



## FLUVANNA COUNTY BOARD OF SUPERVISORS

### REGULAR MEETING AGENDA

Fluvanna County Library, 214 Commons Blvd.

Palmyra, VA 22963

February 3, 2021

Regular Meeting - 4:00 pm

Due to the continuing Public Health Emergency, Board of Supervisors Meetings continue to meet with modifications. **Physical (in-person) access to meetings has been suspended.** Those wishing to participate via Zoom may call Fluvanna Clerk to the Board, Caitlin Solis, at (434) 591-1910 or email her at: csolis@fluvannacounty.org no later than 1 hour prior to the meeting or may go to FluvannaCounty.org to find the Zoom link on the Board of Supervisors meeting page.

#### TAB AGENDA ITEMS

#### 1 - CALL TO ORDER

#### 2 - PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE

#### 3 – ADOPTION OF AGENDA

#### SPECIAL RECOGNITION CEREMONY

##### Employee Service Awards

#### 4 – COUNTY ADMINISTRATOR'S REPORT

#### 5 – PUBLIC COMMENTS #1 (5 minutes each)

#### 6 – PUBLIC HEARING

#### 7 – ACTION MATTERS

- A FY20 to FY21 Broadband Grant Carryover Request – Mary Anna Twisdale, Director of Finance
- B Adoption of Emergency Operations Plan (EOP) – Debbie Smith, Emergency Management Coordinator
- C EMS CARES Funds Stair Chairs Purchase – Debbie Smith, Emergency Management Coordinator

#### 7A – APPOINTMENTS

#### 8 – PRESENTATIONS (normally not to exceed 10 minutes each)

#### 9 – CONSENT AGENDA

- D Minutes of January 20, 2021 – Caitlin Solis, Clerk to the Board
- E FY21 Additional Library State Aid Supplemental Appropriation – Liz McIver, Management Analyst
- F CRMF – Pleasant Grove Summer Kitchen Roof Replacement – Dale Critzer, Assistant Director of Public Works
- G CRMF – Old Stone Jail Heat Pump – Dale Critzer, Assistant Director of Public Works
- H FY21 Social Service Additional Revenue - Foster Care – Kim Mabe, Social Services Director
- I FY21 Social Services Additional Revenue - Adoption Assistance – Kim Mabe, Social Services Director
- J FY21 Social Services Revenue Reduction - Auxiliary Grants – Kim Mabe, Social Services Director

#### 10 – UNFINISHED BUSINESS

- K Local Allocations for Federal CARES Coronavirus Relief Funds – Eric Dahl, County Administrator

#### 11 – NEW BUSINESS

*Fluvanna County...The heart of Virginia and your gateway to the future!*

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TBD

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**12 – PUBLIC COMMENTS #2** (5 minutes each)

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**A - BUDGET WORK SESSION**

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County Administrator’s FY22 Budget Proposal and FY23-26 Projected Budgets (The Five-Year Financial Plan) – Eric Dahl, County Administrator

FY22 Revenues and Expenditures – Mary Anna Twisdale, Finance Director

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**B – CLOSED MEETING**

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TBD

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**C – ADJOURN**

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County Administrator Review

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*For the Hearing-Impaired – Listening device available in the Board of Supervisors Room upon request. TTY access number is 711 to make arrangements.  
For Persons with Disabilities – If you have special needs, please contact the County Administrator’s Office at 591-1910.*

## PLEDGE OF ALLEGIANCE

I pledge allegiance, to the flag,  
of the United States of America,  
and to the Republic for which it stands,  
one nation, under God, indivisible,  
with liberty and justice for all.

## GENERAL RULES OF ORDER

1. It shall be the duty of the Chairman to maintain order and decorum at meetings. The Chairman shall speak to points of order in preference to all other members.
2. In maintaining decorum and propriety of conduct, the Chairman shall not be challenged and no debate shall be allowed until after the Chairman declares that order has been restored. In the event the Board wishes to debate the matter of the disorder or the bringing of order; the regular business may be suspended by vote of the Board to discuss the matter.
3. No member or citizen shall be allowed to use defamatory or abusive language directed at any member of the Board or other person, to create excessive noise, or in any way incite persons to use such tactics. The Chair shall be the judge of such breaches, however, the Board may by majority vote of the Board members present and voting to overrule the judgment of the Chair.
4. When a person engages in such breaches, the Chairman shall order the person's removal from the building, or may order the person to stand silent, or may, if necessary, order the person removed from the County property.

## RULES OF PROCEDURE FOR PUBLIC HEARINGS

1. PURPOSE
  - The purpose of a public hearing is to receive testimony from the public on certain resolutions, ordinances or amendments prior to taking action.
  - A hearing is not a dialogue or debate. Its express purpose is to receive additional facts, comments and opinion on subject items.
2. SPEAKERS
  - Speakers should approach the lectern so they may be visible and audible to the Board.
  - Each speaker should clearly state his/her name and address.
  - All comments should be directed to the Board.
  - All questions should be directed to the Chairman. Members of the Board are not expected to respond to questions, and response to questions shall be made at the Chairman's discretion.
  - Speakers are encouraged to contact staff regarding unresolved concerns or to receive additional information.
  - Speakers with questions are encouraged to call County staff prior to the public hearing.
  - Speakers should be brief and avoid repetition of previously presented comments.
3. ACTION
  - At the conclusion of the public hearing on each item, the Chairman will close the public hearing.
  - The Board will proceed with its deliberation and will act on or formally postpone action on such item prior to proceeding to other agenda items.
  - Further public comment after the public hearing has been closed generally will not be permitted.

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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB A**

<b>MEETING DATE:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	FY20 to FY21 Broadband Grant Carryover Request				
<b>MOTION(s):</b>	<p><b>I move the Board of Supervisors approve a carryover of FY20 EDA – CVEC/CVSI Broadband Grant unexpended funds in the amount of \$375,000 to the FY21 Economic Development Budget.</b></p>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		X			
<b>STAFF CONTACT(S):</b>	Mary Anna Twisdale, Director of Finance				
<b>PRESENTER(S):</b>	Mary Anna Twisdale, Director of Finance				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Effective July 1, 2021				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• An agreement was signed between the EDA and CVEC/CVSI on July 18, 2018 and the funds were budgeted in the FY20 budget.</li> <li>• Work was completed in FY21</li> </ul>				
<b>FISCAL IMPACT:</b>	This carry forward will authorize staff to appropriate the additional funds to FY21 revenue and expenditures in the Economic Development budget.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	Financial Policies – Section 3.1.10 – BOS Approved September 1, 2010				
<b>ENCLOSURES:</b>	N/A				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB B**

<b>MEETING DATE:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	Adoption of Emergency Operations Plan (EOP)				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a Resolution to adopt the Fluvanna County Emergency Operations Plan.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		XX			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Debbie Smith, Emergency Management Coordinator				
<b>PRESENTER(S):</b>	Debbie Smith, Emergency Management Coordinator				
<b>RECOMMENDATION:</b>	Approval				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	Every four years the Virginia Department of Emergency Management requires counties to review their Emergency Operations Plan (EOP), make any needed updates and revisions, and adopted via resolution. Most of the changes were administrative in nature, with some changes from the county attorney's office to comply with changes due to state/federal law.				
<b>FISCAL IMPACT:</b>	None				
<b>POLICY IMPACT:</b>	None				
<b>LEGISLATIVE HISTORY:</b>	EOP was last adopted February 15, 2017				
<b>ENCLOSURES:</b>	Resolution for EOP; 2021 EOP				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	X				







# All-Hazards Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

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## Fluvanna County Emergency Operations Plan

### Preface

The County of Fluvanna is vulnerable to a variety of hazards such as flooding, hurricanes, winter storms, hazardous materials incidents, acts of terrorism, and resource shortages. A planned and coordinated response can save lives, protect property, and more quickly restore essential services.

The [Commonwealth of Virginia Emergency Services and Disaster Laws of 2000](#) requires that state and local governments develop and maintain current emergency operations plans (EOPs) in order to be prepared for a variety of natural and man-made hazards.

The County of Fluvanna Emergency Operations Plan (“the Plan”) provides the structure and mechanisms for the coordination of support to impacted communities and affected individuals and businesses. It is compatible with the National Response Framework and provides the structure for coordinating with the state government in the delivery of disaster assistance. The Plan improves the County of Fluvanna’s capability to respond to and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

#### Components of Fluvanna County’s Emergency Operations Plan

**The Basic Plan**, using an all-hazards approach to incident management, describes the concepts and structures of response and recovery operation; identifies agencies with primary and support emergency management functions; and defines emergency prevention, preparedness, response and recovery duties and responsibilities. There are five appendices to the Plan that give definition to the terms and acronyms used throughout the Plan, and provide supporting figures, maps, and forms.

**The Emergency Support Branches (Branches)** provide the structure for interagency emergency operations within the Emergency Operations Center (EOC). The six branches include Emergency Management (lead branch), Fire & Rescue Services, Health, Law Enforcement, Public Works, and Social Services. Though the EOC does not operate using emergency support functions (ESFs), each of the six branches have responsibilities based on and organized by the emergency support functions. Each Branch Director coordinates the responsibilities identified in their designated branch and will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities as outlined in the Basic Plan, Emergency Coordination Guides, and Annexes.

**The Emergency Coordination Guide** for each branch addresses the ESFs, operations plans, and responsibilities that are applicable to incidents and events. They describe the framework through which departments and agencies, volunteer organizations and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management.

**Support Annexes** address contingency or hazard situations requiring specialized response and recovery procedures. They describe policies, situations, concepts of operations and responsibilities

## Fluvanna County Emergency Operations Plan

pertinent to incidents such as damage assessment, mass care shelters and emergency pet sheltering. Additional annexes will be developed and attached to this document as needed.

### Letter of Agreement

The County of Fluvanna EOP establishes a comprehensive framework for the management of emergencies and disasters within the county. The plan is implemented when it becomes necessary to mobilize the resources of the identified departments and agencies to save lives and protect property and infrastructure. In order for the county to respond effectively, the plan requires planning, training, and exercising prior to a real world event. Concurrence with this plan represents a major commitment by each agency's leadership.

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

- Perform assigned emergency roles and responsibilities as identified in this plan;
- Conduct operations in accordance with the Incident Command System, applicable Homeland Security Directives and the National Response Framework;
- Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis;
- Conduct planning and training in cooperation with identified agencies and the Virginia Department of Emergency Management (VDEM);
- Maintain financial records in accordance with guidance from the Finance Department;
- Establish, maintain and exercise emergency notifications;
- Provide senior representatives to the Emergency Operations Center (EOC), command post or other identified emergency locations when activated and requested;
- Participate in approved tests, drills and exercises;
- Safeguard vital records, including computer digital data, at all times;
- Establish stand-by contracts for services, equipment, and other resources with private industry using County-approved procurement policies and procedures; and
- Periodically review all emergency plans, policies, and procedures; and
- Comply with applicable local, state and federal laws, rules and regulations including without limitation the Virginia Emergency Services and Disaster Law of 2000, the National Incident Management System including as implemented in the National Response Framework (4<sup>th</sup> Edition, adopted October 28, 2019), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. Section 5121 et seq.)

#### Signatories:

\_\_\_\_\_  
County Administrator/Director of  
Emergency Management

\_\_\_\_\_  
Sheriff, Fluvanna County

\_\_\_\_\_  
Emergency Management Coordinator

\_\_\_\_\_  
Animal Control

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Director of Finance

Finance Purchasing Officer

Director of IT

Department of Public Works

Department of Parks & Recreation

Department of Community & Economic Development

Planning & Zoning Administrator

Building Official

Fluvanna County Public Schools

Department of Social Services

Commissioner of the Revenue

County Fire Chief

Fire Chief, LMVFDRS

Rescue Captain, Fluvanna Rescue

Rescue Chief, LMVFDRS

Lake Monticello Owners Association

Fluvanna SPCA

Blue Ridge Health District

Virginia Cooperative Extension  
(Fluvanna Unit)

American Red Cross

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Periodically review all emergency plans, policies, and procedures.

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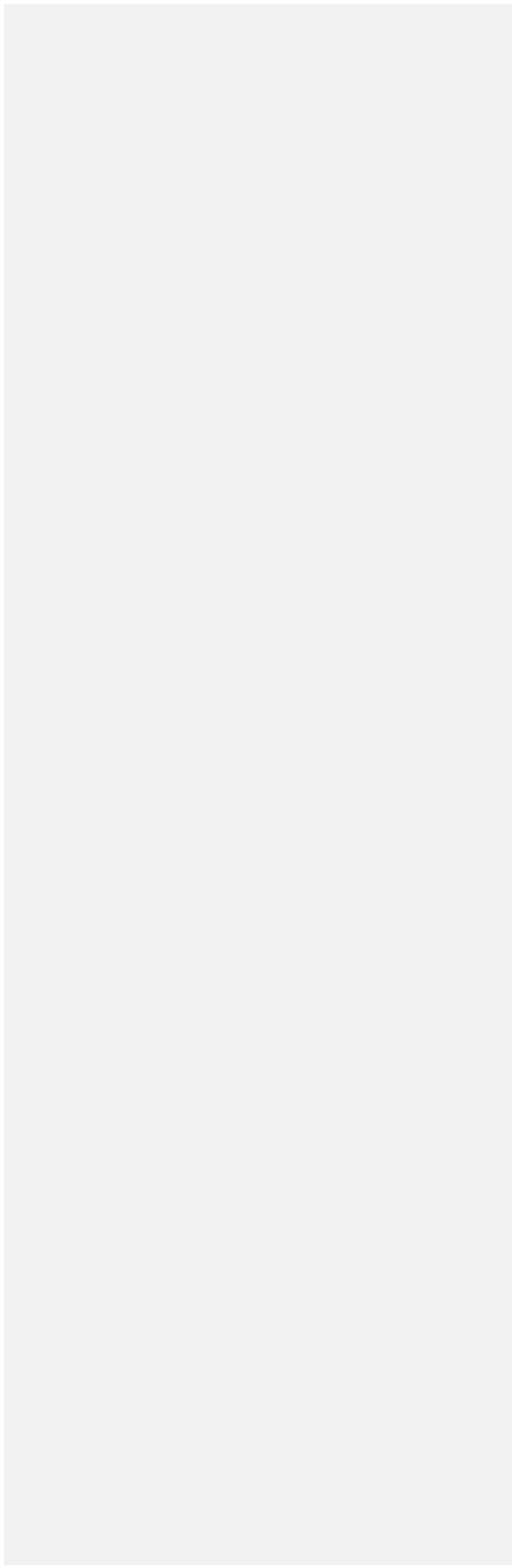
County Administrator/Director of Emergency Management

*Debbie Smith*  
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Sheriff, Fluvanna County


*[Signature]*  
Animal Control

| ~~Emergency Services Coordinator~~





Fluvanna County Emergency Operations Plan

  
Director of Finance

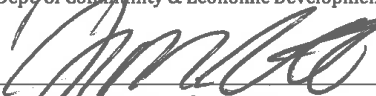
  
Finance/Purchasing Officer

  
Director of IT

  
Department of Public Works

  
Department of Parks & Recreation

  
Dept of Community & Economic Development


  
Planning and Zoning Administrator

  
Building Official


  
Fluvanna County Public Schools

  
Department of Social Services

  
Commissioner of the Revenue

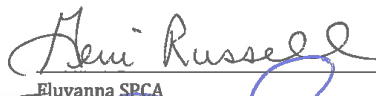
  
County Fire Chief

  
Fire Chief, LMVFDRS

  
Rescue Captain, Fluvanna Rescue

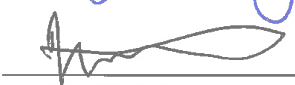
  
Rescue Chief, LMVFDRS

  
Lake Monticello Owners Association

  
Fluvanna SPCA

  
Thomas Jefferson Health District

  
Virginia Cooperative Extension (Fluvanna Unit)

  
American Red Cross

## Fluvanna County Emergency Operations Plan

### **Approval and Implementation**

The Code of Virginia, [§44-146.19](#), requires each local jurisdiction and inter-jurisdictional agencies to prepare and keep current a local emergency operations plan (EOP). Every four years, each local agency will conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of inter-jurisdictional agencies, the EOP must be adopted by the governing body of each locality within the inter-jurisdictional agency.

*See "Resolution for Emergency Operations Plan" on next page.*

Fluvanna County Emergency Operations Plan



**BOARD OF SUPERVISORS**  
 County of Fluvanna  
 Palmyra, Virginia

**RESOLUTION No. 04-2017**

**A RESOLUTION TO ADOPT THE  
 FLUVANNA COUNTY EMERGENCY OPERATIONS PLAN**

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

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

**WHEREAS**, Fluvanna County has established and appointed a Director of Emergency Management (DEM) and an Emergency Services Coordinator (ESC);

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

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

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors of Fluvanna County on this 15<sup>th</sup> day of February, 2017.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					
Patricia B. Eager, Palmyra District	X				X	
Anthony P. O'Brien, Rivanna District	X					X
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X					

Attest:

John M. Sheridan, Chair  
 Fluvanna County Board of Supervisors

**INSERT 2021 RESOLUTION HERE!**

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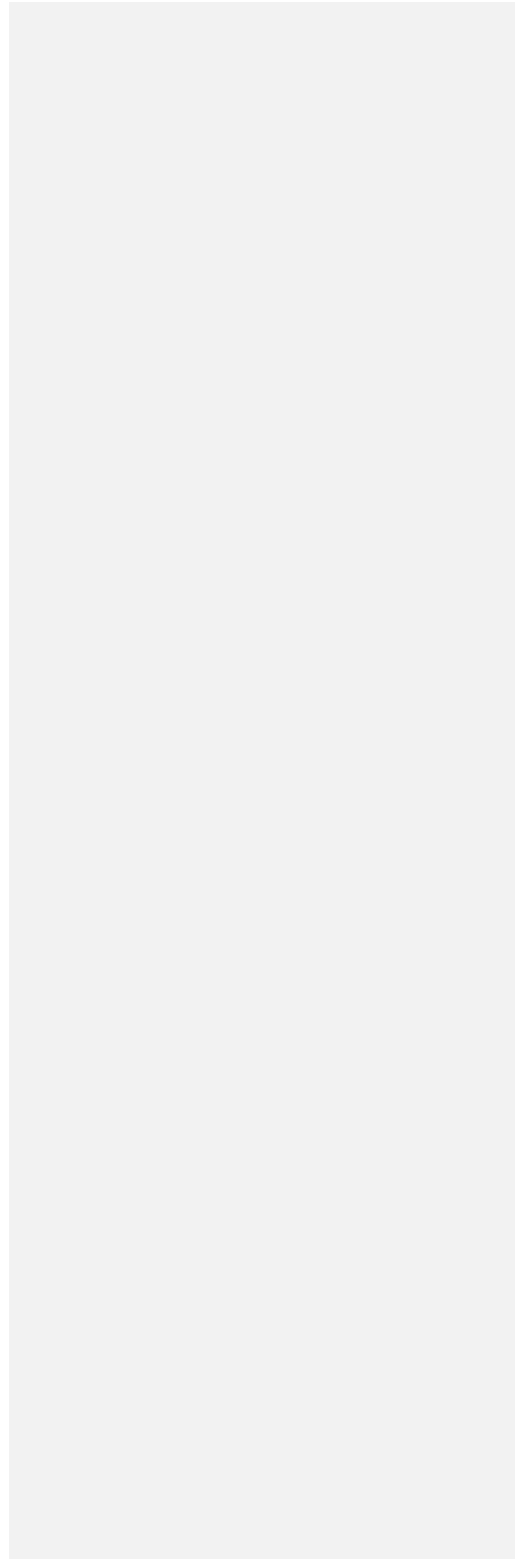
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Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

**Plan Maintenance**

The Emergency Management Coordinator has overall responsibility for maintaining and updating this plan. It should be updated, revised based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such a situation, it should be updated annually, preferably after a training exercise or drill, as needed. The Coordinator will have the EOP readopted every four years. A plan distribution list must be maintained. Responsible individuals and officials should recommend to the Director of Emergency Management or the Emergency Management Coordinator appropriate improvements and changes based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

**Record of Changes:**

<u>Change Number</u>	<u>Changes of ChangeDate</u>	<u>Page/Section Changed</u>	<u>Summary of Change</u>	<u>Name of Person Authorizing Change</u>
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Fluvanna County Emergency Operations Plan

**Plan Distribution List**

Agency/Official	E-Copy	# of Hard Copies
American Red Cross, Shenandoah Virginia Chapter	1	1
Fluvanna County Board of Supervisors	5	
Building Official	1	
Commissioner of the Revenue	1	
County Attorney	1	
County Clerk to the Circuit Court	1	
Director of Emergency Management (DEM)	1	
Emergency Operations Center		5
Emergency Management Coordinator (EMC)	1	1
Finance	1	1
Fire Companies (1 each & Chief Brent Mayo + 2 for LM Fire)		6
Fluvanna Correctional Center for Women	1	
Fluvanna County Public Library		1
Health Department	1	2
Lake Monticello Owners Association	1	3
Parks and Recreation	1	
Planning & Zoning Administrator	1	1
Public Schools	1	
Public Works	1	1
RACES, Emergency Coordinator		1
Rescue Squads		2
Sheriff's Office	1	4
Social Services	1	3
Town of Scottsville	1	
Virginia Cooperative Extension Office, Fluvanna Unit	1	
Virginia Department of Emergency Management	1	
Virginia Department of Transportation	1	
Lake Monticello Water Rescue		1

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Fluvanna County Emergency Operations Plan

**Basic Plan**

**Purpose**

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

**Assumptions**

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

The government of Fluvanna County will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS). Each department with assigned responsibilities in this plan will develop procedures to accomplish those responsibilities.

The Emergency Management Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. The plan will be reviewed and updated annually, as necessary. The Coordinator will have the plan readopted every four years by the Board of Supervisors.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

Citizens of the jurisdiction are prepared to be independent for three days after the onset of a disaster.

