies within Loudoun County may have primary responsibility based on nature of the significant event.
- ▶ Operations may require traffic controls to divert traffic around damaged, impacted, or evacuated areas.

## ORGANIZATION

### ESF Responsibilities

- ▶ Reports to and takes direction from the Public Safety Branch Director.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve law enforcement issues during the significant event.
- ▶ Documents information and actions related to public safety and security missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### Agency Roles and Responsibilities

#### Loudoun County Sheriff's Office (LCSO)

- ▶ The agency recognized with ESF coordination and primary responsibility. LCSO is responsible for the overall ESF leadership and coordination associated with law enforcement activities during a significant event, including incident-related scene and facility security, traffic management, and evacuations.

#### Commonwealth's Attorney (CA)

Victim Witness Services

- ▶ Provides personnel and resources to ensure crime victims and witnesses receive aid.

#### Combined Fire and Rescue System (FR)

Fire Marshal's Office

- ▶ Provides personnel and equipment to assist with delivery of law enforcement services.

### Juvenile Court Service Unit (JCSU)

- ▶ Provides personnel and equipment to assist with delivery of law enforcement services.

### Town Police Departments

- ▶ Serves as the primary law enforcement agency within corporate limits.

### Virginia State Police (VSP)

- ▶ Provides personnel and equipment to assist with delivery of law enforcement services.

## MISSIONS AND ASSIGNMENTS

**Mission 1:** Coordinates the resources necessary to provide law enforcement activities during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources for law enforcement activities.

Assignment 1-2: Ensures coordination among law enforcement providers and with other support agencies.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Assesses law enforcement needs and provides requisite personnel and equipment for all incidents and facilities.

Assignment 2-1: Deploys adequate personnel and equipment needed to maintain a safe and secure incident scene and manages controlled access and re-entry.

Assignment 2-2: Deploys adequate personnel and equipment needed to maintain safe and secure incident-related facilities.

Assignment 2-3: Provides personnel necessary to perform incident-related investigations.

Assignment 2-4: Provides personnel and equipment necessary to preserve peace and control during civil unrest.

**Mission 3:** Directs traffic management activities.

Assignment 3-1: Prioritizes critical transportation routes and deploys appropriate resources to ensure safe and effective traffic flow during a significant incident.

**Mission 4:** Coordinates authorized evacuations.

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-13 LAW ENFORCEMENT

Assignment 4-1: Directs the evacuation of Loudoun County residents, or any portion thereof, as a result of a significant incident as authorized or endorsed by County leadership.

Assignment 4-2: Coordinates evacuation support activities within Loudoun County when another jurisdiction's plan directs their citizens to use routes, shelters, or staging points within Loudoun County.

**Mission 5:** Provides aid to crime victims and witnesses.

Assignment 5-1: Provides emotional support, practical aid, and advocacy to crime victims and witnesses following a criminal event.

Assignment 5-2: Contacts the Virginia Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund if the event involves victims of a crime. (The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be the lead coordinating agencies for those individuals determined to be victims.)

- ▶ Virginia Department of Criminal Justice Services: 804-786-4000
- ▶ Virginia Criminal Injuries Compensation Fund: 1-800-552-4007

## COMMUNITY LIFELINE(S)

### Safety and Security

1. Law Enforcement (Law Enforcement Facilities, Law Enforcement Services, Site Security)
  - ▶ Identify the status of law enforcement.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve law enforcement/security.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish restoration timeline for law enforcement.

Emergency Support Functions Annex  
**ESF-14 COMMUNITY RECOVERY**



**ESF Coordinator:**

Office of the County Administrator  
*Office of Emergency Management*

**Primary Agency:**

Office of the County Administrator  
*County Administrator*  
*Office of Emergency Management*

**Section:**

Planning

**Support Agencies:**

Loudoun County Emergency Management  
Executive Committee (EMEC)  
Representatives  
EMEC Agencies

**Unit:**

Community Recovery Unit

**Community Lifeline(s):**

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**INTRODUCTION**

**Purpose**

Emergency Support Function (ESF)-14 Community Recovery provides guidance and direction to designated agencies responsible for initiating community recovery activities following a significant event.