**Situation**

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Fluvanna County is located in Central Virginia, approximately 60 miles west of Richmond, VA and 120 miles south of Washington, D.C. at latitude 37-51-29 and longitude 78-16-04. Fluvanna contains 180,480 acres, or 282 square miles of land. The upland areas of the county are no higher than 548 feet above sea level at Zion Crossroads, and slope gently toward the James and Rivanna rivers, which are approximately 200–275 feet above sea level. The town of Columbia sits at about



Fluvanna County Emergency Operations Plan

200 feet in elevation. There are no mountains in Fluvanna County; the terrain is rolling Piedmont. Fluvanna has an estimated population of ~~26,235 (25,691 in 2010 US Census)~~ 27,270 (2019 US Census).

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Fluvanna’s stream corridors are an important part of its overall environmental health. The Rivanna River bisects the county and is the Commonwealth’s first designated scenic river. The James River is Fluvanna’s southern border. Other significant rivers and streams are the Hardware River, Cunningham Creek, Byrd Creek, and Mechunk Creek.

The major transportation routes in Fluvanna County are Route 6 (River Road), an East-West two-lane highway in the southern portion of the County, and Route 15 (James Madison Highway) a North-South two-lane highway in the center of the County. Interstate 64 and Route 250 cut East-West through the northern tip of the County. Gas pipelines, operated by Columbia Gas and Williams Pipeline, are located along the eastern and western borders of the County. A single rail train track, operated by CSX, runs East-West at the southern border of the County along the James River.

There is one major State Government facility in Fluvanna County: Fluvanna Correctional Center for Women. It is a maximum-security facility with a capacity for housing 1,259 prisoners and is located on Richmond Road (Route 250) in the northern tip of the county.

Fork Union Military Academy is a college preparatory boarding military schools for boys in grades 7-12 and postgraduate located in Fork Union, Virginia. Fork Union Military Academy was founded in 1898 and is a military school steeped in the long tradition of "southern military schools." The Academy is not operated by or affiliated with any branch of the military, nor do students become obligated to serve in the military. It is an "independent military school" and does not offer the ROTC or JROTC model. There is no training in military tactics, techniques, or doctrine. It is also not a "boot camp" program, nor does it cater to troubled teens in need of a therapeutic school environment. In 2017 there are 345 cadets enrolled with a staff of over 100. In non-emergency times the school is self-sufficient, and could possible assist with food preparation and distribution. In emergency situations, the school could present challenges if off-site housing and evacuation are required.

HAZARD ASSESSMENT					
	PROBABILITY 2011	HUMAN IMPACT 2011	PROPERTY IMPACT 2011	BUSINESS IMPACT 2011	RISK 2011
	Likelihood this will occur	Possibility of death or injury	Physical losses and damages	Interruption of services	Relative threat (increases with Percentage)
EVENT	0 = N/A 1 = Low 2 = Low-Moderate 3 = Moderate 4 = Hi-Moderate 5 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 - 100%
Flooding	5	3	3	2	89%
Winter Storms	5	2	2	2	67%
Hurricanes	3	2	2	2	40%
High Wind / Windstorms	3	2	2	1	33%
Wildfire	3	1	2	1	27%
Lightning	4	1	1	1	27%
Tornadoes	2	2	2	2	27%
Drought	3	0	2	2	27%
Extreme Heat	3	2	0	1	20%
Dam Failure	1	3	3	2	18%
Landslides	2	1	1	1	13%
Earthquake	2	1	1	1	13%
Extreme Cold	1	2	1	1	9%
<b>AVERAGE SCORE</b>	2.64	1.57	1.57	1.36	26%

Figure 1: 2016 THIRA Probabilities and Impacts

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According to the Regional Natural Hazard Mitigation Plan (Adopted 2018), the primary hazards in Fluvanna County are flooding, winter storms, and hurricanes/high wind storms. Transportation accidents, hazardous materials incidents, and brush fires are also a concern for our rural county.

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## Fluvanna County Emergency Operations Plan

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hazardous materials incidents, and brush fires are also a concern for our rural county. (See Figure 1 for details.) Per the State's Hazard Mitigation Plan, Fluvanna County is at medium risk of a tornado; medium-low risk of communicable disease, drought, earthquake, flooding, non-rotational winds, and winter weather; and low risk of karst (sink holes), landslides, land subsidence, solar storms, and wildfires.

Some examples of populations that could affect plan implementation include (using 2019 US Census estimates unless otherwise noted)(using Weldon-Cooper Center 2015 census estimates):

- Population of 26,235,270 with 2,7552 persons per household;
- 4.835% of population speaking a language other than English at home;
- Median household income \$64,641,76,873, so education of population for "self-preparedness" activities may be helpful;
- 7.38% persons live in poverty;
- 10,739,11,162 housing units with 83.385% owner-occupied housing;
- 20.919.8% of population is less than 18 years of age;
- 804 persons within the locality are visually impaired (not legally blind) and 120 persons are designated as legally blind (using Weldon-Cooper Center 2015 census estimates);
- 18.820.5% of adults in the population are over the age of age 65 or older;
- Nursing Home(1) Long Term Care facility located on James Madison Highway in Fork Union;
- Childcare facilities (105) located predominately in Palmyra, Troy and Kents Store;
- Citizens with communication and mobility impairments could have difficulty evacuating, responding to or understanding first responders, etc.

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The private community of Lake Monticello, established in the early 1970s, encompasses approximately 3,500 acres, containing 4,625 lots, 418-some of which remain vacant. The lake itself is 350 acres. Residents (approximately half of the county's population) include retirees, young families, and commuters to Charlottesville and Richmond. Residents pay dues to the Lake Monticello Owners' Association (LMOA), which is responsible for community services and general maintenance of community infrastructure, including sixty-two miles of private roads.

The Fluvanna County Sheriff's Office has primary responsibility for law enforcement in the County. The Lake Monticello Police, a private police organization, provides services inside the Lake Monticello gates similar to those of the sheriff's office, except for court security and civil process responsibilities.

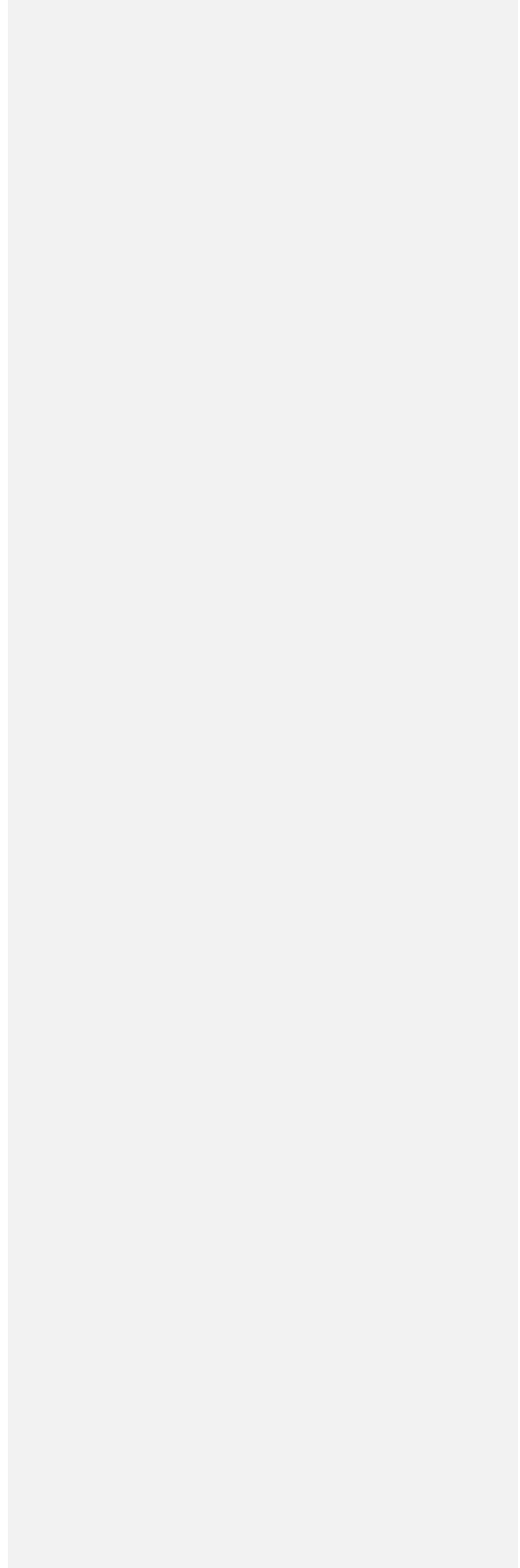
### Concept of Operations

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

In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through local mutual aid agreements; or through Statewide Mutual Aid (SMA) and Emergency Management Assistance Compact through the State EOC; or nongovernmental organization (NGOs). A local emergency must be declared and local capacity

Fluvanna County Emergency Operations Plan  
must be exceeded or fully committed before requesting state and federal assistance.



## Fluvanna County Emergency Operations Plan

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The Commonwealth of Virginia Emergency Services and Disaster Law, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Fluvanna County's organization for emergency operations consists of existing government departments and private emergency response organizations.

The Director of Emergency Management is the County Administrator. The day-to-day activities of the emergency preparedness program have been delegated to the Emergency **Management** Coordinator. The Director, in conjunction with the Emergency **Management** Coordinator, will direct and control emergency operations in time of emergency and issue directives to other agencies, services, and organizations concerning disaster preparedness and response. The County's Public Information Officer will be responsible for emergency public information.

The Emergency **Management** Coordinator, assisted by County department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC location is at the Sheriff's Office. The alternate EOC facility is located in the County Administration Building.

The County's emergency operations center is organized and operates based on six branches. Though the EOC does not operate using emergency support functions, each of the six branches have responsibilities based on and organized by the emergency support functions. Each Branch Director coordinates the responsibilities identified in their designated branch and will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities as outlined in the Basic Plan, Emergency Coordination Guides, and Annexes.

On-scene coordination of emergency response will be accomplished using the National Incident Management System and the Incident Command System, allowing local, state, and federal assets to be more readily incorporated into the incident framework.

The Emergency **Management** Coordinator is responsible for day-to-day activities of the emergency management program, including developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local, ~~and~~ state and federal laws, rules and regulations.

The Director of Emergency Management, with the consent of the County Board of Supervisors, is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance thereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

The Emergency **Management** Coordinator or designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Sheriff's Office will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Emergency **Management** Coordinator or his representative on the scene should implement immediate protective action to include evacuation as appropriate.

## Fluvanna County Emergency Operations Plan

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The Emergency **Management** Coordinator or designee will notify the Virginia Department of Emergency Management immediately upon declaration of a local emergency, and develop daily situation reports for local stakeholders and the State EOC as appropriate to the event. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.

The Emergency **Management** Coordinator will ensure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the County, as appropriate.

The County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or human-caused disaster.

The Emergency **Management** Coordinator or designee, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The level of staffing of the EOC will be dependent on the type and scope of the event. The EOC will provide logistical and administrative support to response personnel deployed to the event site(s). Available warning time will be used to implement increased readiness measures which will ensure maximum protection of the population, property, and supplies from the effects of disasters.

The heads of operating agencies will develop and maintain detailed plans and standard operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly, when required. Accurate records of disaster-related expenditures will be maintained. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

The Commonwealth of Virginia Emergency Operations Plan requires the submission of a "Situation Report" by local government in time of emergency. Depending on the scope of the emergency additional reports (like "Initial Damage Assessment Reports" and "Request for Assistance Forms") are also required.

Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the Director of Emergency Management or designee, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the Fluvanna County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Emergency **Management** Coordinator or designee when he/she determines that such assistance is necessary and feasible.

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Fluvanna County will utilize locally available personnel, materials, equipment, and facilities in response, and recovery operations for events impacting Fluvanna County. In an emergency, non-

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Fluvanna County Emergency Operations Plan

impacted localities may be requested to provide assistance through the Statewide Mutual Aid Program. In addition to the authorities and responsibilities found in statute, Fluvanna County, its Director of Emergency Management and its Emergency Management Coordinator as required by the Virginia's Emergency Operations Plan has and will ensure that its Emergency Response Plan:

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- Shall identify a primary party responsible for managing emergencies within their jurisdiction.
- Is responsible for coordinating local resources to respond to and recover from all types of incidents.
- Is responsible for coordinating all actions related to shelter-in-place orders.
- Ensures that local actions comply with state and federal non-discrimination laws and regulations to protect the safety of individuals with disabilities and others with access and functional needs and ensure equal access to programs and services.
- Will receive and fulfill requests for assistance from entities including, but not necessarily limited to, nursing homes, colleges, universities, and independent authorities within their jurisdiction until local capabilities have been exceeded or exhausted.
- Will coordinate with state and federal officials after a disaster to implement recovery and mitigation strategies and programs including debris management.
- Should form strong partnerships with citizen groups and organizations that provide support for response, recovery, and mitigation such as Community Emergency Response Teams and Medical Reserve Corps.

As required by Virginia Code Section 44-146.19(F), the Emergency Management Coordinator shall prepare and provide (i) an annually updated emergency management assessment and (ii) data related to emergency sheltering capabilities, including emergency shelter locations, evacuation zones, capacity by person, medical needs capacity, current wind rating, standards compliance, backup power, and lead agency for staffing, to the State Coordinator of Emergency Management on or before May 1 of each year.

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The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately by the Emergency Management Coordinator to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in Virginia Code § 19.2-11.01 ("Crime Victim and Witness Rights"). 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, and as required by Virginia Code Section 44-146.19(E) the current contact information for both agencies is as follows:

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Department of Criminal Justice Services  
Virginia Department of Criminal Justice Services  
Attn: Shannon Dion, Director  
1100 Bank Street  
Richmond, Virginia 23219  
Phone: (804) 786-4000

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Virginia Criminal Injuries Compensation Fund  
100 DMV Drive  
P.O. Box 26927  
Richmond, VA 23261  
(800) 552-4007

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## Fluvanna County Emergency Operations Plan

### Organization and Assignment of Responsibilities

- A. The Commonwealth of Virginia Emergency Services and Disaster Law, as amended, provides for emergency services organizations and operations to be structured around existing constitutional government. For Fluvanna County, emergency operations is 3-organized into six branches. Each branch has an identified Primary Department. The County maintains the Emergency **Management** Department to deal with normal day-to-day emergencies. The following is a list of those Primary Departments with their general duties and assigned responsibilities.
1. Emergency Management
    - Continuity of government
    - Direction and control of the County EOC
    - Coordination with other local and the state EOC
    - Coordination of disaster assistance and recovery
    - Coordinate damage assessment
  2. Volunteer Fire-Rescue Agencies
    - Fire prevention and suppression
    - Hazardous materials incident response
    - Emergency medical treatment
  3. **Blue Ridge Health District**
    - Open and operate points-of-dispensing (PODs) sites
    - Coordinate distribution and dispensing of medical countermeasures
    - Provide emergency public health services
    - Identify and investigate disease outbreaks
    - Conduct food borne disease surveillance and field investigations
    - Coordinate, facilitate, and provide applicable public health guidance
    - Ensure health standards, including food, sanitation and water, are maintained at all service sites
  4. Sheriff's Office
    - Law enforcement
    - Communications
    - Initial alert and warning
    - Security of emergency site, evacuated areas, shelters, vital facilities and supplies

## Fluvanna County Emergency Operations Plan

- Traffic control
  - Evacuation and access control of threatened areas
  - Search and rescue
5. Public Works
- Coordinate the maintenance and continued operation of utilities
  - Assist with assuring the continued supply of potable water
  - Assist with providing minimum essential sanitation services
  - Coordinate debris removal
6. Social Services
- Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities
  - Providing feeding for disaster victims and emergency workers in shelter facilities
  - Provide behavioral health services
  - Assist with temporary housing for displaced citizens
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following supporting departments and organization which have been assigned emergency duties in addition to their primary day-to-day functions. Those specific duties have been identified in the Emergency Coordination Guides and Annexes to this plan.
1. County Board of Supervisors
  2. County Administrator
  3. Fluvanna County Public Schools
  4. Fluvanna County Health Department and VDH Blue Ridge Health District
  5. Fluvanna County Social Services
  6. Public Works Department
  7. American National Red Cross, Shenandoah Virginia Chapter
  8. County volunteer fire-rescue agencies:
    - a. Fluvanna Volunteer Fire Department
      - i. Palmyra Volunteer Fire Company (Company 1)
      - ii. Fork Union Volunteer Fire Company (Company 2)
      - iii. Kents Store Volunteer Fire Company (Company 3)



## Fluvanna County Emergency Operations Plan

- b. Lake Monticello Volunteer Fire Department and Rescue Squad, Inc. (Company5)
  - c. Fluvanna Rescue Squad, Inc.
9. Planning Department
  10. Building Inspection Department
  11. County Attorney
  12. Finance Department
  13. Parks and Recreation
  14. Virginia Cooperative Extension (Fluvanna Unit)

### Exercises and Training

- A. Trained and knowledgeable personnel are essential for the prompt and proper execution of the Fluvanna County Emergency Operations Plan and sub plans. Fluvanna County will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Fluvanna County Emergency Operations Plan through the Incident Command System (ICS). All personnel will be provided with the necessary ICS training to execute those responsibilities in an effective and responsible manner.
- B. The Emergency **Management** Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of the Fluvanna County. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for the Fluvanna County.
- C. Training will be based on federal and state guidance. All training and exercises conducted in the Fluvanna County will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.
- D. The Emergency **Management** Coordinator will facilitate the development of an annual exercise. These exercises will be designed to test the Fluvanna County Emergency Operations Plan and sub plans, and to train all appropriate officials, emergency response personnel, County employees, and improve the overall emergency response organization and capability of the Fluvanna County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed as soon as practicable and incorporated into the Emergency Operations Plan, as appropriate.

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## Fluvanna County Emergency Operations Plan

### Authorities

The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

- A. Federal
  - 1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
  - 2. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
- B. State
  - 1. Commonwealth of Virginia Emergency Services and Disaster Law, as amended.
  - 2. The Commonwealth of Virginia Emergency Operations Plan, as amended.

### References

- ~~A. the National Incident Management System including as implemented in the National Response Framework (4<sup>th</sup> Edition, adopted October 28, 2019), The National Response Framework, Department of Homeland Security, January 2008,~~
- ~~A.~~
- ~~B. Comprehensive Preparedness Guide 101, Version 2.0, Federal Emergency Management Agency, November 2010.~~

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Fluvanna County Emergency Operations Plan

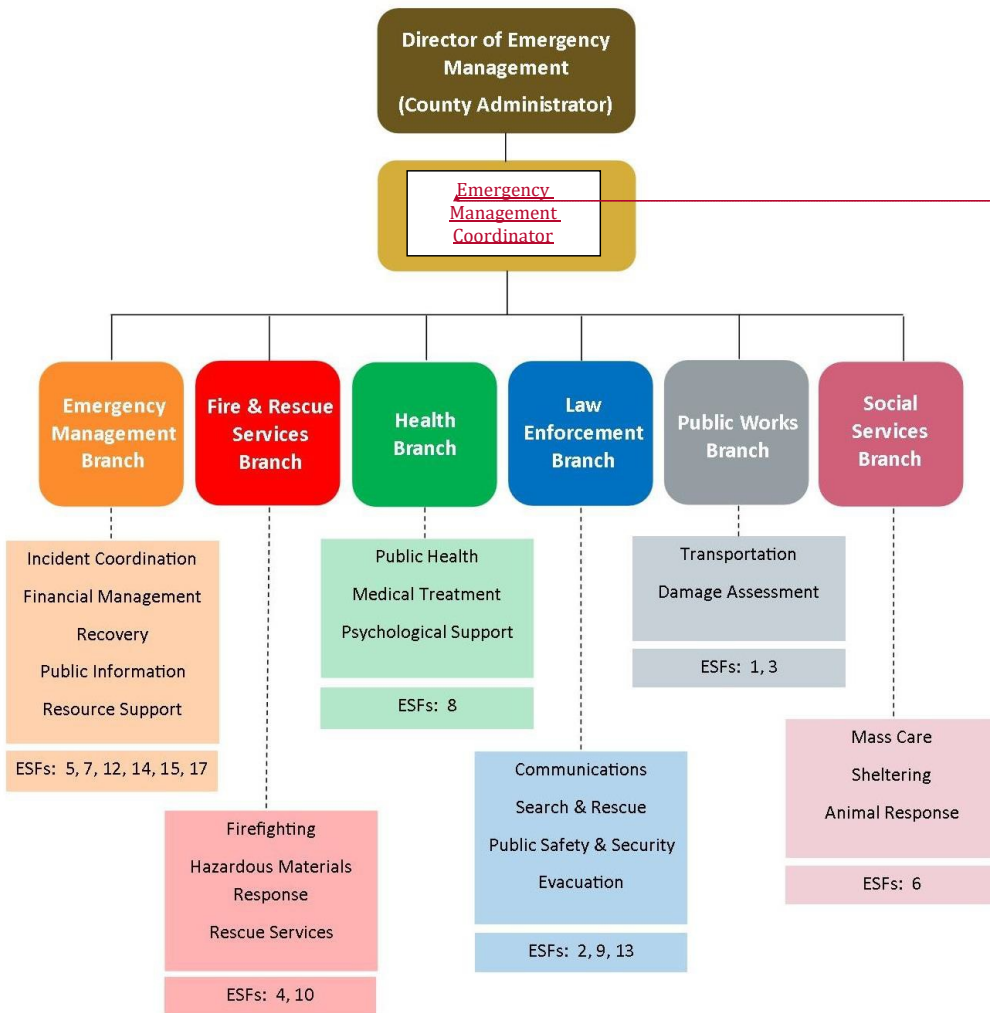
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Fluvanna County Emergency Operations Plan

Tab 1 to Basic Plan: EOC Organization

### Fluvanna County Emergency Operations Center Organization



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Fluvanna County Emergency Operations Plan