**Scope**

ESF-14 Community Recovery coordinates the resources necessary to initiate community recovery activities following a significant event. Activities within the scope of ESF-14 functions include: initiates and coordinates the County's recovery efforts in collaboration with local, state, and federal partners; identifies and develops transition strategies for prolonged unmet needs; and initiates processes that foster strategic discussions regarding community resilience.

For the purpose of this document:

- ▶ Recovery refers to the preliminary actions during an Emergency Operations Center (EOC) activation necessary to initiate subsequent comprehensive strategies.
- ▶ Any agency may be called upon to participate as part of ESF-14 Community Recovery.
- ▶ Members of the Loudoun County EMEC serve as the Policy Group during an EOC activation. The group is comprised of senior representatives from the following agencies:
  - Office of the County Administrator

- Office of Emergency Management
  - Department of Animal Services
  - Department of Family Services
  - Combined Fire and Rescue System
  - Department of General Services
  - Department of Information Technology
  - Department of Parks, Recreation, and Community Services
  - Loudoun County Health Department
  - Loudoun County Public Schools
  - Public Affairs and Communications
  - Loudoun County Sheriff's Office
- ▶ The County Administrator and/or designee serves as the Director of Emergency Management (Director).

### **Relevant Laws, Statutes, Plans, and Policies**

- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide
- ▶ Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws

## **ORGANIZATION**

### **ESF Responsibilities**

- ▶ Reports to and takes direction from the Planning Section Chief.
- ▶ Provides informational updates to the Planning Section.
- ▶ Identifies plans, policies, and procedures necessary to resolve initial community recovery issues during the significant event.
- ▶ Documents information and actions related to community recovery missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### **Agency Roles and Responsibilities**

#### **Office of Emergency Management (OEM)**

- ▶ The agency recognized with ESF coordination. OEM is responsible for overall leadership and coordination associated with initiating community recovery efforts. Emergency

operational policies and procedures developed by OEM provide the framework for carrying out these activities.

- ▶ Serves as the primary agency responsible for coordinating with local, state, federal, and non-governmental partners regarding recovery efforts.

#### **Office of the County Administrator (CA)**

- ▶ As stipulated in the Code of Virginia, the Director is the final authority during all significant events. As such, the Director declares local emergencies, authorizes emergency protective actions, manages and controls certain commodities and services, requests resources from other localities, authorizes the use of County facilities for alternative functions, and amends or suspends certain human resources policies.
- ▶ Determines the need to convene the Policy Group and other agencies, departments, or organizations essential to the recovery process.
- ▶ In collaboration with the Policy Group, if convened, develops and communicates strategic goals relevant to the initiation of community recovery.

#### **Policy Group**

- ▶ Provides discipline-specific subject matter expertise to assist the Director of Emergency Management during the strategic goal development process.
- ▶ Formulates policy guidance and recommendations for the Director regarding community recovery.

### **MISSIONS AND ASSIGNMENTS**

**Mission 1:** Coordinates the resources necessary to provide community recovery needs following a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to initiate community recovery efforts.

Assignment 1-2: Considers long-term resource requirements.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Initiates and coordinates the County's recovery efforts in collaboration with local, state, and federal partners.

Assignment 2-1: Develops recovery priorities and provides ongoing communication to partners.



**EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-14 COMMUNITY RECOVERY**

Assignment 2-2: Coordinates with state and federal agencies regarding recovery programs.

**Mission 3:** Identifies and develops transition strategies for prolonged unmet needs.

Assignment 3-1: Collaborates with ESF-6 Mass Care, Emergency Assistance, Housing, and Health and Human Services to identify resource requirements that will facilitate demobilization of general population and pet shelters and other health and human services and animal services facilities.

Assignment 3-2: Acquires identified resources and develops initial plans to address prolonged unmet needs.

**Mission 4:** Establishes and initiates processes that foster realistic, strategic discussions and decisions regarding community resilience and improvement.