**Tab 2 to Basic Plan: Matrix of Responsibilities**

**P=Primary Agency**  
**C= Collaborating Agency**

	Emergency Management Branch	Public Works Branch	Law Enforcement Branch	Fire & Rescue Services Branch	Social Services Branch	Health & Medical Services Branch		Annex A: Mass Care	Annex B: Damage Assessment	Annex C: Emergency Pet Sheltering
Building Inspections		C							C	
County Administrator's Office	C									
Emergency Communications Center			C							
Emergency Services	P		C						P	
Finance & Purchasing	C									
Parks & Recreation		C								
Public Schools					C			C		C
Public Works		P							C	
Sheriff's Office			P		C			C		C
Social Services					P			P		
American Red Cross								C		
Animal Care Coordinator										P
Commissioner of Revenue's Office									C	
Fluvanna Chaplaincy								C		
Fluvanna SPCA										C
Lake Monticello Owners Association								C		
Lake Monticello Police			C							
Region 10 Community Services						C		C		
Blue Ridge Health District					C	P		C		
VDOT		C								
Virginia Cooperative Extension		C								C
Virginia State Police			C							
Volunteer Fire & Rescue Agencies				P				C		

## Fluvanna County Emergency Operations Plan

**Tab 3 to Basic Plan: Table of Emergency Support Functions (ESFs) Roles and Responsibilities**

ESF	Scope
ESF #1 - Transportation	<ul style="list-style-type: none"> <li>• Aviation/airspace management and control</li> <li>• Transportation safety</li> <li>• Restoration/recovery of transportation infrastructure</li> <li>• Movement restrictions</li> <li>• Damage and impact assessment</li> </ul>
ESF #2- Communications	<ul style="list-style-type: none"> <li>• Coordination with telecommunications and information technology industries</li> <li>• Restoration and repair of telecommunications infrastructure</li> <li>• Protection, restoration, and sustainment of national cyber and information technology resources</li> <li>• Oversight of communications within the Federal incident management and response structures</li> </ul>
ESF #3 – Public Works and Engineering	<ul style="list-style-type: none"> <li>• Infrastructure protection and emergency repair</li> <li>• Infrastructure restoration</li> <li>• Engineering services and construction management</li> <li>• Emergency contracting support for life-saving and life-sustaining services</li> </ul>
ESF #4 – Firefighting	<ul style="list-style-type: none"> <li>• Coordination of Federal firefighting activities</li> <li>• Support to wildland, rural, and urban firefighting operations</li> </ul>
ESF #5 – Emergency Management	<ul style="list-style-type: none"> <li>• Coordination of incident management and response efforts</li> <li>• Issuance of mission assignments</li> <li>• Resource and human capital Incident action planning</li> <li>• Financial management</li> </ul>
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	<ul style="list-style-type: none"> <li>• Mass care</li> <li>• Emergency assistance</li> <li>• Disaster housing</li> <li>• Human services</li> </ul>
ESF #7 – Logistics Management and Resource Support	<ul style="list-style-type: none"> <li>• Comprehensive, national incident logistics planning, management, and sustainment capability</li> <li>• Resource support (facility space, office equipment and supplies, contracting services, etc.)</li> </ul>
ESF #8 – Public Health and Medical Services	<ul style="list-style-type: none"> <li>• Public health</li> <li>• Medical</li> <li>• Mental health services</li> <li>• Mass fatality management</li> </ul>
ESF #9 – Search and Rescue	<ul style="list-style-type: none"> <li>• Life-saving assistance</li> <li>• Search and rescue operations</li> </ul>

Fluvanna County Emergency Operations Plan

ESF #10 – Oil and Hazardous Materials Response	<ul style="list-style-type: none"> <li>• Oil and hazardous materials (chemical, biological, radiological, etc.) response</li> <li>• Environmental short- and long-term cleanup</li> </ul>
ESF #11 – Agriculture and Natural Resources	<ul style="list-style-type: none"> <li>• Nutrition assistance</li> <li>• Animal and plant disease and pest response</li> <li>• Food safety and security</li> <li>• Natural and cultural resources and historic properties protection and restoration</li> <li>• Safety and well-being of household pets</li> </ul>
ESF #12 – Energy	<ul style="list-style-type: none"> <li>• Energy infrastructure assessment, repair, and restoration</li> <li>• Energy industry utilities coordination</li> <li>• Energy forecast</li> </ul>
ESF #13 – Public Safety and Security	<ul style="list-style-type: none"> <li>• Facility and resource security</li> <li>• Security planning and technical resource assistance</li> <li>• Public safety and security support</li> <li>• Support to access, traffic, and crowd control</li> </ul>
ESF #14 – Long-Term Community Recovery	<ul style="list-style-type: none"> <li>• Social and economic community impact assessment</li> <li>• Long-term community recovery assistance to States, local governments, and the private sector</li> <li>• Analysis and review of mitigation program implementation</li> </ul>
ESF #15 – External Affairs	<ul style="list-style-type: none"> <li>• Emergency public information and protective action guidance</li> <li>• Media and community relations</li> <li>• Congressional and international affairs</li> <li>• Tribal and insular affairs</li> </ul>
ESF #16 – Military Affairs (Virginia only)	<ul style="list-style-type: none"> <li>• Integrates all supporting Department of Defense (DOD) and National Guard resources into the state’s coordinated effort of emergency management within the Commonwealth of Virginia</li> </ul>
ESF #17 – Volunteer and Donations Management (Virginia only)	<ul style="list-style-type: none"> <li>• Coordinates the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts in impacted areas of the Commonwealth.</li> <li>• Coordinates and collaborates with voluntary organizations that provide disaster services within the Commonwealth, so that capabilities and resources will be effectively integrated with other local, state, and federal agency efforts to meet the needs of individuals after a disaster.</li> </ul>

Fluvanna County Emergency Operations Plan

**Tab 4 to Basic Plan: Succession of Authority**

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

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> <li>1. Director of Emergency Management                             <ol style="list-style-type: none"> <li>a. County Administrator</li> <li>b. Chairman, Board of Supervisors</li> <li>c. Vice-Chair, Board of Supervisors</li> </ol> </li> <li>2. Emergency Management Coordinator                             <ol style="list-style-type: none"> <li>a. Emergency Management Coordinator</li> <li>b. County Administrator</li> <li><del>c. Director of Finance/Deputy County Administrator</del></li> <li><u>c.</u></li> </ol> </li> </ol>
Emergency Public Information	<ol style="list-style-type: none"> <li><del>3.1.</del> <u>Asst. County Administrator</u>/Public Information Officer <del>(if designated)</del></li> <li><del>4.2.</del> Director of Emergency Management</li> <li><del>5.3.</del> Emergency Management Coordinator</li> <li><del>6.4.</del> Sheriff                             <ol style="list-style-type: none"> <li>1. Sheriff</li> <li>2. Chief Deputy</li> <li>3. Captain</li> <li><u>4.</u> Lieutenant</li> <li><del>4.5.</del> <u>Sargent</u></li> </ol> </li> </ol>
Sheriff's Office	
Fire-Rescue	<ol style="list-style-type: none"> <li><del>5.</del> <u>Volunteer County Fire Chief</u></li> <li><del>12.</del> <u>Volunteer County Fire Chief</u></li> <li><u>2.</u> Designated Company Fire Chief</li> </ol>
School System	<ol style="list-style-type: none"> <li>1. Superintendent</li> </ol>

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Fluvanna County Emergency Operations Plan

2. ~~Deputy Superintendent~~ [\(2\) Executive Directors](#)
3. ~~Director of Student Services~~

Fluvanna County Emergency Operations Plan

Public Works

1. Director
2. Assistance Director

Blue Ridge Health District

1. District Health Director
2. Nurse Manager Senior
3. Environmental Health Manager
4. District Administrator

Social Services

1. Director
2. Family Services Supervisor
3. Administrative Services Manager
4. Benefit Programs Supervisor

Code Compliance

1. Code Official
2. Building Official

Fluvanna County Emergency Operations Plan

**Tab 5 to Basic Plan: Sample Resolution for the Declaration of Local Emergency**

**WHEREAS**, the Board of Supervisors of Fluvanna County does hereby find that:

- i. That the actual and predicted extreme cold temperatures and heavy snowfall and otherwise dangerously inclement weather in Fluvanna County is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby;
- ii. That a state of emergency throughout the Commonwealth has previously been declared by the Governor;
- iii. That, due to the extreme winter weather, a condition of peril to life and property necessitates the proclamation of the existence of a local emergency;

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Virginia Code Section 44-146.21, the Director of Emergency Management has declared the existence of a local emergency for Fluvanna County, which such local emergency exists throughout Fluvanna County effective retroactively as of 10 a.m. on January 22, 2016, to which declaration the Board of Supervisors hereby consents; and

**BE IT FURTHER RESOLVED** that during the existence of said local emergency, the Fluvanna County Director of Emergency Management and the Emergency **Management** Coordinator respectively, shall have the powers, functions and duties prescribed by Virginia Code Section 44-146.21(c1) and by the Fluvanna County Emergency Services Plan in order to mitigate the effects of said local emergency; and

**BE IT FURTHER RESOLVED** pursuant to Virginia Code Section 44-146.21, that the local emergency heretofore declared within Fluvanna County effective 10 a.m. on January 22, 2016, be, and it is hereby, **DECLARED TO BE ENDED**, effective retroactively as of noon, January 26, 2016.

**ADOPTED** by the Board of Supervisors of Fluvanna County, Virginia, this 3rd day of February 2016.

A Copy, teste:

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Caitlin Solis  
Clerk to the Board of Supervisors  
Fluvanna County, Virginia

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John M. Sheridan  
Chair, Board of Supervisors  
Fluvanna County, Virginia

Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Emergency Management Branch

### Primary Agency

Emergency **Management** Coordinator (Emergency Management office)

### Collaborating Agencies

County Administrator's Office

Finance Department

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESF) #5, #7, #12, #14, #15 and #17 under one element within the Emergency Operations Center. The County's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Emergency **Management** Coordinator or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Emergency Management Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary County agencies identified in this guide. The Emergency **Management** Coordinator's office will coordinate the responsibilities associated with the following Emergency Support Functions:

- ESF#5 – Emergency Management: provides overall coordination of emergency operations for all County agencies.
- ESF #7 – Resource Support: identifies, procures, inventories, and distributes critical resources for the County during an emergency.
- ESF #12 – Energy: coordinates the restoration of public utility systems critical to saving lives through coordination with private utility providers.
- ESF #14 – Recovery: facilitates both short term and long term recovery following a disaster.
- ESF #15 – External Affairs: provides for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

## Fluvanna County Emergency Operations Plan

- **ESF #17 – Volunteer and Donations Management:** Coordinates the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts in impacted areas of the county. Coordinates and collaborates with voluntary organizations that provide disaster services within the County to meet the needs of individuals after a disaster.

### Concept of Operations

Many hazards have the potential for causing disasters which require centralized coordination. During emergencies, management and coordination functions can be accomplished at the Emergency Operations Center (EOC), thereby allowing field units to concentrate on essential tasks. The EOC may be utilized physically or virtually, depending on the scope of the event.

When activated, the Emergency Operations Center will provide direction, control, and coordination of resources. The Emergency Operations Center is a staff level function, which provides guidance, decision making, and resources to each branch of the EOC. It obtains information from a variety of sources and seeks information to develop an accurate picture of the emergency.

Responsibility for the performance of each Branch is charged to agencies that conduct similar activities during normal operations. The Branch Director or other designated party is responsible for the coordination and performance of their emergency support functions.

To manage their operations, all branches will collect and process information. The Emergency Operations Center will focus on collecting critical information from the branches that is of common value or need to more than one branch or operational element to create an overall perspective of the incident.

The staff of the Emergency Operations Center will support short-term and long-term planning for operations. The Emergency Operations Center staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the incident action plan.

During an emergency/disaster, the Director of Emergency Management, or designee, exercises direction and control, establishes policy and provides overall supervision of the emergency/disaster operations.

All County departments have resources that may be used during an emergency. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event and others may be critical for long term recovery operations. During or following an emergency, the initial response will be dependent upon local public and private resources. However, adequate local resources may not exist to cope with a catastrophic event. Public and private sector resources from outside the County may be available when needed for emergency response.

The Emergency **Management** Coordinator will initiate the commitment of resources from outside the County government with operational control being exercised by the on-site commander of the service requiring that resource.

All resource expenditures will be reported to the Emergency Operation Center during activations.

## Fluvanna County Emergency Operations Plan

A disaster or emergency may affect areas of the County disproportionately and require resources to be deployed to the affected areas, businesses, etc., thereby disrupting regular County service delivery. Routine operations may be disrupted or postponed to support recovery.

Any disaster or emergency is likely to have an economic impact on the County which must be assessed in order to minimize the long-term impact on the County and its fiscal condition. Completing this assessment is likely to require the assistance of outside consultants.

The Emergency Management Branch will begin the recovery process for any disaster with the implementation of short term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.

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

The strategy for long-term recovery will encompass land use, public safety, housing, public services, transportation services, and education.

During an emergency/disaster, the public requires instructions and information about government response and recovery operations. Therefore it is important to provide timely and accurate information to the public and to media outlets.

Emergency information will be disseminated by appropriate means based on the incident. The primary methods will be the use of television, radio, and print media outlets, the Emergency Alert System, the County website, and mass notification systems ([Everbridge](#)). News coverage will be monitored to ensure that accurate information is being disseminated.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Services Coordinator.

The Emergency Management Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Emergency Services

ESF #5 – Emergency Management

- Provide multi-agency Countywide coordination for emergency operations;
- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the state EOC;
- Support and coordinate the damage assessment process;
- Support short term and long term planning activities; and

## Fluvanna County Emergency Operations Plan

- Coordinate emergency management mutual aid agreements dealing with neighboring jurisdictions, state and federal agencies, and applicable relief organizations.

### ESF #7 - Logistics Management and Resource Support

- Coordinate development of resource lists for each branch that detail type, location, contact arrangements, and acquisition procedures for critical resources. Maintain the Master Resource List;
- Prepare mutual aid agreements with local and surrounding jurisdictions;
- Oversee the processing, use, inspection, and return of resources coming to the locality;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Provide frequent updates to the Emergency Operations Center during resource management operations; and
- Maintain records of cost and expenditures associated with resource procurement

### ESF #12 – Energy

- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities;
- Monitor the status of all essential energy resources to anticipate shortages and prioritize the allocation of resources to maintain essential services;
- Implement local conservation measures;
- Implement procedures for determining need and for the distribution of aid; and
- Maintain liaison with fuel distributors and local utility representatives.

### ESF #14 - Long-term Community Recovery

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the County's participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center;
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;



### Fluvanna County Emergency Operations Plan

- Coordinate to the fullest extent possible program application processes and planning requirements to streamline assistance and avoid duplication of effort;
- Determine County agency responsibilities for recovery activities; and
- Provide regular updates to the EOC on the status of recovery operations.

#### ESF #15 - External Affairs

- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies; and
- Develop rumor control procedures;
- In coordination with the County Administrator's Office, brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures;
- Maintain current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases;
- Maintain support agreements and liaison arrangements with other agencies and the news media, as needed;
- Assist with the preparation/transmission of EAS messages, as needed;
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible; and
- Provide information to the public about available community disaster relief assistance programs.

#### ESF #17 - Volunteer Management and Donations

- Coordinate the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts in impacted areas of the county.
- Coordinate with Public Information Officer to notify the public about assistance programs and availability of donations.
- Coordinate and collaborate with voluntary organizations that provide disaster services within the County to meet the needs of individuals after a disaster.
- Maintain a contact list of all organizations and agencies that will assist with donations and volunteer management activities.

## Fluvanna County Emergency Operations Plan

### County Administrator's Office

#### ESF #14 - Long-term Community Recovery

- Prepare economic impact analysis of the event detailing the event's short and long-term effects on all facets of the County's economic condition;
- Develop a recovery strategy that addresses infrastructure, economic development, and human services; and
- Coordinate with the Emergency Management Coordinator to identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;

#### ESF #15 - External Affairs

- In coordination with the Emergency Management Coordinator, brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures;
- Coordinate public information with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety, as needed;
- Disseminate information to elected officials through the legislative liaison.

### Finance Office

#### ESF #7 - Logistics Management and Resource Support

- Assist with maintaining records of cost and expenditures associated with resource procurement.

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## Emergency Coordination Guide Fire & Rescue Services Branch

### Primary Agency

County Fire Chief, Volunteer Fire Department

### Collaborating Agencies

Volunteer Fire-Rescue Agencies: Fluvanna County Fire Department (Palmyra Company 1; Fork Union Company 2; and Kents Store Company #3), Fluvanna Rescue Squad and Lake Monticello Volunteer Fire and Rescue Squad

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESFs) #4 and #10 under one element within the Emergency Operations Center. The County's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Emergency Management Coordinator or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Fire Branch with the Emergency Support Functions comparable to the day-to-day operations of the county agencies listed. The Department of Emergency Management will coordinate the responsibilities associated with the following Emergency

~~Support Functions: fighting – provides fire, rescue and emergency medical services to ensure the~~

- ~~ESF #4 – Firefighting – provides fire, rescue and emergency medical services to ensure the safety of life and property within the county.~~
- ~~ESF #10 - Oil & Hazardous Materials Response - responds to and stabilizes hazardous materials incidents,~~

~~safety of life and property within the county.~~

- ~~ESF #10 – Oil & Hazardous Materials Response – responds to and stabilizes hazardous materials incidents.~~

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Fluvanna County Emergency Operations Plan

**Concept of Operations**

The Fluvanna Fire and Rescue Association (FFRA) is the volunteer agency responsible for the coordination and provision of the County's fire, rescue, and emergency medical services. The Association is comprised of representatives from the three volunteer fire and rescue organizations within the County. Its combined mission is to ensure the delivery of quality, efficient and effective fire protection, emergency medical services, and safety education throughout Fluvanna County. The Association is charged with overall management of the fire, rescue, and emergency medical services system, and for establishing policies and procedures for all fire, rescue, and medical service operations. The Association also serves as the conduit for appropriations by the Fluvanna Board of Supervisors in support of the fire and rescue organizations in Fluvanna County. The County

## Fluvanna County Emergency Operations Plan

provides funding to the fire/rescue agencies for operations, facilities, and equipment. Capital equipment, such as engines, tankers, and ambulances, is replaced according to a schedule under FFRA's oversight. Agencies organize individual funding drives to supplement the County's funding, and to provide for additional needs.

In a disaster, the fire department may be called upon to do much more than their typical response to fires and emergency medical calls. The fire department will assist with rescue and extrication of trapped persons, assess hazardous materials situations, remove debris on primary roadways, evacuations, reconnaissance, and other duties as necessary. Also, the neighborhood fire station may become a place where people go for information and assistance.

All fire stations are staffed on a volunteer basis. Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire and rescue personnel and equipment will be able to cope with most emergency situations without assistance or through the use of existing mutual aid agreements. When additional or specialized support is required, assistance can be obtained from neighboring localities, state and federal agencies, through the Emergency Communications Center or during activations the Emergency Operations.

The Incident Command System will be implemented on an appropriate scale at the scene of every fire/rescue incident in the County. If fire or threat of fire is involved, the County Fire Chief or his/her designated representative will be the Incident Commander.

During the critical phases of an emergency/disaster, fire stations will be staffed continuously as conditions permit. Communications will be established with the E911 Communications Center and the Emergency Operations Center.

Hazardous materials emergencies could occur from any one of several sources including roadway and rail transportation, or fixed facility accidents, although the most probable occurrence is household hazardous materials. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions. The County Fire Chief (~~currently Dwayne Mayo~~) is the designated "Fluvanna Hazardous Materials Coordinator." *(Please reference the Fluvanna HAZMAT Response Plan 2004.)*

Local volunteer fire/rescue agencies respond to Hazardous Materials Incidents in the initial phase without assistance from outside agencies. If the incident requires specialist-level personnel or equipment the local fire dept. contacts the Virginia Department of Emergency Management. VDEM will respond a Regional Hazardous Materials team for support. County Emergency Services is responsible for initiating notification and warning of the public, evacuation or sheltering-in-place, immediate EMS and isolation of the scene.

Evacuation or sheltering-in-place may be required to protect portions of the County. Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the County. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the type of product. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.

## Fluvanna County Emergency Operations Plan

A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Services Coordinator.

The Fire Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Emergency Services

#### ESF #4-Firefighting

- Coordinate the prevention of, planning for and response to natural and human-caused fires.
- Provide qualified personnel to staff the Fire Branch during EOC activations
- Assist with evacuation, communications, medical emergencies, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions
- Coordinate and manage the use of fire service resources responding to emergencies;
- In cooperation with the Law Enforcement Branch, assist with search & rescue operations;
- Perform other emergency response duties as required; and
- Provide the Emergency Operations Center with frequent updates as to the status of fire suppression activities.

#### ESF#10-Oil & Hazardous Materials Response

- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property (*Please reference the Fluvanna HAZMAT Response Plan 2004.*);
- Follow established procedures in responding to hazardous materials incidents;
- Control hazardous materials;
- Warn, shelter-in-place, or evacuate affected areas of the County as necessitated by the incident; and
- Provide the Emergency Operations Center with frequent updates as to the status of hazardous materials incidents.

Fluvanna County Emergency Operations Plan

**Volunteer Fire-Rescue Agencies**

ESF #4-Firefighting

- Provide rescue and emergency medical services;
- Assist with evacuation, communications, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions;and
- Perform other emergency response duties as required.

ESF#10-Oil & Hazardous Materials Response

- Provide emergency medical services to victims of hazardous materials incidents; and
- Coordinate resources for advanced medical treatment of patients exposed to hazardous materials if the medical needs of the patients are beyond the level of care available.

Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Health & Medical Services Branch

### Primary Agency

Blue Ridge Health District

### Collaborating Agencies

Volunteer Rescue Agencies: Fluvanna Rescue Squad and Lake Monticello Rescue Squad  
Region 10 Community Services Board

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #8 under one element within the Emergency Operations Center. The County's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Health or his designee are identified in this guide as they relate to the identified emergency support function.

### Scope

This guide aligns the duties of the Health and Medical Services Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary County agencies identified in this guide. The Health Department will coordinate the responsibilities associated with the following Emergency Support Function:

- ESF #8 – Health & Medical Services - provide health and medical services to the residents of the County during and/or after an emergency situation.

### Concept of Operations

Medical services are an essential element of emergency/disaster response. Situations with potential threat to health and safety of community require coordination of public health and medical response.

Many casualties requiring emergency transportation and medical care may occur as the result of an event. In addition to casualties from the event, persons receiving medical care prior to the emergency/disaster will continue to require medical treatment. The systems and facilities that provide medical services may be impaired or totally disrupted by the impact of an emergency/disaster.

In the aftermath of a major emergency/disaster, the public's health can be jeopardized in many ways. A major emergency/disaster can disrupt or halt the public utilities, water supplies and wastewater treatment systems. Contaminants may enter water supply systems. Destruction or



## Fluvanna County Emergency Operations Plan

damage to homes, apartments, or other means of housing can dislocate people and require the establishment of mass care shelter facilities. Spoilage of food and medications can occur due to lack of power and quarantine or condemnation measures may become necessary to control the spread of disease.

Emergencies/Disasters have the potential to raise stress levels in survivors and emergency responders, which may negatively affect their mental and emotional well-being.

In addition to medical needs caused by events, public health emergencies may arise from outbreaks of natural disease. As a result, quarantine and/or isolation may be necessary in addition to treatment. If quarantine is implemented due to a public health threat, it may require special considerations and alter individual and community responses.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency. All responsibilities listed for each agency are comparable to the roles of ESF #8- Health & Medical Services.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Services Coordinator.

The Health & Medical Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Blue Ridge Health District

- Provide qualified personnel to staff the Health & Medical Services Branch during an EOC activation;
- Open and operate points-of-dispensing (PODs) sites;
- Coordinate distribution and dispensing of medical countermeasures;
- Provide emergency public health services
- Identify and investigate disease outbreaks;
- Coordinate through the EOC the dissemination of disaster-related public health information to the public;
- Coordinate, facilitate, and provide applicable emergency public health guidance Ensure health standards, including food, sanitation and water, are maintained;
- Assess community behavioral health needs following an emergency/disaster;
- Coordinate with hospitals and other health providers in response to health needs; and
- Provide frequent updates to the Emergency Operations Center as to the status of public health

## Fluvanna County Emergency Operations Plan

### Volunteer Fire-Rescue Agencies

- Provide pre-hospital emergency medical and transport services;

### Region 10 Community Services Board

- Coordinate behavioral health activities among responder agencies;
- Assess behavioral health needs following an emergency/disaster considering both the immediate and cumulative stress resulting from the emergency/disaster;
- Coordinate through the EOC the dissemination of public education on critical incident stress management techniques;
- Provide outreach to serve identified behavioral health needs; and
- Coordinate with the Social Services Branch to identify shelter occupants that may require behavioral health assistance.

### Fluvanna County Public Schools

- Coordinate with the Emergency Management Branch on the opening and closing of public schools;
- Provide equipment, supplies and other resources needed to assist in point-of-dispensing (POD) operations;
- Facilitate the opening of county schools as emergency POD sites upon request by the Director of Emergency Management or his/her designee;
- Assist in the development and maintenance of POD Site Operations Plans.

Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Law Enforcement Branch

### Primary Agency

Sheriff's Office

### Collaborating Agencies

Emergency Communications Center

Virginia State Police

Lake Monticello Police Department

Emergency Services

### Purpose

The purpose of this coordination guide is to bring the responsibilities of ESFs #2, #9, and #13 under one element within the Emergency Operations Center. The responsibilities of the Sheriff or his designee are identified in this guide.

### Scope

This guide aligns the duties of the Law Enforcement Branch with the Emergency Support Functions comparable to the day-to-day operations of the County agencies listed. Law Enforcement will coordinate the responsibilities associated with the following Emergency Support Functions:

- The ESF#2 - Communications - responsibilities include accurately and efficiently transferring information during an incident, and ensuring that the County has the ability to rapidly notify and warn the public.
- ESF #9 - Search & Rescue - responsibilities include locating, extricating, and providing on-site medical treatment to victims who are lost or trapped.
- ESF #13 - Public Safety & Security - responsibilities include maintaining law and order, providing for the security of critical facilities and supplies, and controlling access to evacuated areas or critical facilities.

### Concept of Operations

The Fluvanna Sheriff's Office operates an emergency communications center. The Fluvanna Emergency Communications Center (ECC) serves as the 911 center and the County Warning Point. The ECC is most often the first point of contact for the general public. The ECC will share information on disasters and emergencies in the County with the EOC. The ECC has the capability to access the Emergency Alert System and the County's mass notification system to deliver warnings

## Fluvanna County Emergency Operations Plan

to the public. The Emergency Alert System and the mass notification system are the primary method of communicating alert and warning messages to the public. The ECC and the Emergency Management Coordinator can activate the mass notification system. However, use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

Emergency communications are heavily dependent on the commercial telephone network. The County's emergency communications may be adversely affected if commercial telephone service is interrupted. The County also operates several radio systems for County agency communications. These systems are heavily dependent upon commercial communications infrastructure. In the event that the County's radio systems are damaged, amateur radio and other non-governmental communications capabilities are available.

Disasters may cause conditions that vary widely in scope, urgency, and degree of devastation.

Substantial numbers of persons could be in life threatening situations requiring prompt rescue and medical care. Rescue personnel may encounter extensive damage to buildings. Because the mortality rate dramatically increases beyond 72 hours, search and rescue must begin immediately.

In an emergency/disaster, law enforcement's primary responsibility is the protection of life and property. Extra patrols/surveillance will be needed in evacuated areas to prevent looting and protect property. Providing for the security of critical facilities and supplies may also be necessary.

During an evacuation, traffic control personnel may be needed to ensure an orderly flow of traffic and proper parking at reception centers/shelters. The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Services Coordinator.

The Law Enforcement Branch is responsible for maintaining records of all expenses related to its emergency functions

### Emergency Communications Center

#### ESF #2 – Communications

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, and private sector agencies required for mission support;
- Ensure the ability to provide continued service as the Public Safety Answering Point for incoming emergency calls;
- Ensure communications lines and equipment essential to emergency services are maintained and operational;

## Fluvanna County Emergency Operations Plan

- Provide personnel to the EOC to assist with communications functions;

### Information Technology

NOTE: For the Sheriff's Office, IT is a contracted service and is not related to the County's IT Department.

#### ESF #2-Communications

- Provide voice, video and data services to the Emergency Operations Center and/or incident site.

### Sheriff's Office

#### ESF#9-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations; and
- Request further assistance from surrounding localities, the Virginia Department of Emergency Management, or federal authorities for additional search and rescue resources.

#### ESF #13-Public Safety & Security

- Staff control points and roadblocks to expedite traffic to sheltering locations and prevent reentry of evacuated areas;
- Provide security at critical facilities and supplies;
- Provide traffic control (for any emergency event), law enforcement and security during emergency events;
- Provide security at shelter facilities and donation centers;
- Assist with evacuations, including movement of people and the coordination of needed equipment in support of this effort;
- Facilitate movement of the public during evacuations in coordination with transportation agencies;
- Develop mutual aid agreements with surrounding law enforcement jurisdiction; and
- Provide the Emergency Operations Center with frequent updates as to the status of law enforcement activities.

### Emergency Services

#### ESF#9-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies and other resources necessary to assist in search and rescue activities.

Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Public Works Branch

### Primary Agency

Department of Public Works

### Collaborating Agencies

Building Inspector's Office

Parks & Recreation

Virginia Cooperative Extension (Fluvanna Unit)

VDOT

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESFs) #1 and #3 under one element within the Emergency Operations Center. The county's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Director of Public Works or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Public Works Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. The Department of Public Works will coordinate the responsibilities associated with the following Emergency Support Functions:

- ESF#1 - Transportation -assists local, state, and federal government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency and coordinates response operations and restoration of the transportation infrastructure.
- ESF #3 - Public Works & Engineering - assesses the overall damage to public and private property and conducts necessary inspections to ensure the integrity of buildings, and assists with debris removal.

### Concept of Operations

In a disaster, transportation infrastructure, public utilities, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to



## Fluvanna County Emergency Operations Plan

be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. All requests for transportation, utility, and energy support will be submitted to the County Emergency Operations Center for coordination, validation, and/or action.

Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including Insurance Companies, the Virginia Department of Emergency Management, the Virginia Department of Transportation, the Virginia Department of Environmental Quality, the Virginia Department of Health, Utility Companies and Federal Agencies. The Public Works Branch will coordinate activities with these organizations, agencies and other Branches within the county EOC.

Electrical outages and other commodity shortages may impact public health and safety services, and every effort must be made to minimize the duration of such outages or shortages and the number of citizens impacted by them.

Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Management Coordinator.

The Public Works Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Department of Public Works

#### ~~ESF #1 - Transportation~~ ESF #1 - Transportation

~~Coordinating tran~~

- ~~transportation activities and resources~~ Coordinating transportation activities and resources
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from county agencies, and other EOC branches
- Facilitate movement of the public in coordination with other transportation agencies.

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## Fluvanna County Emergency Operations Plan

- Identify viable transportation routes to, from and within the emergency or disaster area

### ESF #3 – Public Works and Engineering

- Activate the necessary equipment and resources to address the emergency;
- Ensure generators and auxiliary equipment are operational at all county facilities;
- Identify private contractors and procurement procedures;
- Prioritize debris removal in coordination with VDOT;
- Specify locations for debris collection, as needed;
- Inspect county water and sewer infrastructure for damage;

### Building Inspector's Office

#### ESF #3 – Public Works and Engineering

- Coordinate a county-wide initial damage assessment (IDA) and provide the assessment to the county Emergency Management Coordinator (*See Annex B: Damage Assessment Support*);
- Facilitate emergency repair of damaged infrastructure and critical facilities;
- Develop work priorities in conjunction with other agencies when necessary; and
- Obtain required waivers and clearances related to public works support.
- Acquire outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings.

### Fluvanna County Public Schools

#### ESF #1 – Transportation

- Provide school buses for evacuations, as needed
- Document expenses related to the event.

### Department of Parks & Recreation

#### ESF #3-Public Works & Engineering

- Assist the Department of Public Works with damages assessment and debris removal
- Provide other assistance as directed by the Public Works Branch coordinator; and

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- Document expenses related to the event.

**Virginia Cooperative Extension (Fluvanna Unit)**

ESF #3-Public Works & Engineering

- Assist the Department of Public Works with damages assessment of agricultural properties; and
- Document expenses related to the event.

**VDOT**

ESF #3-Public Works & Engineering

- Assist the Department of Public Works with damage assessments of transportation infrastructure to establish priorities and determine needs of available transportation resources;
- Prioritize debris removal in coordination with Public Works; and
- Document expenses related to the event.

Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Social Services Branch

### Primary Agency

Department of Social Services

### Collaborating Agencies

American Red Cross

Fluvanna County Schools

Blue Ridge Health District

Sheriff's Office

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #6 under one element within the Emergency Operations Center. The county's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Social Services or his designee are identified in this guide as they relate to the identified emergency support function.

### Scope

This guide aligns the duties of the Social Services Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. The Department of Social Services will coordinate the responsibilities associated with the following Emergency Support Function:

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

### Concept of Operations

Some emergencies may necessitate evacuation of affected areas. Individuals and families may be deprived of normal means of obtaining food, clothing, shelter and medical needs. Family members may become separated and unable to locate each other. Individuals may develop serious physical or psychological problems requiring specialized medical services.

The responsibility for the provision of temporary emergency shelter and mass care for victims is the responsibility of the county government. Additionally, as a result of a major

## Fluvanna County Emergency Operations Plan

emergency/disaster affecting other jurisdictions within the Commonwealth of Virginia, the county may be requested to shelter evacuees.

Sheltering, feeding and emergency first aid activities may begin before, during, or after an emergency. Staging of these facilities may occur before the disaster when the emergency is anticipated.

As a result of a disaster, citizens in affected areas may be without adequate food supplies. Every effort will be made to identify affected populations and supply them with adequate nutritional resources.

Efforts will be made to coordinate among agencies providing information to create Family Assistance Center (FAC) that will serve as a single unified inquiry points for families. The FAC will strive to provide the most accurate and up-to-date information available regarding the whereabouts and status of missing persons and/or disaster casualties.

Animals will need to be adequately cared for during emergencies. All aspects of animal care and control will be handled by a group of volunteers, as specified in Support Annex C. The Virginia Cooperative Extension, Fluvanna Unit assists with agricultural animals. These include establishing animal shelters; rescue and evacuation; health care, food and water, disposal, identification and reuniting pets with their owners, and protection of citizens from any dangers (illness or injuries) posed by animals.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Management Coordinator.

The Social Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Department of Social Services

#### ESF #6 – Mass Care, Housing & Human Services

~~ESF #6 – Mass Care, Housing & Human Services~~  
Provide personnel, equipment, and other resources to support in setting up and operating shelter facilities;

- Provide personnel, equipment, supplies, and other resources to support in setting up and operating shelter facilities;
- Provide for the mass feeding of evacuees and relief workers at the shelter facilities.
- Assist in the coordination of the Family Assistance Center;
- Assist with the development and maintenance of a shelter operations plan;
- Identify food assistance needs;
- Work to obtain critical food supplies that are unavailable from existing inventories; and

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- Through coordination with the Public Works and Emergency Management branches, arrange for transportation and distribution of food supplies to impacted areas.

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- Assist in providing mental health counseling and support services;and
- Submit reports to the EOC on shelter operations and status, feeding needs of affected populations, and requests for additional resources.

#### American Red Cross

##### ESF #6 – Mass Care, Housing, & Human Services

- Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities;
- Assist with mass feeding of evacuees and relief workers at the shelter facilities;
- Assist in the coordination of the Family Assistance Center;and
- Assist with the development and maintenance of a shelter operations plan.

#### Fluvanna County Public Schools

##### ESF #6 – Mass Care, Housing, & Human Services

- Coordinate with the Emergency Management Branch on the opening and closing of public schools;
- Provide personnel, equipment, supplies and other resources needed to assist in shelter operations for victims of the affected emergency/disaster area;
- Facilitate the opening of county schools as emergency shelter sites upon request by the Director of Emergency Management or his/her designee;
- Provide personnel to assist in the mass feeding of evacuees and relief workers at the shelter sites; and
- Assist in the development and maintenance of a shelter operations plan.

#### Blue Ridge Health District

##### ESF #6 – Mass Care, Housing, & Human Services

- Provide personnel, supplies and other resources to assist in shelter operations for disaster victims with medical needs on site for first 24 hours and thereafter available via remote access;
- Ensure provision of medical support at the shelter sites;and
- Assist in the development and maintenance of a shelter operations plan.

#### Sheriff's Office

##### ESF #6 – Mass Care, Housing, & Human Services

- Provide security at shelter facilities;
- Rescue lost or stranded animals and transport to animalshelters;

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**Fluvanna SPCA and other Animal Care Agencies**

NOTE: See specifics for Emergency Pet Sheltering Plan in Annex C.

ESF #6 – Mass Care, Housing, & Human Services

- Receive and care for animals at animal shelters, mobile animal trailers, or other designated reception areas;
- Register, tag and maintain accurate records; and
- Long-term shelter of unclaimed animals.



## Annex A - Mass Care and Sheltering

### Coordinating Agency

Fluvanna Department of Social Services

### Collaborating Agencies

Blue Ridge Health District  
 Fluvanna Sheriff's Office  
 Volunteer Rescue Squads  
 Fluvanna County Public Schools  
 American Red Cross  
 Fluvanna Chaplaincy  
 Fluvanna SPCA and other animal care agencies  
 Region 10 Community Services Board  
 Lake Monticello Owners' Association (LMOA)

### Purpose

Provide basic, immediate support to disaster victims in Fluvanna County, including shelter, food and emergency relief supplies and support.

### Scope

This Annex provides services and programs that assist individuals, households, and families in four basic areas of necessity: mass care, emergency assistance, housing, and human services. These basic necessities can include short-term and long-term housing needs of victims, organizing feeding operations, providing emergency first aid at designated shelters, counseling, and support for special needs populations, and coordinating distribution of emergency relief items.

This Annex applies to all individuals and organizations involved in mass care activities required to support disaster response and recovery operations in Fluvanna County. Specifically, this Annex addresses:

- Short-term and immediate needs of disaster victims. Recovery and long-term issues will be managed through the Emergency Management Branch.
- The full range of non-medical mass care services:
  - Sheltering
  - Organizing feeding operations
  - Providing emergency relief supplies

## Fluvanna County Emergency Operations Plan

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- Providing emergency first aid at designated sites
- Collecting and providing information on disaster victims to family members
- Coordinating bulk distribution of emergency relief items
- Coordinating and providing assistance to individuals with functional

### Situation

The Department of Social Services (DSS) is responsible for coordinating the reception and care of evacuees. Public school employees may be assigned support tasks. Security will be provided by the Sheriff's Office. The Health Department will provide nurses or medical personnel for shelter operations as needed. If staffing levels are insufficient, the Health Department will notify the Emergency Management Coordinator (EMC) and request the Volunteer Rescue Squads establish a medical care service at the shelter center(s).

See **Annex C** for the Emergency Pet Sheltering Plans. Currently, co-location of pet sheltering is not available in Fluvanna. We are in process of making new arrangements for co-location at the County's designated shelter at Fluvanna High School.

### Concept of Operations

**General** – Potential hazards, such as flooding, hazardous materials incidents, or terrorist incidents, may require the evacuation of selected areas. The actual emergency situation or incident will, of course, determine the scope of the evacuation, shelter-in-place, and the number of evacuees.

**Shelter Location** – In the event of an evacuation/displacement of residents, or shelter-in-place scenario, or when the Director of Emergency Management decides an alternate or additional facility is required, he/she will advise DSS. DSS will then activate one or more of the County's shelter centers and will designate a manager to be responsible for operations at the facility. In the event of an incident where instructions direct residents to shelter-in-place, the Emergency Management Coordinator (EMC) will serve as the primary County point of contact for dissemination of information.

The County's designated shelter is the Fluvanna County High School, which is equipped with a generator. With DSS as lead for shelter setup, operations and teardown, the Schools will assist with food services and janitorial services. The Sheriff's Office will provide security.

**Information to Evacuees** – Once shelter has been established, the public should be informed immediately. The EMC should produce a news release detailing the shelter's location and safest way to reach the shelter (Emergency Management Branch). The release should also advise evacuees to bring the following items with them, if time and circumstances permit: one change of clothing, medication, baby food, supplies, as required, and sleeping bags or blankets. Evacuees should also be advised to secure their homes and turn off utilities before leaving. Evacuees will also be advised to make arrangements to care for their pets, as animals are not allowed at the shelter centers for people. In a declared local emergency, an animal shelter may be opened at a pre-determined location (ESF #11 and Annex C). Once at the shelter, evacuees should be regularly informed about the status of the incident. The EMC should update each shelter's DSS manager, who should then

disseminate this information to evacuees. This information should be accessible to all including those with sensory, intellectual, and cognitive disabilities, and those with limited English proficiency. The DSS manager at each shelter will obtain contact information for the appropriate agencies/officials for evacuees to determine the status of injured or missing relatives to the extent allowable under confidentiality regulations.

**Records** – Upon arrival at the shelter, registration forms will be completed for each family (Tab 1). Records will be maintained by DSS on the whereabouts of all evacuees throughout emergency operations. DSS, as trained and certified Red Cross workers, will provide food and shelter operations. The Health Department will complete a Health Assessment Form for each individual needing or requesting assistance. All forms will be maintained as a medical record by the Health Department.

**Access & Functional Needs Populations** – DSS will ensure that access and functional needs populations are provided for during an emergency or incident (Tab 2). The Americans with Disabilities Act Accessibility Guidelines will govern shelter site selection and operation. Adequate shelter space will be given to evacuees with functional/medical needs or others with assistive devices such as wheelchairs or walkers. Public information materials will be modified and disseminated to access and functional needs populations, their families, and service providers to ensure they are aware of the primary hazards and the planned response and mitigation actions to be taken. Information materials will also be provided to other special needs populations such as foreign nationals or the mentally ill. Unaccompanied minors will be processed by DSS not limited to making arrangements to contact the parent/guardian of that minor. To accommodate persons with special medical needs in a shelter, these individuals must be able to care for themselves or bring a personal caretaker. Individuals that have or develop medical needs will be assessed by shelter nurses and a determination will be made if it is safe for them to stay in the shelter. If it is not safe, they will be referred to a more appropriate facility. If the incident requires a higher degree of medical care, these operations will be handled in coordination with the Health Branch.

**Counseling** – Crisis counseling services will be provided, as required, by trained mental health professionals of the Region 10 Community Services Board.

**Reports** – Daily situation reports will be provided to the Emergency Operations Center (EOC) about the status of evacuees and of operations at the shelter center(s). Clear and detailed records must be maintained, including all costs incurred, in order to be eligible for post-disaster assistance.

**Shelter Security** – The Sheriff's Office will provide security for shelter locations, including parking areas. Local Volunteer Fire Companies will inspect these areas and implement additional fire protection measures, as required.

### **Responsibilities**

All agencies will assume the responsibility of maintaining a record of their expenditures relating to damage assessment activities.