**COMMUNITY LIFELINE(S)**

ESF-14 will utilize all appropriate lifelines to prioritize recovery efforts.

## Emergency Support Functions Annex

# ESF-15 EXTERNAL AFFAIRS



### ESF Coordinator:

Office of the County Administrator  
*Public Affairs and Communications  
Division*

### Primary Agency:

Office of the County Administrator  
*Public Affairs and Communications  
Division*

### Section:

Management and Control  
*Public Information Officer*

### Support Agencies:

Loudoun County Fire and Rescue  
Department of Information Technology  
Loudoun County Sheriff's Office

### Community Lifeline(s):

Communications

## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-15 External Affairs provides guidance and direction to designated agencies responsible for providing incident-specific public information during a significant event.

### Scope

ESF-15 External Affairs coordinates the resources necessary to provide incident-specific public information during a significant event. Activities within the scope of ESF-15 functions include: monitors, crafts, and disseminates public messaging; delivers accessible, verified, updated, and authorized information to the public; coordinates all official briefings and news conferences; and establishes and maintains a Joint Information Center (JIC).

For the purpose of this document, traditional media is defined as but is not limited to: news releases, website updates, news conferences, current voice and text alerting systems, and the Integrated Public Alert and Warning System (IPAWS). Social media is defined as but is not limited to: Facebook, Twitter, and YouTube.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide
- ▶ Major Event Hotline Procedures
- ▶ Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement

## ESF Planning Assumptions

The Public Affairs and Communications Division maintains an active list of trained County personnel to assist with public information and hotline activities during a significant event.

## ORGANIZATION

### ESF Responsibilities

- ▶ Reports to and takes direction from the EOC Manager.
- ▶ Provides informational updates to the Planning Section.
- ▶ Identifies plans, policies, and procedures necessary to resolve public information issues during the significant event.
- ▶ Documents information and actions related to external affairs missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

### Agency Roles and Responsibilities

#### Office of the County Administrator (CA)

Public Affairs and Communications Division (PAC)

- ▶ The agency recognized with ESF coordination and primary responsibility. The Public Affairs and Communications Division is responsible for the overall ESF leadership and coordination associated with the release of incident-specific public information during a significant event.

#### Loudoun County Fire and Rescue (LCFR)

- ▶ Serves as the department with primary responsibility for creating public information related to fire, rescue, or EMS services to include search and rescue and hazardous materials.

#### Department of Information Technology (DIT)

- ▶ Serves as the department with primary responsibility for providing personnel, equipment, and facilities necessary for the establishment of the major event hotline.

#### Loudoun County Sheriff's Office (LCSO)

- ▶ Serves as the agency with primary responsibility for creating public information related to law enforcement services.

## MISSIONS AND ASSIGNMENTS

- Mission 1:** Manages resources necessary to monitor, craft, and disseminate public messaging during a significant event.
- Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources and systems to deliver consistent and ongoing public information.
  - Assignment 1-2: Establishes and operates the major event hotline to respond to public inquiries.
  - Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.
- Mission 2:** Delivers accessible, verified, updated, and authorized information to the public by utilizing traditional and social media mechanisms.
- Assignment 2-1: Creates messages to inform or instruct the public regarding appropriate measures related to the significant event.
  - Assignment 2-2: Coordinates, validates, and reviews all information from the incident scene or the EOC prior to public release.
  - Assignment 2-3: Obtains approval from the EOC Manager for all information prior to public release.
  - Assignment 2-4: Responds to inquiries from the public through an activated major event hotline or official social media platforms.
- Mission 3:** Coordinates all official briefings and press conferences.
- Assignment 3-1: Creates talking points for elected officials and County leadership.
  - Assignment 3-2: Identifies, secures, and publicizes key information regarding briefings or press conferences.
  - Assignment 3-3: Develops and publishes a media-briefing schedule, to include location, format, preparation, and distribution of handout materials.
  - Assignment 3-4: Coordinates with on-scene public information officers to ensure consistent message delivery.
- Mission 4:** Establishes, maintains, and operates a JIC.
- Assignment 4-1: Operates a local JIC utilizing personnel and resources necessary to deliver accessible, verified, updated, and authorized messages.
  - Assignment 4-2: Provides representation for any regional, state, or federal JIC.