Action Checklist	
<b>Routine Operations</b>	<p>DSS will develop plans and procedures to receive and care for an indeterminate number of evacuees. (Plans and procedures should also be developed in the event an incident occurs which requires evacuees to shelter-in-place.)</p> <p>The Director of Social Services will designate shelter manager(s) and other key shelter personnel.</p> <p>The <b>Emergency Management Coordinator ("EMC")</b> or designee will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Designate shelter center(s) and determine maximum capacities for each shelter center (Tab 3).</li> <li><input type="checkbox"/> Coordinate training and exercises.</li> <li><input type="checkbox"/> Pre-identify special needs populations.</li> <li><input type="checkbox"/> Negotiate agreements with local motels/hotels or other facilities for lodging displaced persons (Tab 3 and 4).</li> <li><input type="checkbox"/> Provide instructions on lodging outside of Fluvanna County in the event the number of displaced persons exceeds the capacity of local shelters (Tab 5).</li> <li><input type="checkbox"/> Pre-identify the organizations/agencies directly involved in evacuations and sheltering (Tab 4).</li> <li><input type="checkbox"/> Develop public communication plans, including emergency alert systems.</li> <li><input type="checkbox"/> Pre-identify locations/organizations outside of Fluvanna County which will provide additional lodging if necessary.</li> <li><input type="checkbox"/> Develop memorandum of understanding (MOU) with neighboring jurisdictions which will provide assistance if needed (Tab 5).</li> <li><input type="checkbox"/> Ensure resilient, reliable, and interoperable communications at shelter locations.</li> </ul>
<b>Increased Readiness</b>	<p>In the event a natural or man-made disaster or incident is threatening the local area:</p> <p>DSS will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DSS will review and update plans and procedures.</li> <li><input type="checkbox"/> Confirm task assignments and alert key personnel and organizations/agencies to stand-by status.</li> <li><input type="checkbox"/> Prepare the necessary forms.</li> <li><input type="checkbox"/> Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.</li> <li><input type="checkbox"/> DSS will keep accurate records and document disaster-related expenses for the duration of the emergency.</li> </ul> <p>The EMC will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish plans for identifying, screening, and handling evacuees exposed to such hazards as infectious waste, polluted floodwaters, chemical hazards.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify Red Cross and the Health Department of potential shelter operations and request they remain on stand-by.</li> </ul> <p>The PIO will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create pre-scripted public messages</li> <li><input type="checkbox"/> Notify the public of the imminent danger.</li> <li><input type="checkbox"/> Notify the public of what to bring to shelters.</li> </ul>
<p><b>Response Operations</b></p>	<p><b>Mobilization Phase:</b></p> <p>In this phase, conditions continue to worsen, requiring full scale mitigation and preparedness activities. When an evacuation order has been issued,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DSS will activate the shelter center or activate agreements for other lodging, as required.</li> <li><input type="checkbox"/> The EMC will notify the Health Department and Red Cross with a time to report for shelter operations.</li> <li><input type="checkbox"/> The EMC will (1) Manage and support the evacuation/transportation of special needs populations, (2) Determine decontamination needs, (3) Notify partnering organizations of needs.</li> </ul> <p>The <b>Blue Ridge</b> Health District will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct medical assessment to determine the appropriate location for evacuees with medical needs</li> <li><input type="checkbox"/> Provide basic health support to the entire shelter population and staff</li> <li><input type="checkbox"/> Monitor and respond to potential communicable disease outbreaks</li> <li><input type="checkbox"/> Facilitate access to medical care not provided at the shelter</li> <li><input type="checkbox"/> Facilitate provision of or access to prescription medications, as needed</li> <li><input type="checkbox"/> Assist caretakers of evacuees with providing the evacuees with activities of daily living. This includes assisting with feeding, personal hygiene, overseeing medication administration, <del>eteetc.</del></li> </ul> <p><b>Response Phase:</b></p> <p>In this phase, disaster strikes. An emergency response is required to protect lives and property. DSS will continue to receive, care for and feed displaced persons.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once a shelter center has been opened, VDEM will be updated immediately through the use of WebEOC.</li> <li><input type="checkbox"/> Schools will provide mass transportation, as required.</li> <li><input type="checkbox"/> The designated shelter managers will; (1) receive and care for evacuees/displaced persons, (2) register and maintain accurate records on their status and (3) provide mass feeding, as required, (4) distribute other emergency relief items such as hygiene kits, cleanup items, or infant care supplies, as needed,</li> </ul>

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	(5) The designated shelter managers will provide daily reports to the EOC.
<b>Recovery Operations</b>	<input type="checkbox"/> During this phase, DSS will continue to provide for the lodging and care of displaced persons until notified by the <b>EMSC</b> . <input type="checkbox"/> The EMC will coordinate re-entry planning, including the establishment of public safety conditions acceptable for re-entry. <input type="checkbox"/> DSS and partnering organizations will return designated shelter centers to pre-emergency operations (Tab 6). <input type="checkbox"/> Document, consolidate, and report disaster-related expenses. (FORMS)
<b>Mitigation</b>	<input type="checkbox"/> As appropriate, identify potential opportunities for mitigating the impacts of future incidents. <input type="checkbox"/> Implement identified mitigation actions <input type="checkbox"/> Work with stakeholders to identify potential vulnerabilities and improve services that may have been disrupted during an incident.

<b>Notes:</b>
<p>Prearrangements to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shelter designations; secondary/satellite designations; MOUs;</li> <li><input type="checkbox"/> "How to" checklists - "How to set up a shelter," "How to feed people in a shelter"</li> <li><input type="checkbox"/> "Go kits" for shelter set up (organize trailers); additional supply needs?</li> <li><input type="checkbox"/> Management structure &amp; SOGs/SOPs</li> <li><input type="checkbox"/> Mass Feeding arrangements</li> <li><input type="checkbox"/> Pre-scripting messaging - include what to bring, shelter open &amp; what's available; special needs/medical needs</li> <li><input type="checkbox"/> Consider emergency relief items (personal items kits from Target)</li> <li><input type="checkbox"/> Transportation plan?</li> <li><input type="checkbox"/> Security plan?</li> <li><input type="checkbox"/> Re-entry plans and closing of shelters ("How to" checklist)</li> <li><input type="checkbox"/></li> </ul> <p>Record keeping for staffing (OT budgets; cafeteria workers, DSS, county staff)            Food costs budgets</p>

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**TAB 1 to Annex A - Virginia Shelter Registration / Intake Form**

**Virginia Shelter Registration / Intake Form** Shelter ID Number: \_\_\_\_\_

Shelter Name/Location: \_\_\_\_\_ Date/Time: / / : \_\_\_\_AM PM  
 Family Name (Last): \_\_\_\_\_ Given Name (First): \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Phone: - - \_\_\_\_\_ Cellular Phone: - - Preferred Language: \_\_\_\_\_  
 Date of Birth: / / \_\_\_\_ Unaccompanied Minor:  Yes  No  N/A Gender:  Female  Male  
 Do you receive any Federal aid ( Medicare, Medicaid):  Yes  No State aid (WIC):  Yes  No  
 Emergency Contact Information - to give or receive critical health information  
 Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

**Family Members / Caregiver Present in Shelter**

Last Name / First Name	Age	Gender	Arrival Date	Departure Date	Relocation Address/ Phone	Caregiver
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>

**Animals**

Did you bring any animals with you?  Yes  No Service animal:  Yes  No

Species (Cat, Dog)	Name	Breed/Color	Age	Gender	Spayed/ Neutered
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N

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Health Information			
Are you currently experiencing any of the following:			
<input type="checkbox"/> Y <input type="checkbox"/> N	Diarrhea		<input type="checkbox"/> Y <input type="checkbox"/> N Unexplained weight loss
<input type="checkbox"/> Y <input type="checkbox"/> N	Rash		<input type="checkbox"/> Y <input type="checkbox"/> N Night sweats
<input type="checkbox"/> Y <input type="checkbox"/> N	Fever		<input type="checkbox"/> Y <input type="checkbox"/> N Severe sore throat
<input type="checkbox"/> Y <input type="checkbox"/> N	Cough		<input type="checkbox"/> Y <input type="checkbox"/> N Severe stiff neck
<input type="checkbox"/> Y <input type="checkbox"/> N	Productive cough		<input type="checkbox"/> Y <input type="checkbox"/> N Infected wound
<input type="checkbox"/> Y <input type="checkbox"/> N	Coughing up blood		<input type="checkbox"/> Y <input type="checkbox"/> N Acute mental symptoms

Do you have any medical concerns that may need immediate attention:			
<input type="checkbox"/> Y <input type="checkbox"/> N	Difficulty breathing		<input type="checkbox"/> Y <input type="checkbox"/> N Severe pain (headache, toothache, etc.)
<input type="checkbox"/> Y <input type="checkbox"/> N	Chest pain		<input type="checkbox"/> Y <input type="checkbox"/> N Injury that needs immediate medical attention
<input type="checkbox"/> Y <input type="checkbox"/> N	Other	Describe: _____	

Are you or do you think you could be pregnant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
If yes, what is your due date?	___/___/___(MM/DD/YY) OR
When was your last menstrual period?	___/___/___(MM/DD/YY)
If unsure, when was your last menstrual period?	___/___/___(MM/DD/YY)

Name of Medication*	Dose	Frequency	Has medication?	Days of supply on hand	Requires medication immediately	Requires Rx refill
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

\*If medication name unknown fill in purpose of medication (e.g., blood pressure med)

Interviewer Name: \_\_\_\_\_ Interviewer Signature: \_\_\_\_\_

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**TAB 2 To Annex A – Access and Functional Needs Populations****REQUIRING SPECIAL CARE IN TIME OF EMERGENCY**

General. Commercial and charitable visiting nurse or aid organizations may call in individuals or lists of individuals with special needs. Such calls should be patched to the DSS representative on duty in the EOC.

Churches who call in known elderly should be encouraged to verify or provide transport for those which can be moved by private auto, identify those which need handicapped vehicle or ambulance transport, and provide reports back to the DSS EOC representative of those who have been provided for. In order to best identify the transportation need, callers should be asked for a brief summary of the specific handicap.

If established, the DSS EOC representative will "scrub" the various lists against each other in order to delete the inevitable duplications and assemble as current a list as possible. This list should not be considered a comprehensive list of the entire special needs population in Fluvanna.

Telecommunications device for the deaf (TDD) services are available in the Communications dispatch center, and should be augmented as necessary to a full keyboard position during mobilization for any large-scale disaster.

During increased readiness for large-scale disasters/incidents, the list will be sorted by evacuation zones, geographic village or street listings with assistance from the 911 staff, in order to provide geographic listings for transportation/officers/fire/rescue.

As in-field warning progresses, "found" individuals lacking family or other appropriate transportation will be identified back to the EOC.

Special Transportation Resources

- Fluvanna County Public Schools has four (4) Wheelchair buses
- JAUNT also has wheelchair accessible transportation

**TAB 3 to Annex A - Closing Designated Shelters Procedures**

- ┌ DSS and partnering organizations must be notified of when to stop providing lodging/assistance to displaced persons.
- ┌ Plans must be in place for closing the shelters and ensuring evacuees' basic needs are still met.
- ┌ Agreements must be made beforehand detailing the responsibilities of shelter operators and partnering organizations in returning designated shelter centers to pre-emergency operations. These agreements should also detail the care and maintenance of shelters during emergencies.
- ┌ Proper documentation must continue until shelters are returned to pre-emergency operations.

## Annex B - Damage Assessment Support

### Coordinating Agency

Emergency Management Branch

### Collaborating Agencies

Building Inspector's Office

Commissioner of the Revenue's Office

Public Works

### State Agencies

Virginia Department of Transportation

Virginia Department of Emergency Management

### Purpose

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

### Scope

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

### Definitions

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

**Preliminary Damage Assessment (PDA):** A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

### **Policies**

The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary). At the Incident Commander’s request, the first priority for damage assessment may be to assess County structural/infrastructure damage. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with the County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration. An estimate of expenditures and obligated expenditures will be submitted to both the County and the VEOC before a Presidential Disaster declaration is requested.

Additional reports will be required when requested by the Director of Emergency Management or Emergency Management Coordinator, depending on the type and magnitude of the incident. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through the EOC. The approval to expend funds for response and recovery operations will be given by the Director of Emergency Management or designee. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions.

### **Situation**

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

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

Important to note, public funds cannot be spent for private property in the response and recovery phases of a disaster, unless a Presidential declaration is made and funding is secured for this purpose. The County will perform damage assessments for private property, but cannot use public funds for response.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a “major disaster,” “major emergency,” or a specific federal agency disaster

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

1. Individual Assistance (IA)
  - a. Temporary housing;
  - b. Individual and family grants (IFG);
  - c. Disaster unemployment assistance;
  - d. Disaster loans to individuals, businesses and farmers;
  - e. Agricultural assistance;
  - f. Legal services to low-income families and individuals;
  - g. Consumer counseling and assistance in obtaining insurance benefits;
  - h. Social security assistance;
  - i. Veteran’s assistance; and
  - j. Casualty loss tax assistance.
2. Public Assistance (PA)
  - a. Debris removal;
  - b. Emergency protective measures; and
  - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

### Assumptions

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

### Concept of Operations

The ultimate responsibility of damage assessment lies with the local governing authority. The Emergency Management Coordinator or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14: Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the Building Inspector's Office. The damage assessment teams will be supported by multiple agencies from the County. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.

### Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to damage assessment activities.

#### Public Works Branch

- Maintain a list of critical facilities that will require immediate repair if damaged;
- Assess damage and coordinate repairs to ensure the continued operation of County infrastructure;
- Collect and compile damage data regarding public and private utilities;
- Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the Emergency Management Coordinator;
- Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies; and
- Provide periodic situation reports to the EOC.

#### Building Inspector's Office

- Assemble the appropriate team and develop damage assessment plans, policies and procedures;
- Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
- Conduct damage assessment training programs for the teams;
- Coordinate disaster teams conducting field surveys;
- Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
- Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;

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- Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
- Correlate and consolidate all expenditures for damage assessment to the Department of Finance; and
- Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival;

**Commissioner of the Revenue's Office**

- Provide staff to attach to damage assessment teams as subject matter experts on dollar loss; and
- Work with damage assessment staff at the EOC to compile the Initial Damage Assessment and Preliminary Damage Assessment.

**Emergency Management Branch**

- Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
- Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;
- Provide direction and overall control of damage assessment for the County;
- Submit report of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format; and
- Ensure appropriate and adequate public information and education regarding the damage assessment process.

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**Tab 1 to Annex B - Damage Assessment Team Assignments**

The Building Official will report to the EOC when activated by the Emergency **Management** Coordinator. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

**I. PRIVATE PROPERTY**Category A – Residential/Personal Property

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

Team: Building Inspector/Assessor

Category B – Business and Industry

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

Team: Building Inspector/Assessor

Category C – Agriculture

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

Team: Extension Agents

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**Tab 2 to Annex B - Damage Assessment Telephone Report**

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

12. COMMENTS

12. CALL TAKER

13. DATE & TIME REPORT TAKEN

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**Tab 3 to Annex B - Cumulative Initial Damage Assessment Report**

**PRIMARY:** Input into WebEOC

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

<b>Jurisdiction:</b>	Fluvanna County
<b>Date/Time IDA Report Prepared:</b>	
<b>Prepared By:</b>	
<b>Call back number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	

**Part I: Private Property CUMULATIVE DAMAGES**

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

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<b>Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES</b>		
<b>Type of Property</b>	<b>Estimated Dollar Loss</b>	<b>% Insured</b>
Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment)		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
<b>TOTAL</b>	\$0.00	
<b>Additional Comments:</b>		

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**Tab 4 to Annex B – Public Assistance Damage Assessment Guidelines**

**APPENDIX J: PUBLIC ASSISTANCE WORK ELIGIBILITY MATRIX**

Table 23 provides the PA work eligibility matrix.

Table 23: Public Assistance Work Eligibility Matrix

Eligibility Factor	Category A: Debris Removal	Category B: Emergency Protective Measures	Category C: Roads and Bridges	Category D: Water Control Facilities	Category E: Buildings and Equipment	Category F: Utilities	Category G: Parks, Recreational, Other Facilities
Work	<p>Debris types include the following:</p> <ul style="list-style-type: none"> <li>• Vegetative</li> <li>• Construction and demolition</li> <li>• Hazardous waste</li> <li>• Household hazardous waste</li> <li>• White goods (household appliances)</li> <li>• Electronic waste</li> <li>• Soil, mud, and sand</li> <li>• Vehicles and vessels</li> <li>• Putrescent waste</li> <li>• Infectious waste</li> <li>• Chemical, biological, radiological, and nuclear (CBRN) contaminated</li> </ul>	<p>Emergency protective measures include the following:</p> <ul style="list-style-type: none"> <li>• Pre-positioning resources</li> <li>• Expenses related to operating a facility or providing a service</li> <li>• Emergency public transportation and communication</li> <li>• Flood fighting</li> <li>• Emergency operations centers</li> <li>• Emergency access</li> <li>• Supplies and commodities</li> <li>• Meals</li> <li>• Medical care</li> <li>• Evacuation and sheltering</li> <li>• Infectious disease events</li> <li>• Mosquito abatement</li> <li>• Mold remediation</li> <li>• Animal carcasses</li> </ul>	<p>Road components include the following:</p> <ul style="list-style-type: none"> <li>• Surfaces</li> <li>• Bases</li> <li>• Shoulders</li> <li>• Ditches</li> <li>• Drainage structures</li> <li>• Low water crossings</li> <li>• Associated facilities</li> </ul> <p>Bridge components include the following:</p> <ul style="list-style-type: none"> <li>• Decking</li> <li>• Guardrails</li> <li>• Girders</li> <li>• Pavement</li> <li>• Abutments</li> <li>• Piers</li> <li>• Slope protection</li> </ul>	<p>Water control facilities include the following:</p> <ul style="list-style-type: none"> <li>• Dams and reservoirs</li> <li>• Levees and floodwalls</li> <li>• Lined and unlined engineered drainage channels</li> <li>• Canals</li> <li>• Aqueducts</li> <li>• Sediment and debris basin</li> <li>• Storm water retention and detention basins</li> <li>• Coastal shoreline protective devices</li> <li>• Irrigation facilities</li> </ul>	<p>Buildings include all structural and non-structural components, including mechanical, electrical, and plumbing systems; contents and equipment within the building; and furnishings. Equipment includes vehicles and construction equipment.</p>	<p>Utilities include the following:</p> <ul style="list-style-type: none"> <li>• Water storage facilities, treatment plants, and delivery systems</li> <li>• Power generation, transmission, and distribution facilities</li> <li>• Natural gas transmission and distribution plants</li> <li>• Sewage collection systems and treatment plants</li> <li>• Communication systems</li> </ul>	<p>Publicly owned facilities include the following:</p> <ul style="list-style-type: none"> <li>• Mass transit facilities</li> <li>• Beaches</li> <li>• Parks</li> <li>• Playground equipment</li> <li>• Swimming pools</li> <li>• Bath houses</li> <li>• Tennis courts</li> <li>• Boat docks</li> <li>• Piers</li> <li>• Picnic tables</li> <li>• Golf courses</li> <li>• Ballfields</li> <li>• Fish hatcheries</li> <li>• Ports and harbors</li> <li>• Other facilities that do not fit in Categories C to F</li> </ul>

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Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> <li>• Debris removal from a street or highway to allow the safe passage of emergency vehicles</li> <li>• Debris removal from public property to eliminate health and safety hazards</li> </ul>

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<p><del>B- Emergency Protective Measures</del></p>	<p>Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property</p>	<ul style="list-style-type: none"> <li><del>• Emergency Operations Center activation</del></li> <li><del>• Warning devices (barricades, signs, and announcements)</del></li> <li><del>• Search and rescue</del></li> <li><del>• Security forces (police and guards)</del></li> <li><del>• Construction of temporary levees</del></li> <li><del>• Provision of shelters or emergency care</del></li> <li><del>• Sandbagging • Bracing/shoring damaged structures</del></li> <li><del>• Provision of food, water, ice and other essential needs</del></li> <li><del>• Emergency repairs • Emergency demolition</del></li> <li><del>• Removal of health and safety hazards</del></li> </ul>
<p><del>C- Roads and Bridges</del></p>	<p>Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs</p>	<ul style="list-style-type: none"> <li><del>• Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.</del></li> </ul>
<p><del>D- Water Control Facilities</del></p>	<p>Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted</p>	<ul style="list-style-type: none"> <li><del>• Channel alignment • Recreation</del></li> <li><del>• Navigation • Land reclamation</del></li> <li><del>• Fish and wildlife habitat</del></li> <li><del>• Interior drainage • Irrigation</del></li> <li><del>• Erosion prevention • Flood control</del></li> </ul>
<p><del>E- Buildings and Equipment</del></p>	<p>Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles</p>	<ul style="list-style-type: none"> <li><del>• Buildings, including contents such as furnishings and interior systems such as electrical work</del></li> <li><del>• Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications.</del></li> <li><del>• Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building.</del></li> <li><del>• All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.</del></li> </ul>
<p><del>F- Utilities</del></p>	<p>Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities</p>	<ul style="list-style-type: none"> <li><del>• Restoration of damaged utilities.</del></li> <li><del>• Temporary as well as permanent repair costs can be reimbursed.</del></li> </ul>



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<p>G- Parks, Recreational Facilities, and Other Items</p>	<p>Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F</p>	<ul style="list-style-type: none"> <li>• Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses.</li> <li>• Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff.</li> <li>• Repairs to maintained public beaches may be eligible in limited circumstances.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Residential electrical meters safety inspections</li> <li>• Demolition of private structures</li> <li>• Temporary relocation of essential services</li> <li>• Snow-related activities</li> <li>• Emergency berms on beaches</li> <li>• Temporary emergency repair or stabilization</li> <li>• Temporary slope stabilization</li> </ul>	<ul style="list-style-type: none"> <li>• Approaches</li> <li>• Associated facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Pumping facilities</li> <li>• Navigational waterways and shipping channels</li> </ul>			
<p>Applicant</p>	<p>State and territorial governments, federally recognized tribal governments, local governments, and certain private nonprofit (PNP) organizations are eligible applicants. A PNP is potentially eligible only if it is 501(c), (d), or (e) tax exempt and owns or operates a facility that provides a "critical service" (defined as education, utility, emergency, or medical) or a non-critical, essential social service that is provided to the general public. Refer to the <i>Public Assistance Program and Policy Guide (PAPPG)</i> for additional details.</p>					
<p>Facility</p>	<p>A facility is a building, works, system, or equipment or improved and maintained natural feature. To be eligible, the facility must be owned by or the legal responsibility of a state, local, tribal, or territorial (SLTT) government or owned by or the legal responsibility of a PNP organization that provides educational, utility, emergency, medical, or custodial care and other social-type essential services. Mixed-use facilities are only eligible if more than 50 percent of the physical space is dedicated to eligible work. Inactive facilities or facilities under a specific authority of a federal agency (except public housing) are not eligible.</p>					
<p>Cost</p>	<p>Costs must be directly tied to the performance of eligible work; adequately documented; reduced by all applicable credits (e.g., insurance proceeds and salvage values); authorized and not prohibited under applicable laws and regulations; consistent with the applicant's internal policies, regulations, and procedures; and necessary and reasonable. Costs are considered reasonable when they are as follows:</p> <ul style="list-style-type: none"> <li>• Recognized as ordinary and necessary;</li> <li>• Comparable to current market price based on historical documentation, average cost in the area, or published unit costs from national databases;</li> <li>• Above current market price for valid reasons, (e.g., shortage of equipment, materials, supplies, labor, or contractors);</li> <li>• Within the context of exigent circumstances;</li> <li>• Part of ethical business practices; and</li> <li>• Aligned with all procurement requirements.</li> </ul>					

## APPENDIX K: PUBLIC ASSISTANCE WORK ASSESSMENT MATRICES

Table 24 provides the PA work assessment matrix (Category A).

**Table 24: Public Assistance Work Assessment Matrix (Category A: Debris Removal)**

Information	Description of Information Needed	✓	Supporting Documentation/Validation
Location of Debris	Address and/or Global Positioning System (GPS)/United States National Grid (USNG) location for roads, rights-of-way, private property, waterways, parks, etc.	<input type="checkbox"/>	<b>Annotated maps.</b>
Location of Debris Operations Facilities	USNG location for reduction sites, disposal sites, pickup locations, etc.		
Work Completed	Percent of debris removal completed at time of assessment.	<input type="checkbox"/>	<b>Brief statement</b> of percentage of work completed at time of assessment.
Debris Type (classification) and Quantity per Type	Provide total quantity of debris to be removed (including debris already moved) by type of debris:	<input type="checkbox"/>	<b>Photographs</b> (to show work completed, work to be completed, and locations where estimates were developed).
	<ul style="list-style-type: none"> <li>• Vegetative</li> <li>• Construction and demolition</li> <li>• Hazardous waste</li> <li>• Household hazardous waste</li> <li>• White goods (household appliances)</li> <li>• Electronic waste</li> </ul>	<ul style="list-style-type: none"> <li>• Soil, mud, and sand</li> <li>• Vehicles and vessels</li> <li>• Putrescent waste</li> <li>• Infectious waste</li> <li>• Chemical, biological, radiological, and nuclear (CBRN) contaminated</li> </ul>	
Type of Work	Is the work, force account, contract, or a combination of both?	<input type="checkbox"/>	<b>Brief statement</b> about whether work is force account, contract, or a combination.
Force Account Labor Costs	Provide regular time and overtime hours and rates for all force account labor.	<input type="checkbox"/>	<b>Labor cost summary</b> (separate out regular time and overtime).
Force Account Equipment Costs	Provide time and rate of all force account equipment used.	<input type="checkbox"/>	<b>Labor contracts/agreements</b> to verify rates.
Force Account Supply Costs	Provide a list of all force account supplies used and their cost.	<input type="checkbox"/>	<b>Equipment cost summary.</b>
Contract Costs	Provide actual costs or the costs estimates of all contracts.	<input type="checkbox"/>	<b>Supply cost summary.</b>
Unit Costs	Cost per ton or cubic yard with explanation of calculation.	<input type="checkbox"/>	For large projects, provide <b>contractor bids or invoices and disposal invoices.</b>
		<input type="checkbox"/>	<b>Brief statement</b> explaining calculation.

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Information	Description of Information Needed	✓	Supporting Documentation/Validation
Recycling or Reusing Debris?	Yes/No	<input type="checkbox"/>	N/A
Unique Removal Requirements	For example, special equipment, long hauls, staging, reduction, hazardous materials, local ordinances, etc.	<input type="checkbox"/>	<b>Relevant documentation</b> validating unique requirements.
Impact on Community Functions	Narrative describing impact on normal community functions.	<input type="checkbox"/>	<b>Relevant documentation</b> validating impact on community functions.
Environmental and Historic Preservation Considerations	Narrative describing environmental and historic preservation considerations.	<input type="checkbox"/>	<b>Relevant documentation</b> validation environmental and historic preservation considerations.

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Table 25 provides the PA work assessment matrix (Category B).

**Table 25: Public Assistance Work Assessment Matrix (Category B: Emergency Protective Measures)**

Information	Description of Information	✓	Supporting Documentation/Validation
Location(s)	Address and/or Global Positioning System (GPS)/United States National Grid (USNG) location.	<input type="checkbox"/>	<b>Notated maps.</b>
Type of Emergency Protective Measures	Details of the emergency protective measures required.	<input type="checkbox"/>	Description of the emergency protective measures required.
Type of Work	Force account, contract, mutual aid, or combination.	<input type="checkbox"/>	N/A
Force Account Labor Costs	Regular time and overtime hours and rates.	<input type="checkbox"/>	<b>Labor cost summary</b> (separate out regular time and overtime).
		<input type="checkbox"/>	<b>Labor contracts/agreements</b> to verify rates.
Force Account Equipment Costs	Time and rates used.	<input type="checkbox"/>	<b>Equipment cost summary.</b>
Force Account Supply Costs	List supplies used and cost.	<input type="checkbox"/>	<b>Supply cost summary.</b>
Material Costs	List of materials and cost per unit.	<input type="checkbox"/>	Material invoices, historic costs for similar work, estimates by professionals familiar with facility, or commercial estimating source.
Contract Costs	Actual or estimates.	<input type="checkbox"/>	Contracts, bids, invoices (required for large projects), historic costs for similar work, estimates by professionals familiar with the facility, or commercial estimating source.
Unique Requirements	Narrative describing unique requirements impacting cost.	<input type="checkbox"/>	<b>Relevant documentation</b> validating unique requirements.
Impact on Community Functions	Narrative describing impact on normal community functions.	<input type="checkbox"/>	<b>Relevant documentation</b> validating impact on community functions.
Environmental and Historic Preservation (EHP) Considerations	Narrative describing EHP considerations.	<input type="checkbox"/>	<b>Relevant documentation</b> validation EHP considerations.

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Table 26 provides the PA work assessment matrix (Categories C to G).

Table 26: Public Assistance Work Assessment Matrix (Categories C to G)

Information	Description of Information	✓	Supporting Documentation/Validation
Location(s)	Address and/or Global Positioning System (GPS)/United States National Grid (USNG) location.	<input type="checkbox"/>	<b>Notated maps.</b>
Facility Type (structure and materials)	<b>Structure:</b> Road, bridge, road element, building, works, system (e.g., water distribution system), or equipment. <b>Materials:</b> Damaged materials of the facility.	<input type="checkbox"/>	<b>Photographs.</b>
Repair or Replacement	Justification for repair or replacement.	<input type="checkbox"/>	
Damage Dimensions	Size, length, capacity, etc., of damage.	<input type="checkbox"/>	
Damaged Elements/Equipment/ Building Contents	Individual elements of the facility that have been damaged.	<input type="checkbox"/>	<b>Recent safety inspection or maintenance records</b> that show pre-disaster condition (large projects only).
Type of Work	Force account, contract, or combination.	<input type="checkbox"/>	<b>Codes and standards to be considered</b> (when it dramatically increases cost).
Force Account Labor Costs	Regular time and overtime hours and rates.	<input type="checkbox"/>	<b>Brief statement</b> about whether work is force account, contract, or a combination.
Force Account Equipment Costs	Time and rates used.	<input type="checkbox"/>	<b>Labor cost summary</b> (separate out regular time and overtime).
Force Account Supply Costs	List supplies used and cost.	<input type="checkbox"/>	<b>Labor contracts/agreements</b> to verify rates.
Material Costs	List of materials and cost per unit.	<input type="checkbox"/>	<b>Equipment cost summary.</b>
Contract Costs	Actual or estimates.	<input type="checkbox"/>	<b>Supply cost summary.</b>
Unique Requirements	Narrative describing unique requirements impacting cost.	<input type="checkbox"/>	Material invoices, historic costs for similar work, estimates by professionals familiar with facility, or commercial estimating source.
Impact on Community Functions	Narrative describing impact on normal community functions.	<input type="checkbox"/>	Contracts, bids; invoices (required for large projects), historic costs for similar work, estimates by professionals familiar with the facility, or commercial estimating source.
		<input type="checkbox"/>	<b>Relevant documentation</b> validating unique requirements.
		<input type="checkbox"/>	<b>Relevant documentation</b> validating impact on community functions.

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Environmental and Historic Preservation (EHP) Considerations	Narrative describing EHP considerations.	<input type="checkbox"/>	<b>Relevant documentation</b> validation EHP considerations.
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Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

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

Appendices taken from FEMA Preliminary Damage Assessment Guide, May 2020. For additional information Adapted from the Public Assistance Guide, FEMA-322; Additional policy information is available at

<http://www.fema.gov/government/grant/pa/policy.shtm> see: [https://www.fema.gov/sites/default/files/2020-07/fema\\_preliminary-disaster-assessment\\_guide.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_preliminary-disaster-assessment_guide.pdf)

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Tab 5 to Annex B - Individual Assistance Damage Assessment Guidelines



**Individual Assistance Damage Assessment Level Guidelines**

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

**IDA Tips: Estimating Water Depths**

Brick - 2 1/2 inches per course  
 Lap or aluminum siding - 4 inches or 8 inches per course  
 Stair risers - 7 inches

Concrete or cinder block - 8 inches per course  
 Door knobs - 36 inches above floor  
 Standard doors - 6 feet 8 inches

Additional information: [www.VAEmergency.com](http://www.VAEmergency.com)

Adapted from FEMA 9327.1-PR April 2005

Revised 03/13/07 VDEM

## APPENDIX H: INDIVIDUAL ASSISTANCE DAMAGE MATRICES

Tables 20 and 21 provide the damage assessment matrices for manufactured and conventionally built homes, respectively.

### Manufactured Homes

Table 20: Damage Assessment Matrix for Manufactured Homes

Degree of Damage	Definition	Flood Damage		Damage Other Than Flood (e.g., Wind-Driven Rain and Earthquake)
		Water Level	Examples	Examples
<b>Affected</b>	The residence has cosmetic damage only.	<b>Below Floor System</b>	<ul style="list-style-type: none"> <li>No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted).</li> <li>Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.</li> </ul>	<ul style="list-style-type: none"> <li>No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted).</li> <li>Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.</li> </ul>
<b>Minor</b>	The residence is damaged and requires minimal repairs to make habitable.	<b>In Floor System</b>	<ul style="list-style-type: none"> <li>When the waterline has reached the floor system but has not entered the living space of the unit. Examples of damage include the following:                             <ul style="list-style-type: none"> <li>Bottom board, insulation, or ductwork in the floor system.</li> <li>Heating, ventilating, and air conditioning (HVAC) is impacted.</li> </ul> </li> <li>There is no structural damage to the residence, and it has not been displaced from the foundation.</li> </ul>	<ul style="list-style-type: none"> <li>There is no structural damage to the residence, and it has not been displaced from the foundation.</li> <li>Some of the nonstructural components have sustained damage (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hookup).</li> <li>HVAC is impacted.</li> </ul>
<b>Major</b>	The residence has sustained significant damage and requires extensive repairs.	<b>In Living Space</b>	<ul style="list-style-type: none"> <li>Water has covered the floor system and entered the living space of the unit but is still below the roofline.</li> <li>The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged.</li> </ul>	<ul style="list-style-type: none"> <li>The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged.</li> <li>Fifty percent or more of non-structural components (e.g., roof shingles, drywall, and utility hookups) have sustained significant damage.</li> </ul>

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Degree of Damage	Definition	Flood Damage		Damage Other Than Flood (e.g., Wind-Driven Rain and Earthquake)
		Water Level	Examples	Examples
<b>Destroyed</b>	The residence is a total loss.	<b>Above Roofline</b>	The residence is a total loss, for example: <ul style="list-style-type: none"> <li>Waterline is at the roofline or higher.</li> <li>Residence's frame is bent, twisted, or otherwise compromised.</li> </ul>	<ul style="list-style-type: none"> <li>The residence's frame is bent, twisted, or otherwise compromised.</li> <li>The majority of the structural framing of the roof or walls has been compromised, exposing the interior.</li> </ul>
<b>Inaccessible</b>	Damage to residence cannot be visually verified.	<b>N/A</b>	<ul style="list-style-type: none"> <li>Flood waters are blocking access to residences by covering, washing out, or destroying roads, bridges, or access routes, and degree of damage cannot be visually verified.</li> </ul>	<ul style="list-style-type: none"> <li>Debris from landslides, mudslides, severe soil erosion, or blowdown is blocking access to residences by disrupting or destroying roads, bridges, or access routes, and degree of damage cannot be visually verified.</li> </ul>

Conventionally-Built Homes

Table 21: Damage Assessment Matrix for Conventionally Built Homes

Degree of Damage	Definition	Flood Damage		Damage Other Than Flood (e.g., Wind-Driven Rain and Earthquake)
		Water Level	Examples	Examples
<b>Affected</b>	The residence has minimal cosmetic damage to the exterior and/or interior.	<b>In Unfinished Basement</b>	<ul style="list-style-type: none"> <li>Waterline in the crawl space or an unfinished basement when essential living spaces or mechanical components are not damaged or submerged.</li> <li>Damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Cosmetic damage, such as paint discoloration or loose siding.</li> <li>Minimal missing shingles or siding.</li> <li>Damage to an attached structure (e.g., porch, carport, garage, or outbuilding not for commercial use), gutters, screens, landscaping, retaining walls, or downed trees that do not affect access to the residence.</li> </ul>
<b>Minor</b>	The residence has sustained a wide range of damage that does not affect structural integrity but could affect habitability.	<b>Below 18 Inches</b>	<ul style="list-style-type: none"> <li>Waterline at 1 to 3 inches in an essential living space.</li> <li>When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor, depending on the following factors: duration of the flood, contaminants in the water, if waterline reached electrical outlets, and number of essential living spaces flooded.</li> <li>Waterline in a finished basement.</li> <li>Damage to mechanical components (e.g., furnace, boiler, water heater, heating, ventilating, and air conditioning (HVAC), etc.)</li> <li>Damage or disaster-related contamination to a private well or septic system.</li> </ul>	<ul style="list-style-type: none"> <li>Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight).</li> <li>Nonstructural damage to the interior wall components, to include drywall and insulation.</li> <li>Nonstructural damage to exterior components.</li> <li>Multiple small vertical cracks in the foundation.</li> <li>Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence).</li> <li>Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.).</li> <li>Damage or disaster-related contamination to a private well or septic system.</li> </ul>

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Degree of Damage	Definition	Flood Damage		Damage Other Than Flood (e.g., Wind-Driven Rain and Earthquake)
		Water Level	Examples	Examples
<b>Major</b>	The residence has sustained significant structural damage and requires extensive repairs.	<b>Above 18 Inches</b>	<ul style="list-style-type: none"> <li>Waterline above 18 inches or the electrical outlets in an essential living space.</li> <li>Waterline on the first floor (regardless of depth) of a residence when basement is completely full.</li> <li>When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood, contaminants in the water, if waterline reached outlets, and number of essential living spaces flooded.</li> </ul>	<ul style="list-style-type: none"> <li>Failure or partial failure to structural elements of the roof over essential living spaces to include rafters, ceiling joists, ridge boards, etc.</li> <li>Failure or partial failure to structural elements of the walls, to include framing, etc.</li> <li>Failure or partial failure to foundation, to include crumbling, bulging, collapsing, horizontal cracks of more than 2 inches, and shifting of the residence on the foundation of more than 6 inches.</li> </ul>
<b>Destroyed</b>	The residence is a total loss: (e.g., damaged to such an extent that repair is not feasible, requires demolition, and/or confirmed to be in imminent danger).	<b>Above Roofline</b>	<ul style="list-style-type: none"> <li>Waterline at the roofline or higher, or</li> <li>Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).</li> </ul>	<ul style="list-style-type: none"> <li>Only foundation remains.</li> <li>Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).</li> <li>The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).</li> </ul>
<b>Inaccessible</b>	Damage to residence cannot be visually verified.	<b>N/A</b>	<ul style="list-style-type: none"> <li>Flood waters are blocking access to residences by covering, washing out, or destroying roads, bridges, or access routes, and degree of damage cannot be visually verified.</li> </ul>	<ul style="list-style-type: none"> <li>Debris from landslides, mudslides, severe soil erosion, or blowdown is blocking access to residences by disrupting or destroying roads, bridges, or access routes and degree of damage cannot be visually verified.</li> </ul>



## APPENDIX I: INDIVIDUAL ASSISTANCE HOUSING INSURANCE MATRIX

Table 22 provides the IA housing insurance matrix.

Table 22: IA Housing Insurance Matrix

Insurance Type	Property Covered	Property Not Covered	Perils Covered	Perils Not Covered
<b>Flood</b>	<p><b>Owners Only:</b> All real property from the first floor above ground level up; real property in basement below ground level necessary for habitability (e.g., structural wall, furnace, water heater, and main panel); separate structures, such as storage buildings; cost of preventing flood damage to home; and removal of debris deposited by covered peril.</p> <p><b>Homeowners and Renters:</b> Property in basement necessary for habitability (e.g., washer and dryer), all personal property in dwelling and separate enclosed structures (see property not covered), and personal property stored away from premises.</p>	<p><b>Real Property:</b> Water wells, well pumps, oil or propane tanks, septic tanks, seawalls, retaining walls, washouts (access), and dikes.</p> <p><b>Personal Property:</b> Property stored in basements below grade level, as identified by the individual policy.</p>	General condition of flooding, (e.g., overflow of inland or tidal waters, the unusual and rapid runoff or accumulation of surface waters from a source), mudflow/mudslide, and seepage caused by flood (e.g., ground saturation or seeping under doors from rising water) (Note: Not all perils listed are included nationwide or in outside the continental United States (OCONUS) areas. Consult with local/state or municipalities insurance commissioners for details.)	Anything other than perils listed, e.g., wind-driven rain (WDR), landslide, sewer backup when no general flood exists, and seepage not caused by flood (e.g., melting snow or WDR blowing water under doors). (Note: Not all perils listed are excluded nationwide or in OCONUS areas. Consult with local/state or municipalities insurance commissioners for details.)
<b>Earthquake, Sewer Backup, and Other Riders</b>	All property covered by the policy rider.	All property excluded from coverage under the policy the rider is attached.	Only the peril(s) specified on the rider.	All perils except those specified by the rider.
<b>Homeowners or Renters</b>	<p><b>Owners:</b> All real property, including separate structures; removal of debris deposited by covered peril; personal property; and additional living expenses (ALE) for covered perils.</p> <p><b>Renters:</b> All personal property, including personal property away from premises and ALE for covered perils.</p>	Seawalls, retaining walls, and washouts (access).	Wind; hail; lightning; falling objects, including trees; freezing of plumbing; weight of ice, snow, or sleet; fire; smoke; volcanic eruption; and power surge explosion.	Surface waters or flood, rain through doors, windows or bad roof, seepage, landslides, mudslides, earthquake, and sewer backup.  Sewer backup is usually covered in an endorsement to the policy.

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Appendices H and I taken from FEMA Preliminary Damage Assessment Guide, May 2020. For additional information see: [https://www.fema.gov/sites/default/files/2020-07/fema\\_preliminary-disaster-assessment\\_guide.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_preliminary-disaster-assessment_guide.pdf)

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Insurance Type	Property Covered	Property Not Covered	Perils Covered	Perils Not Covered
<b>Manufactured Home</b>	Manufactured home, including separate structures; removal of debris deposited by covered peril; cost of emergency repairs or removal to protect the manufactured home; ALE for covered perils; and all personal property, including personal property away from premises. Structural-only coverage excludes personal property and ALE coverage.	Seawalls and washouts (outside damage).	Wind; hail; lightning; falling objects, including trees; freezing of plumbing; weight of ice, snow, or sleet; fire; smoke; volcanic eruption; power surge; and explosion.  Flood may not be covered, depending on the contract.	Sewer backup; leakage from rain, snow, or sleet; freezing or electrical failure, mudslide, and earthquake. Flood may not be covered, depending on the contract.  Electrical failure does not pertain to power surges, only to situations where electrical service stops and there is no damage to the home.
<b>Condominium</b>	<b>Unit:</b> Structural elements not shared by other tenants or owned by the association, generally from the sheetrock in, including sheetrock, paneling, and wall covering; ALE for covered perils; and all personal property, including personal property away from premises.  <b>Master:</b> Structural elements shared by other tenants or owned by the association, generally from the studs out.	Seawalls, retaining walls, and washouts (access).	Wind; hail; lightning; falling objects, including trees; freezing of plumbing; weight of ice, snow, or sleet; fire; smoke; volcanic eruption; and power surge explosion.	Surface waters or flood; rain through doors, windows, or bad roof; landslides; mudslides; earthquake; sewer backup; leakage from rain, snow, or sleet; and freezing or electrical failure.

## Annex C - Emergency Pet Sheltering

### Primary Agency

Animal Care Coordinator (Agency or Individual TBD)

### Cooperating Agencies

Emergency Management Branch

Sheriff's Office, Animal Control

Fluvanna County SPCA

Caring for Creatures

Virginia Cooperative Extension Service (Fluvanna Unit)

### Foreword

This annex was developed in order to comply with the Federal Pet Evacuation and Transportation Standards Act, PETS Act, which was passed into law in October 2006. This legislation requires state and local emergency management agencies to include companion and service animals in their disaster response plans, as pet owners qualify as people with special needs in disasters.

Animals are often overlooked during and after a disaster, until they have become a problem. It is generally assumed that they can fend for themselves and not present additional problems for society. This policy recognizes that animals could become a problem for society if not appropriately cared for and controlled.