## COMMUNITY LIFELINE(S)

### Communications

1. Alerts and Warnings (Local Alerts/Warnings, Integrated Public Alerts and Warning System)
  - ▶ Identify the alerts and warnings necessary to provide emergency public information.
  - ▶ Determine impact to response operations and how they will improve if component is stabilized.
  - ▶ Identify actions that must be taken to improve alerts and warnings.
  - ▶ Evaluate factors that may limit the ability to make improvements.
  - ▶ Establish timeline for issuance of alerts and warnings.

# Emergency Support Functions Annex

## ESF-16 FINANCE AND ADMINISTRATION

**ESF Coordinator:**

Department of Finance and Procurement

**Primary Agency:**

Department of Finance and Procurement

**Section:**

Finance and Administration

**Support Agency:**

Department of Human Resources

### INTRODUCTION

**Purpose**

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

**Scope**

ESF-16 Finance and Administration coordinates the resources necessary to provide fiscal and administrative services during a significant event. Activities within the scope of ESF-16 functions include: coordinates incident related procurements and acquisitions; ensures all incident related costs are monitored and tracked; and provides guidance and direction on administrative workforce matters.

**Relevant Laws, Statutes, Plans, and Policies**

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Code of Virginia, Title 2.2 Administration of Government, Chapter 43 Virginia Public Procurement Act

### ORGANIZATION

**ESF Responsibilities**

- ▶ Reports to and takes direction from the Finance and Administration Section Chief.
- ▶ Provides informational updates to the Planning Section.

- ▶ Develops plans, policies, and procedures necessary to resolve finance and administration issues during the significant event.
- ▶ Documents information and actions related to finance and administration missions and assignments.
- ▶ Utilizes current methods and procedures to process requests for assistance.

## **Agency Roles and Responsibilities**

### **Department of Finance and Procurement (DFP)**

- ▶ The agency recognized with ESF coordination and primary responsibility. DFP is responsible for the overall ESF leadership and coordination associated with fiscal and administrative services during a significant event.

### **Procurement Unit**

- ▶ Ensures all incident purchases, contracts, leases, and other fiscal agreements are properly documented and assists in emergency procurement.

### **Financial Support Unit**

- ▶ Maintains record of costs and expenditures and provides cost estimates to ESFs.

### **Management Support Unit**

- ▶ Coordinates all employee workforce-related functions during a significant event.

## **MISSIONS AND ASSIGNMENTS**

**Mission 1:** Coordinates the resources necessary to provide fiscal and administrative services during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to provide fiscal and administrative services.

Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Coordinates incident-related procurements and acquisitions.

Assignment 2-1: Coordinates with the Supplies Unit to ensure all incident support supply and resource purchase information is properly documented and maintains compliance with all applicable procurement laws, regulations, and policies.

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-16 FINANCE AND ADMINISTRATION

Assignment 2-2: Executes, administers, and documents vendor contracts, leases, and other fiscal agreements.

Assignment 2-3: Provides assistance and support by identifying sources for procuring emergency supplies and services.

**Mission 3:** Ensures all incident-related costs are monitored and tracked.

Assignment 3-1: Collects, analyzes, and documents detailed record of costs and expenditures from each ESF.

Assignment 3-2: Provides usage and cost estimates based on established thresholds.

**Mission 4:** Provides guidance and direction on administrative workforce matters.

Assignment 4-1: Ensures proper reporting and documentation of any incident-related claims.

Assignment 4-2: Coordinates activities associated with the re-allocation of human resources.

Assignment 4-3: Collaborates with the EOC Health and Wellness Officer to ensure EOC personnel have access to relevant employee assistance programs.

### COMMUNITY LIFELINE(S)

ESF-16 does not have any assigned Community Lifelines. However, this ESF will participate and engage with ESF-5 to support the EOC and critical government functions.