When evacuation is imminent, it is very likely that people will not evacuate their homes if this includes abandoning their pets. It is expected that some of these pets will be taken to public shelters. This policy is intended to plan for these and other disaster situations with an orderly and effective response system. Concentration is on care of animals abandoned or lost and those brought to public shelters.

### Purpose

The purpose of this policy is to establish organizational responsibilities and general policies and procedures for the care of companion animals during natural and man-made emergencies and disasters. A major goal of this policy is to minimize animal suffering, loss of life, and subsequent disability by ensuring timely and coordinated assistance.

The Animal Disaster Plan coordinates public and private sector resources to meet the animal-service needs that may arise during an emergency including:

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- Rescue and capture of animals that have escaped confinement
- Evacuation/transportation
- Sheltering
- Veterinary care for the sick and injured
- Quarantine of infectious or contaminated animals
- Disposal of dead animals

**MISSION.** To provide guidelines for rapid response to disasters affecting the health, safety, and welfare of animals both domestic and livestock. Resources in emergency preparedness, response and recovery include but are not limited to, small and large animal care, facility usage and displaced pet/livestock assistance.

### Definitions

**Companion Animals:** are domestic animals serving as household pets and family companions. **Only** dogs and cats are included in this policy. Companion animals cannot be admitted into the human emergency shelter.

**Service Animals:** as defined by the Americans with Disability Act (ADA) is a service guide dog, signal dog, or any other animal that is individually trained to assist an individual with a disability. If they meet this definition, animals are considered service animals under ADA regulations regardless of whether they have been licensed or certified by a state or local government. Service animals will be admitted to Red Cross shelters with their owner.

**Emergency Pet Shelter:** is a short-term pet shelter for dogs and cats in the initial response phase of a disaster. The Emergency Pet Shelter will remain open in concurrence with emergency shelters for citizens. Owned pets must be picked up as soon as the emergency is over or a boarding fee will be charged.

### Scope

The scope of this policy is to provide coordinating actions during an initial response phase of a disaster for pet owners. This policy considers the needs of the following domestic pets: dogs and cats. Owners of exotic pets and livestock must act responsibly and take appropriate actions in providing care or evacuating their animals. Domestic animals found roaming after a disaster has occurred will be taken to the Fluvanna SPCA by Animal Control Officers.

### Situation and Assumptions

Natural or man-made emergencies and disasters occur which require citizens to evacuate their homes. Some residents will not want to leave pets such as dogs and cats behind.

Some pet owners may plan on a short-term absence during an emergency, and leave pets at home supplied with adequate food and water however; owners may want to go back into their home to retrieve them after the height of the disaster, risking their safety. Mass care facilities for citizens may not permit animals other than those used for special needs assistance. [Page 87](#)

The owners of pets, when notified of an upcoming emergency will take reasonable steps to shelter and provide for animals under their care and control. During emergency evacuation, owners may seek extended care for pets in a facility other than the pet’s home. Pets left unattended may be at risk to themselves and to the general population.

Events, such as natural disasters or hazardous material spills could create needs to evaluate people from their homes, which could also displace companion animals. These hazards could also cause injury or death to animals and allow animals to roam unattended. The duration of these hazards is variable as is their effect on the county. Any one of the potential hazards could cause the separation of animals from their owners. Secondary events, such as power outages, could prolong the situation. Smaller scale events, such as a fire at an animal care facility or an animal transportation accident could also require emergency animal care.

Animal care personnel will participate in emergency operations on a voluntary basis.

If an emergency incapacitates local veterinary activities or if the magnitude of the emergency exceeds local veterinary resources, veterinary resources from adjacent counties and/or state may be requested.

**Pet Population Estimates**

Species	Percentage of US Households Owning Pets	Average Number of Pets per Pet-Owning Household
Dogs	36.5	1.6
Cats	30.4	1.821
Birds	3.12	2.13
Horses	N/A	N/A2.7

Source: 2012 U.S. Pet Ownership & Demographics Sourcebook

<https://www.avma.org/resources-tools/reports-statistics/us-pet-ownership-statistics>

<https://www.avma.org/KB/Resources/Statistics/Pages/Market-research-statistics-US-pet-ownership.aspx>

Sixty-seven percent of U.S. households, or about 85 million families, own a pet, according to the 2019-2020 National Pet Owners Survey conducted by the American Pet Products Association (APPA)  
Sixty-five percent of U.S. households, or about 79.7 million families, own a pet, according to the 2016 National Pet Owners Survey conducted by the American Pet Products Association (APPA). The American Veterinary Medical Association gives the above statistics to estimate local pet ownership.

Species	Estimated Numbers in Fluvanna
Dogs	55186097
Cats	60324537
Birds	674583
Horses	N/A387

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Other Fluvanna County-related statistics:

Total Households	94499223* (US Census)
Number of Farms	327
Total Farm acreage	48,883
Average Farm size (acres)	149 acres
Number of Cattle	6,730 (55 <sup>th</sup> in State)

Source: Fluvanna County website – Quick Facts; Updated January 2012

### Concept of Operations

Currently, co-location of people sheltering and pet sheltering is not available in Fluvanna. We are in process of making new arrangements for co-location at the County's designated shelter at Fluvanna High School. However, until such arrangements are finalized, a designated emergency pet shelter will be determined as needed, IF local sheltering with existing pet care facilities is unavailable.

Emergency Pet Sheltering in Fluvanna is handled by a volunteer collaboration of pet care organizations, including Caring for Creatures, Fluvanna SPCA, and with collaboration with the Virginia Cooperative Extension (Fluvanna Unit). This collaborative group will:

- **Coordinate preparedness activities with the appropriate public and private sector organizational representatives.** The activities include planning that addresses provisions for protection of companion and farm animals, and animals in animal shelters. Coordination with State and National animal protection volunteer groups will be necessary to ensure the needs of animals are met during disaster situations, as well as providing volunteer training opportunities.
- **Assess the situation and make a decision on the number and location of shelters that will be used to house animals.** Typical facilities include the jurisdiction's animal shelter(s), veterinary hospitals, boarding kennels. Facilities for agricultural animals could include boarding stables, horse farms, and dairy farms, and/or public land (after obtaining clearance through the EOC).
- **Make provisions** for purchasing, stockpiling, or otherwise obtaining the essential stocks (food, water, medical, etc.) needed to support an extended stay (3-14 days) in shelters within the risk area or in mass care facilities.
- Based on information on the high-hazard areas in the jurisdiction, **make an initial estimate** of the numbers and types of animals that may need to be evacuated and/or sheltered.
- Coordinate the actions needed to **obtain sufficient personnel** to staff animal shelters, as needed.
- Ensure each animal shelter has a **highly visible identity marker** and sign that identifies its location, with signs from major intersections directing people to shelter(s).

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- Coordinate with the EOC to facilitate **dissemination of information to the public** on the location of the companion animal shelters that will be opened, to include information on the Fluvanna County/FSPCA/CFC websites.
- If appropriate, coordinates with personnel in public shelters to **act as a referral source** for individuals with service animals.
- **Open pet shelters** and provide food, water, and medical care, as needed, for the animals in the shelter. Keep shelters open as long as is deemed necessary by the Animal Care Coordinator. Ensure each shelter receives the necessary supplies to sustain itself.
- **Form emergency response teams** (evacuation, shelter, veterinary treatment, search and rescue, etc.) that include trained professionals and volunteers to accomplish necessary actions during response operations.
- **Coordinate the services and assistance** provided to the animal victims. Activities may include the protection, care, and disposal (if appropriate) of animal victims impacted by disasters.
- Coordinate to arrange travel routes and schedules the timing for **evacuation of farm animals**, animals in kennels, veterinarian hospitals, animal shelters, etc., from the risk area.
- As appropriate, **mobilize transportation vehicles** (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals, to include transportation accommodations for large breed animals.
- **Implement evacuation** by sending evacuation team(s) to load and transport the animals being evacuated.
- As appropriate, **dispatch search and rescue teams** to look for animals left behind by their owners, stray animals, and others needing transportation to a safe location, in areas other than a mandated evacuation area. This need assessment will determine subsequent rescue efforts.
- **Coordinate with the Environmental Health** on the location, collection, and disposal of dead animals.
- When appropriate, **terminate shelter operations** and close the facility.

## Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to emergency activities.

### Animal Care Coordinator

Coordinates all evaluation planning activities and assists, as appropriate, the animal care and control agency staff's efforts to:

- ☑ Identify facilities that may be used to house evacuated animals.
- ☑ Protect and care for animals during and following catastrophic emergencies, as well as participate in the evacuation of animals at risk during catastrophic emergencies.
- ☑ Disseminates to the public appropriate action(s) that should be taken to protect and care for companion and farm animals that are to be evacuated or left behind.
- ☑ Contact the **EMSC** to coordinate response activities with the recognized animal-care responders.
- ☑ Manage the public and private sector efforts to meet the animal service needs that arise including: Rescue and capture of animals that have escaped confinement, evacuation, sheltering, care of the injured, sick, and stray and disposal of dead animals.
- ☑ In coordination with the State Veterinarian and the USDA (located at the Virginia Department of Emergency Management office), assist in the isolation, euthanasia and disposal of diseased animals.
- Handle inquiries regarding actions to protect and care for companion animals, farm animals, (location of animal shelters, provisions and requirements, - e.g. use of leashes and cages - for transportation of companion animals, etc.) and available emergency assistance including how and where to get help for companion and farm animals.

### FSPCA and Caring for Creatures

- ☑ Coordinates with animal control to obtain information for dissemination to the public on the appropriate action that should be taken to protect and care for companion and farm animals during disaster situations.
- ☑ Disseminates information on appropriate actions to protect and care for companion animals that are to be evacuated or left behind.
- ☑ Makes public announcements about availability of animal shelters and their locations.
- ☑ Coordinates the preparedness actions that should be accomplished in order to feed, shelter, and provide medical treatment for animals during and after catastrophic emergencies.



## Fluvanna County Emergency Operations Plan

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- ☑ Upon notification by the Animal Care Coordinator at the EOC, provides a listing of the location of the animal shelters that have been opened to house and care for companion animals.
- ☑ Feed, shelter, and secure veterinary treatment for animals during catastrophic emergencies.
- ☑ Provides information to owners about shelters that have been opened to house and care for animals.
- ☑ Prepare a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters to include state and national resources.
- ☑ Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.

### **Emergency Management Branch**

- ☑ Determine the need for an Emergency Pet Shelter and notify the Regional Animal Shelter if impending shelter operations

### **Sheriff's Office (Animal Control Division)**

- ☑ Upon request of Emergency Management, and direction of the Sheriff, Animal Control will be responsible for transporting the pet trailer to pre-selected sheltering locations;
- ☑ Assist with transportation of dogs and cats to the Emergency Pet Shelter that belong to citizens that are seeking refuge at shelters, and have arrived at these shelters with their pets;
- ☑ Assist in animal rescue operations and participate in coordinating a volunteer training program, which may include information provided by FEMA, The Humane Society of the United States, and/or The American Society for the Prevention of Cruelty to Animals via their websites.

### **Health & Medical Services Branch**

- ☑ Address health concerns as well as sanitary and safety issues as appropriate.
- ☑ Recommend methods of proper isolation of diseased animals and disposal of dead animals.
- ☑ Supervise prevention and control of epizootic and zoonotic diseases.
- ☑ Provide support when dealing with the safe isolation of diseased animals and coordinates with the animal care agencies and animal control to dispose of these animals when necessary in cooperation with the USDA.

**Public Works Branch**

- ☑ VDOT will provide assistance in the disposal of diseased animals in disaster operations as requested by the licensed State representative at the local level.

Administration Action Checklist	
<b>Routine Operations</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop and maintain plans to provide animal care and control in time of emergencies.</li> <li><input type="checkbox"/> The Fluvanna County Emergency Operations Plan provides an organizational structure, chain of command, and outlines the duties and responsibilities of the designated Animal Care Coordinator involved in implementation of the response to a disaster or major emergency. The Virginia Cooperative Extension Service Agent shall be designated as the Animal Care Coordinator.</li> <li><input type="checkbox"/> Develop procedures for public information and education on animal disaster preparedness, to include a directory of recognized animal health care responders, licensed veterinarians and guidelines for individual owners on appropriate responses to disasters.</li> <li><input type="checkbox"/> Assign emergency duties and provide training of volunteers as appropriate.</li> <li><input type="checkbox"/> Identify essential shelters and develop procedures to provide for their security in time of emergency. Identify individuals qualified to make determinations regarding animal behavior with respect to legal authority and knowledge to make those decisions.</li> <li><input type="checkbox"/> Review and update plans and procedures, if necessary, as time permits.</li> </ul>
<b>Increased Readiness</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alert on-duty personnel</li> <li><input type="checkbox"/> Monitor the situation and be prepared to mobilize, if required.</li> <li><input type="checkbox"/> Request stand-by of volunteers</li> </ul>
<b>Mobilization Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alert all personnel</li> <li><input type="checkbox"/> Activate resources as needed</li> <li><input type="checkbox"/> Activate Animal Care Units</li> <li><input type="checkbox"/> Implement evacuation, if requested by landowner</li> </ul>
<b>Response Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain effective communication with the EOC, shelters and field personnel.</li> <li><input type="checkbox"/> Search, rescue and transport animals to shelters.</li> <li><input type="checkbox"/> Receive and care for animals.</li> <li><input type="checkbox"/> Identify, control and, if necessary, recommend the destruction of animals to the proper authorities that pose hazards to the well-being and safety of citizens. Recommend methods of proper disposal of dead animals in coordination with the Health Department/Environmental Health Officer, the animal control officer and local veterinarians.</li> </ul>

Fluvanna County Emergency Operations Plan

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register, tag and maintain accurate records.</li> <li><input type="checkbox"/> Provide food, water, and waste disposal for small and large animals at the shelter.</li> <li><input type="checkbox"/> Provide care for sick and/or injured animals. Maintain secure veterinary medical facilities and supplies.</li> <li><input type="checkbox"/> Recommend methods and supervise prevention and control of epizootic and zoonotic diseases in conjunction with the Fluvanna County Health Department.</li> </ul>
<b>Recovery Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and dispose of dead animals.</li> <li><input type="checkbox"/> Provide documentation of injuries and deaths of animals and cascading events resulting from emergencies and disasters and report this information to the state through the EOC.</li> <li><input type="checkbox"/> Reunite animals with owners.</li> <li><input type="checkbox"/> Open long-term shelter of animals for homeless owners.</li> <li><input type="checkbox"/> Report disaster related expenses to state agencies.</li> <li><input type="checkbox"/> Deactivate shelter.</li> </ul>
<b>Evaluation Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine what worked well and what improvements need to be made.</li> <li><input type="checkbox"/> Evaluate whether or not the individuals responsible for the plan kept their commitments.</li> <li><input type="checkbox"/> Revise the plan if necessary.</li> </ul>

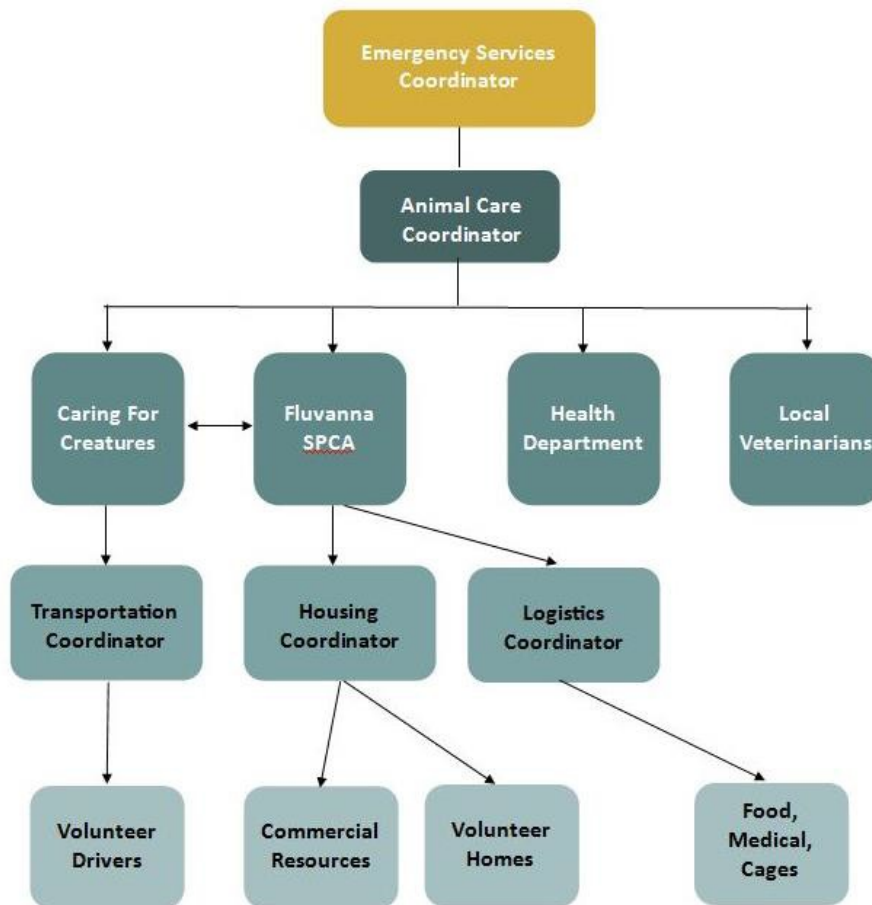
Fluvanna County Emergency Operations Plan

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**Tab 1 to Annex C - Emergency Pet Sheltering**

**Organizational Chart of Animal Emergency Response**



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Fluvanna County Emergency Operations Plan

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**Tab 2 to Annex A - Emergency Pet Sheltering**

**Memorandum of Understanding (MOU)**

BETWEEN FLUVANNA COUNTY, THE VIRGINIA COOPERATIVE EXTENSION SERVICE, CARING FOR CREATURES (ANIMAL SANCTUARY), THE FLUVANNA COUNTY SHERIFF'S OFFICE (ANIMAL CONTROL), FLUVANNA COUNTY PUBLIC SCHOOLS, AND THE FLUVANNA SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS (Fluvanna SPCA).

Purpose: To clarify responsibilities in a disaster to care for animals in Fluvanna County among the agencies listed.

Background: The participating stakeholders and signatories to this document have developed an Animal Control Plan (ACP) for use during emergencies and national disasters. The ACP appears as an appendix to the Fluvanna County Emergency Operations Plan. To execute the plan, each of the stakeholders has designated responsibilities in responding to such an emergency. This MOU is intended to ensure participating stakeholders have a cooperative and effective response for caring for pets and animals during emergencies and national disasters.

Signatories:

\_\_\_\_\_  
Virginia Cooperative Extension (Fluvanna Unit)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Caring for Creatures

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fluvanna County Sheriff's Department

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fluvanna Society for the Prevention of Cruelty to Animals

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fluvanna County Public Schools

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fluvanna County (designated representative)

\_\_\_\_\_  
Date:







# All-Hazards Emergency Operations Plan

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*Adopted February 15, 2017, revised February 3, 2021*

Fluvanna County Emergency Operations Plan

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## Fluvanna County Emergency Operations Plan

### Preface

The County of Fluvanna is vulnerable to a variety of hazards such as flooding, hurricanes, winter storms, hazardous materials incidents, acts of terrorism, and resource shortages. A planned and coordinated response can save lives, protect property, and more quickly restore essential services.

The Commonwealth of *Virginia Emergency Services and Disaster Law of 2000* requires that state and local governments develop and maintain current emergency operations plans (EOPs) in order to be prepared for a variety of natural and man-made hazards.

The County of Fluvanna Emergency Operations Plan (“the Plan”) provides the structure and mechanisms for the coordination of support to impacted communities and affected individuals and businesses. It is compatible with the National Response Framework and provides the structure for coordinating with the state government in the delivery of disaster assistance. The Plan improves the County of Fluvanna’s capability to respond to and recover from threatened or actual natural disasters, acts of terrorism, or other man-made disasters.

#### Components of Fluvanna County’s Emergency Operations Plan

**The Basic Plan**, using an all-hazards approach to incident management, describes the concepts and structures of response and recovery operation; identifies agencies with primary and support emergency management functions; and defines emergency prevention, preparedness, response and recovery duties and responsibilities. There are five appendices to the Plan that give definition to the terms and acronyms used throughout the Plan, and provide supporting figures, maps, and forms.

**The Emergency Support Branches (Branches)** provide the structure for interagency emergency operations within the Emergency Operations Center (EOC). The six branches include Emergency Management (lead branch), Fire & Rescue Services, Health, Law Enforcement, Public Works, and Social Services. Though the EOC does not operate using emergency support functions (ESFs), each of the six branches have responsibilities based on and organized by the emergency support functions. Each Branch Director coordinates the responsibilities identified in their designated branch and will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities as outlined in the Basic Plan, Emergency Coordination Guides, and Annexes.

**The Emergency Coordination Guide** for each branch addresses the ESFs, operations plans, and responsibilities that are applicable to incidents and events. They describe the framework through which departments and agencies, volunteer organizations and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient and effective incident management.

**Support Annexes** address contingency or hazard situations requiring specialized response and recovery procedures. They describe policies, situations, concepts of operations and responsibilities

Fluvanna County Emergency Operations Plan

pertinent to incidents such as damage assessment, mass care shelters and emergency pet sheltering. Additional annexes will be developed at attached to this document as needed.

**Letter of Agreement**

The County of Fluvanna EOP establishes a comprehensive framework for the management of emergencies and disasters within the county. The plan is implemented when it becomes necessary to mobilize the resources of the identified departments and agencies to save lives and protect property and infrastructure. In order for the county to respond effectively, the plan requires planning, training, and exercising prior to a real world event. Concurrence with this plan represents a major commitment by each agency's leadership.