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# SUPPORT ANNEXES

## SECTION

# 4

### SCOPE

A support annex describes the framework through which the County, private sector, and nongovernmental organizations (NGOs) coordinate and execute common emergency management strategies. Each annex addresses operational missions identified in the Emergency Support Functions (ESFs) Annex and provides detailed actions, policies, and procedures necessary to successfully achieve operational objectives.

Each annex is designed to be a stand-alone plan and resides within the Coordinating Agency for the purposes of enhancement, maintenance, and review.

The following list of support annexes includes the title, coordinating agency, and associated ESF:

<b>Support Annex</b>	<b>Coordinating Agency</b>	<b>ESF</b>	<b>Endorsement Date</b>
Animals in Emergency Operations Plan	Department of Animal Services	ESF-6 Mass Care	July 2013
2014 Threat and Hazard Identification and Risk Assessment	Office of Emergency Management	ESF-5 Emergency Management	December 2014
2017 Threat and Hazard Identification and Risk Assessment	Office of Emergency Management	ESF-5 Emergency Management	February 2018
2022 Threat and Hazard Identification and Risk Assessment	Office of Emergency Management	ESF-5 Emergency Management	December 2022

Commodity Distribution Plan	Office of Emergency Management	ESF-5 Emergency Management	February 2020
Communications and Warning Plan	Office of Emergency Management	ESF-5 Emergency Management	June 2018
Damage Assessment Plan	Office of Emergency Management	ESF-5 Emergency Management	December 2018
Debris Management Plan	Office of Emergency Management	ESF-5 Emergency Management	June 2018
Family Assistance Center Plan	Office of Emergency Management	ESF-5 Emergency Management	June 2018
Shelter Operations Plan	Office of Emergency Management	ESF-5 Emergency Management	August 2019
Staging Site Plan	Office of Emergency Management	ESF-5 Emergency Management	June 2022
Volunteer Coordination Plan	Office of Emergency Management	ESF-5 Emergency Management	August 2022
Warehousing Plan	Office of Emergency Management	ESF-5 Emergency Management	June 2022
Evacuation Guide	Loudoun County Sheriff's Office	ESF-13 Law Enforcement	
Loudoun County Health Department All- Hazards emergency Operations Plan (including the following plans): <ul style="list-style-type: none"> <li>▶ Epidemiology Response Plan</li> <li>▶ Isolation and Quarantine Plan</li> <li>▶ Staging Site Plan</li> </ul>	Loudoun County Health Department	ESF-8 Public Health and Medical	February 2019

- ▶ Medical Material Management and Distribution Plan
- ▶ Medical POD Plan Modified Medical POD Plan
- ▶ Open Non-Medical POD Plan
- ▶ Closed Non-Medical POD Plan Environmental Health and Surety Plan
- ▶ Epidemiology Response Plan Isolation and Quarantine Plan Staging Site Plan
- ▶ Medical Material Management and Distribution Plan
- ▶ Medical POD Plan Modified Medical POD Plan
- ▶ Open Non-Medical POD Plan Closed Non-Medical POD Plan Environmental Health and Surety Plan
- ▶ Mass Patient Care Plan
- ▶ Mass Fatality Management Plan MH/SA/DS Concept of Operations Plan



# INCIDENT ANNEXES

## SECTION

# 5

### SCOPE

An incident annex describes the policies, situation, concept of operation, and responsibilities for a particular hazard, threat, or incident. Each annex provides detailed actions, policies, and procedures necessary to successfully respond to a listed incident.

Each annex is designed to be a stand-alone plan and resides within the Coordinating Agency for the purposes of enhancement, maintenance, and review. Because these plans describe specific actions and capabilities, they are considered law enforcement sensitive and unclassified/for official use only (U/FOUO).

The following list of support annexes includes the title, coordinating agency, and associated ESF:

<b>Incident Annex</b>	<b>Coordinating Agency</b>	<b>ESF</b>	<b>Date</b>
Terrorism Annex	Loudoun County Sheriff's Office and Office of Emergency Management	ESF-13 Law Enforcement	June 26, 2018
Pandemic Influenza Response Plan	Loudoun County Health Department	ESF-8 Public Health and Medical	February 26, 2019

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