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

- Perform assigned emergency roles and responsibilities as identified in this plan;
- Conduct operations in accordance with the Incident Command System, applicable Homeland Security Directives and the National Response Framework;
- Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis;
- Conduct planning and training in cooperation with identified agencies and the Virginia Department of Emergency Management (VDEM);
- Maintain financial records in accordance with guidance from the Finance Department;
- Establish, maintain and exercise emergency notifications;
- Provide senior representatives to the Emergency Operations Center (EOC), command post or other identified emergency locations when activated and requested;
- Participate in approved tests, drills and exercises;
- Safeguard vital records, including computer digital data, at all times;
- Establish stand-by contracts for services, equipment, and other resources with private industry using County-approved procurement policies and procedures;
- Periodically review all emergency plans, policies, and procedures; and
- Comply with applicable local, state and federal laws, rules and regulations including without limitation the Virginia Emergency Services and Disaster Law of 2000, the National Incident Management System including as implemented in the National Response Framework (4<sup>th</sup> Edition, adopted October 28, 2019), and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. Section 5121 et seq.)

**Signatories:**

\_\_\_\_\_  
 County Administrator/Director of  
 Emergency Management

\_\_\_\_\_  
 Sheriff, Fluvanna County

\_\_\_\_\_  
 Emergency Management Coordinator

\_\_\_\_\_  
 Animal Control

**Commented [KH1]:** Debbie Please confirm these are the correct signatories.

---

Director of Finance

---

County Fire Chief

---

Finance Purchasing Officer

---

Fire Chief, LMVFDRS

---

Director of IT

---

Rescue Captain, Fluvanna Rescue

---

Department of Public Works

---

Rescue Chief, LMVFDRS

---

Department of Parks & Recreation

---

Lake Monticello Owners Association

---

Department of Community & Economic  
Development

---

Fluvanna SPCA

---

Planning & Zoning Administrator

---

Blue Ridge Health District

---

Building Official

---

Virginia Cooperative Extension  
(Fluvanna Unit)

---

Fluvanna County Public Schools

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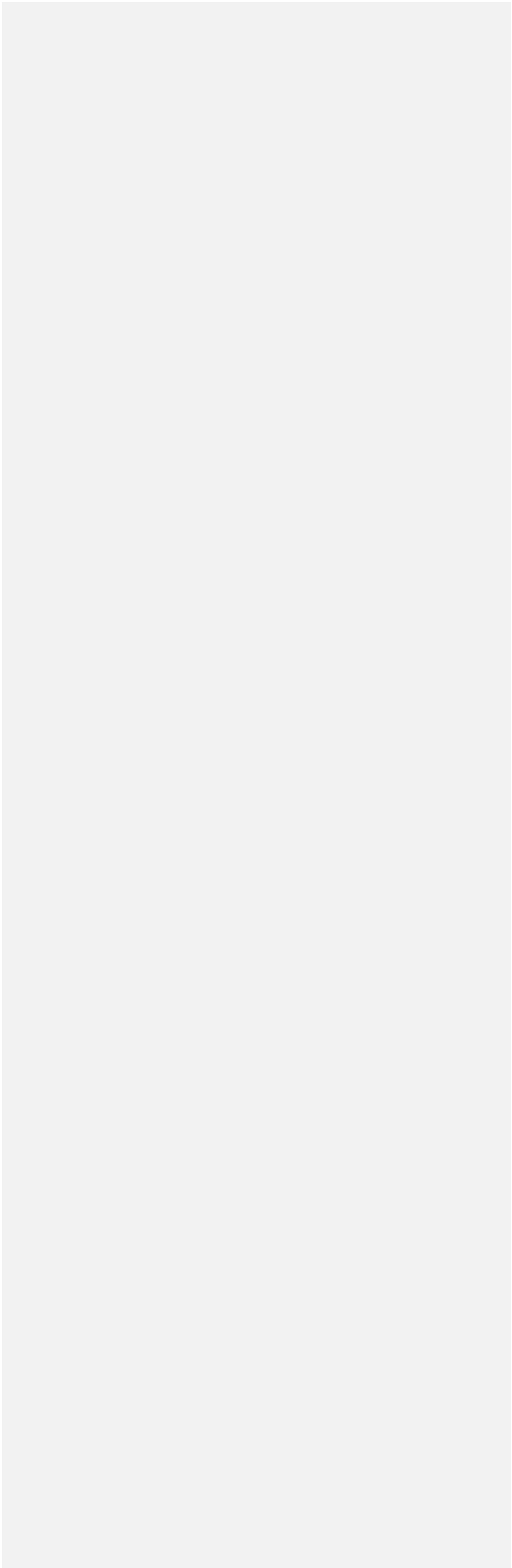
American Red Cross

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Department of Social Services

---

Commissioner of the Revenue



## Fluvanna County Emergency Operations Plan

### **Approval and Implementation**

The Code of Virginia, [§44-146.19](#), requires each local jurisdiction and inter-jurisdictional agencies to prepare and keep current a local emergency operations plan (EOP). Every four years, each local agency will conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. In the case of inter-jurisdictional agencies, the EOP must be adopted by the governing body of each locality within the inter-jurisdictional agency.

*See "Resolution for Emergency Operations Plan" on next page.*



Fluvanna County Emergency Operations Plan

**[INSERT 2021 RESOLUTION HERE]**

Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

**Plan Maintenance**

The Emergency Management Coordinator has overall responsibility for maintaining and updating this plan. It should be updated, revised based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such a situation, it should be updated annually, preferably after a training exercise or drill, as needed. The Coordinator will have the EOP readopted every four years. A plan distribution list must be maintained. Responsible individuals and officials should recommend to the Director of Emergency Management or the Emergency Management Coordinator appropriate improvements and changes based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

**Record of Changes:**

Change Number	Date of Change	Page/Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
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Fluvanna County Emergency Operations Plan

**Plan Distribution List**

Agency/Official	E-Copy	# of Hard Copies
American Red Cross, Shenandoah Virginia Chapter	1	1
Fluvanna County Board of Supervisors	5	
Building Official	1	
Commissioner of the Revenue	1	
County Attorney	1	
County Clerk to the Circuit Court	1	
Director of Emergency Management (DEM)	1	
Emergency Operations Center		5
Emergency Management Coordinator (EMC)	1	1
Finance	1	1
Fire Companies (1 each & Chief Mayo + 2 for LM Fire)		6
Fluvanna Correctional Center for Women	1	
Fluvanna County Public Library		1
Health Department	1	2
Lake Monticello Owners Association	1	3
Parks and Recreation	1	
Planning & Zoning Administrator	1	1
Public Schools	1	
Public Works	1	1
RACES, Emergency Coordinator		1
Rescue Squads		2
Sheriff's Office	1	4
Social Services	1	3
Town of Scottsville	1	
Virginia Cooperative Extension Office, Fluvanna Unit	1	
Virginia Department of Emergency Management	1	
Virginia Department of Transportation	1	
Lake Monticello Water Rescue		1

**Commented [KH2]:** Debbie - Is this list/plan for distribution still accurate? Right people? Right # of originals and hard copies?

## Fluvanna County Emergency Operations Plan

### Basic Plan

#### Purpose

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

#### Assumptions

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

The government of Fluvanna County will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS). Each department with assigned responsibilities in this plan will develop procedures to accomplish those responsibilities.

The Emergency Management Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability. The plan will be reviewed and updated annually, as necessary. The Coordinator will have the plan readopted every four years by the Board of Supervisors.

Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.

Citizens of the jurisdiction are prepared to be independent for three days after the onset of a disaster.

#### Situation

Fluvanna County is located in Central Virginia, approximately 60 miles west of Richmond, VA and 120 miles south of Washington, D.C. at latitude 37-51-29 and longitude 78-16-04. Fluvanna contains 180,480 acres, or 282 square miles of land. The upland areas of the county are no higher than 548 feet above sea level at Zion Crossroads, and slope gently toward the James and Rivanna rivers, which are approximately 200–275 feet above sea level. The town of Columbia sits at about

### Fluvanna County Emergency Operations Plan

200 feet in elevation. There are no mountains in Fluvanna County; the terrain is rolling Piedmont. Fluvanna has an estimated population of 27,270 (2019 US Census).

Fluvanna’s stream corridors are an important part of its overall environmental health. The Rivanna River bisects the county and is the Commonwealth’s first designated scenic river. The James River is Fluvanna’s southern border. Other significant rivers and streams are the Hardware River, Cunningham Creek, Byrd Creek, and Mechunk Creek.

The major transportation routes in Fluvanna County are Route 6 (River Road), an East-West two-lane highway in the southern portion of the County, and Route 15 (James Madison Highway) a North-South two-lane highway in the center of the County. Interstate 64 and Route 250 cut East-West through the northern tip of the County. Gas pipelines, operated by Columbia Gas and Williams Pipeline, are located along the eastern and western borders of the County. A single rail train track, operated by CSX, runs East-West at the southern border of the County along the James River.

There is one major State Government facility in Fluvanna County: Fluvanna Correctional Center for Women. It is a maximum-security facility with a capacity for housing 1,259 prisoners and is located on Richmond Road (Route 250) in the northern tip of the county.

Fork Union Military Academy is a college preparatory boarding military schools for boys in grades 7-12 and postgraduate located in Fork Union, Virginia. Fork Union Military Academy was founded in 1898 and is a military school steeped in the long tradition of "southern military schools." The Academy is not operated by or affiliated with any branch of the military, nor do students become obligated to serve in the military. It is an "independent military school" and does not offer the ROTC or JROTC model. There is no training in military tactics, techniques, or doctrine. It is also not a "boot camp" program, nor does it cater to troubled teens in need of a therapeutic school environment. In 2017 there are 345 cadets enrolled with a staff of over 100. In non-emergency times the school is self-sufficient, and could possible assist with food preparation and distribution. In emergency situations, the school could present challenges if off-site housing and evacuation are required.

According to the Regional Natural Hazard Mitigation Plan (Adopted 2018), the primary hazards in Fluvanna County are flooding, winter storms, and hurricanes/high wind storms. Transportation accidents, hazardous materials incidents, and brush fires are also a concern for our rural county.

HAZARD ASSESSMENT					
	PROBABILITY 2011	HUMAN IMPACT 2011	PROPERTY IMPACT 2011	BUSINESS IMPACT 2011	RISK 2011
	Likelihood this will occur	Possibility of death or injury	Physical losses and damages	Interruption of services	Relative threat (increases with Percentage)
EVENT	0 = N/A 1 = Low 2 = Low-Moderate 3 = Moderate Hi-Moderate 5=High	0 = N/A 4=	1 = Low = Moderate	3 = High	2 0 - 100%
Flooding	5	3	3	2	89%
Winter Storms	5	2	2	2	67%
Hurricanes	3	2	2	2	40%
High Wind / Windstorms	3	2	2	1	33%
Wildfire	3	1	2	1	27%
Lightning	4	1	1	1	27%
Tornadoes	2	2	2	2	27%
Drought	3	0	2	2	27%
Extreme Heat	3	2	0	1	20%
Dam Failure	1	3	3	2	10%
Landslides	2	1	1	1	13%
Earthquake	2	1	1	1	13%
Extreme Cold	1	2	1	1	9%
<b>AVERAGE SCORE</b>	2.64	1.57	1.57	1.36	26%

Figure 1: 2016 THIRA Probabilities and Impacts

### Fluvanna County Emergency Operations Plan

(See Figure 1 for details.) Per the State’s Hazard Mitigation Plan, Fluvanna County is at medium risk of a tornado; medium-low risk of communicable disease, drought, earthquake, flooding, non-rotational winds, and winter weather; and low risk of karst (sink holes), landslides, land subsidence, solar storms, and wildfires.

Some examples of populations that could affect plan implementation include (using 2019 US Census estimates unless otherwise noted)

- Population of 27,270 with 2.75 persons per household;
- 4.8% of population speaking a language other than English at home;
- Median household income \$76,873, so education of population for “self-preparedness” activities may be helpful;
- 7.3% persons live in poverty;
- 11,162 housing units with 85% owner-occupied housing;
- 19.8% of population is less than 18 years of age;
- 804 persons within the locality are visually impaired (not legally blind) and 120 persons are designated as legally blind (using Weldon-Cooper Center 2015 census estimates);
- 20.5% of adults in the population are age 65 or older;
- (1) Long Term Care facility located on James Madison Highway in Fork Union;
- Childcare facilities (10) located predominately in Palmyra, Troy and Kents Store;
- Citizens with communication and mobility impairments could have difficulty evacuating, responding to or understanding first responders, etc.

The private community of Lake Monticello, established in the early 1970s, encompasses approximately 3,500 acres, containing 4,625 lots, some of which remain vacant. The lake itself is 350 acres. Residents (approximately half of the county’s population) include retirees, young families, and commuters to Charlottesville and Richmond. Residents pay dues to the Lake Monticello Owners’ Association (LMOA), which is responsible for community services and general maintenance of community infrastructure, including sixty-two miles of private roads.

The Fluvanna County Sheriff’s Office has primary responsibility for law enforcement in the County. The Lake Monticello Police, a private police organization, provides services inside the Lake Monticello gates similar to those of the sheriff’s office, except for court security and civil process responsibilities.

### Concept of Operations

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

In the event of an emergency situation that exceeds local emergency response capabilities, outside assistance is available, either through local mutual aid agreements; or through Statewide Mutual Aid (SMA) and Emergency Management Assistance Compact through the State EOC; or nongovernmental organization (NGOs). A local emergency must be declared and local capacity must be exceeded or fully committed before requesting state and federal assistance.

## Fluvanna County Emergency Operations Plan

The Commonwealth of Virginia Emergency Services and Disaster Law, as amended, provides that emergency services organizations and operations will be structured around existing constitutional government. The Fluvanna County's organization for emergency operations consists of existing government departments and private emergency response organizations.

The Director of Emergency Management is the County Administrator. The day-to-day activities of the emergency preparedness program have been delegated to the Emergency Management Coordinator. The Director, in conjunction with the Emergency Management Coordinator, will direct and control emergency operations in time of emergency and issue directives to other agencies, services, and organizations concerning disaster preparedness and response. The County's Public Information Officer will be responsible for emergency public information.

The Emergency Management Coordinator, assisted by County department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC location is at the Sheriff's Office. The alternate EOC facility is located in the County Administration Building.

The County's emergency operations center is organized and operates based on six branches. Though the EOC does not operate using emergency support functions, each of the six branches have responsibilities based on and organized by the emergency support functions. Each Branch Director coordinates the responsibilities identified in their designated branch and will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities as outlined in the Basic Plan, Emergency Coordination Guides, and Annexes.

On-scene coordination of emergency response will be accomplished using the National Incident Management System and the Incident Command System, allowing local, state, and federal assets to be more readily incorporated into the incident framework.

The Emergency Management Coordinator is responsible for day-to-day activities of the emergency management program, including developing and maintaining an Emergency Operations Plan, maintaining the County EOC in a constant state of readiness, and other responsibilities as outlined in local, state and federal laws, rules and regulations.

The Director of Emergency Management, with the consent of the County Board of Supervisors, is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency. The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance thereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

The Emergency Management Coordinator or designee will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Sheriff's Office will implement evacuation and provide security for the evacuated area. In the event of a hazardous materials incident, the Emergency Management Coordinator or his representative on the scene should implement immediate protective action to include evacuation as appropriate.



## Fluvanna County Emergency Operations Plan

The Emergency Management Coordinator or designee will notify the Virginia Department of Emergency Management immediately upon declaration of a local emergency, and develop daily situation reports for local stakeholders and the State EOC as appropriate to the event. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.

The Emergency Management Coordinator will ensure compatibility between the County's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the County, as appropriate.

The County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or human-caused disaster.

The Emergency Management Coordinator or designee, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The level of staffing of the EOC will be dependent on the type and scope of the event. The EOC will provide logistical and administrative support to response personnel deployed to the event site(s). Available warning time will be used to implement increased readiness measures which will ensure maximum protection of the population, property, and supplies from the effects of disasters.

The heads of operating agencies will develop and maintain detailed plans and standard operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly, when required. Accurate records of disaster-related expenditures will be maintained. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.

The Commonwealth of Virginia Emergency Operations Plan requires the submission of a "Situation Report" by local government in time of emergency. Depending on the scope of the emergency additional reports (like "Initial Damage Assessment Reports" and "Request for Assistance Forms") are also required.

Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the Director of Emergency Management or designee, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the Fluvanna County to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Emergency Management Coordinator or designee when he/she determines that such assistance is necessary and feasible.

Fluvanna County will utilize locally available personnel, materials, equipment, and facilities in response, and recovery operations for events impacting Fluvanna County. In an emergency, non-

### Fluvanna County Emergency Operations Plan

impacted localities may be requested to provide assistance through the Statewide Mutual Aid Program. In addition to the authorities and responsibilities found in statute, Fluvanna County, its Director of Emergency Management and its Emergency Management Coordinator as required by the Virginia's Emergency Operations Plan has and will ensure that its Emergency Response Plan:

- Shall identify a primary party responsible for managing emergencies within their jurisdiction.
- Is responsible for coordinating local resources to respond to and recover from all types of incidents.
- Is responsible for coordinating all actions related to shelter-in-place orders.
- Ensures that local actions comply with state and federal non-discrimination laws and regulations to protect the safety of individuals with disabilities and others with access and functional needs and ensure equal access to programs and services.
- Will receive and fulfill requests for assistance from entities including, but not necessarily limited to, nursing homes, colleges, universities, and independent authorities within their jurisdiction until local capabilities have been exceeded or exhausted.
- Will coordinate with state and federal officials after a disaster to implement recovery and mitigation strategies and programs including debris management.
- Should form strong partnerships with citizen groups and organizations that provide support for response, recovery, and mitigation such as Community Emergency Response Teams and Medical Reserve Corps.

As required by Virginia Code Section 44-146.19(F), the Emergency Management Coordinator shall prepare and provide (i) an annually updated emergency management assessment and (ii) data related to emergency sheltering capabilities, including emergency shelter locations, evacuation zones, capacity by person, medical needs capacity, current wind rating, standards compliance, backup power, and lead agency for staffing, to the State Coordinator of Emergency Management on or before May 1 of each year.

The Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately by the Emergency Management Coordinator to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in Virginia Code § 19.2-11.01 ("Crime Victim and Witness Rights"). 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, and as required by Virginia Code Section 44-146.19(E) the current contact information for both agencies is as follows:

Department of Criminal Justice Services  
 Virginia Department of Criminal Justice Services  
 Attn: Shannon Dion, Director  
 1100 Bank Street  
 Richmond, Virginia 23219  
 Phone: (804) 786-4000

Virginia Criminal Injuries Compensation Fund  
 100 DMV Drive  
 P.O. Box 26927  
 Richmond, VA 23261  
 (800) 552-4007

## Fluvanna County Emergency Operations Plan

### Organization and Assignment of Responsibilities

- A. The Commonwealth of Virginia Emergency Services and Disaster Law, as amended, provides for emergency services organizations and operations to be structured around existing constitutional government. For Fluvanna County, emergency operations is organized into six branches. Each branch has an identified Primary Department. The County maintains the Emergency Management Department to deal with normal day-to-day emergencies. The following is a list of those Primary Departments with their general duties and assigned responsibilities.
1. Emergency Management
    - Continuity of government
    - Direction and control of the County EOC
    - Coordination with other local and the state EOC
    - Coordination of disaster assistance and recovery
    - Coordinate damage assessment
  2. Volunteer Fire-Rescue Agencies
    - Fire prevention and suppression
    - Hazardous materials incident response
    - Emergency medical treatment
  3. Blue Ridge Health District
    - Open and operate points-of-dispensing (PODs) sites
    - Coordinate distribution and dispensing of medical countermeasures
    - Provide emergency public health services
    - Identify and investigate disease outbreaks
    - Conduct food borne disease surveillance and field investigations
    - Coordinate, facilitate, and provide applicable public health guidance
    - Ensure health standards, including food, sanitation and water, are maintained at all service sites
  4. Sheriff's Office
    - Law enforcement
    - Communications
    - Initial alert and warning
    - Security of emergency site, evacuated areas, shelters, vital facilities and supplies

## Fluvanna County Emergency Operations Plan

- Traffic control
  - Evacuation and access control of threatened areas
  - Search and rescue
5. Public Works
- Coordinate the maintenance and continued operation of utilities
  - Assist with assuring the continued supply of potable water
  - Assist with providing minimum essential sanitation services
  - Coordinate debris removal
6. Social Services
- Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities
  - Providing feeding for disaster victims and emergency workers in shelter facilities
  - Provide behavioral health services
  - Assist with temporary housing for displaced citizens
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following supporting departments and organization which have been assigned emergency duties in addition to their primary day-to-day functions. Those specific duties have been identified in the Emergency Coordination Guides and Annexes to this plan.
1. County Board of Supervisors
  2. County Administrator
  3. Fluvanna County Public Schools
  4. Fluvanna County Health Department and VDH Blue Ridge Health District
  5. Fluvanna County Social Services
  6. Public Works Department
  7. American National Red Cross, Shenandoah Virginia Chapter
  8. County volunteer fire-rescue agencies:
    - a. Fluvanna Volunteer Fire Department
      - i. Palmyra Volunteer Fire Company (Company 1)
      - ii. Fork Union Volunteer Fire Company (Company 2)
      - iii. Kents Store Volunteer Fire Company (Company 3)

## Fluvanna County Emergency Operations Plan

- b. Lake Monticello Volunteer Fire Department and Rescue Squad, Inc. (Company5)
  - c. Fluvanna Rescue Squad, Inc.
9. Planning Department
  10. Building Inspection Department
  11. County Attorney
  12. Finance Department
  13. Parks and Recreation
  14. Virginia Cooperative Extension (Fluvanna Unit)

### Exercises and Training

- A. Trained and knowledgeable personnel are essential for the prompt and proper execution of the Fluvanna County Emergency Operations Plan and sub plans. Fluvanna County will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Fluvanna County Emergency Operations Plan through the Incident Command System (ICS). All personnel will be provided with the necessary ICS training to execute those responsibilities in an effective and responsible manner.
- B. The Emergency Management Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of the Fluvanna County. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for the Fluvanna County.
- C. Training will be based on federal and state guidance. All training and exercises conducted in the Fluvanna County will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.
- D. The Emergency Management Coordinator will facilitate the development of an annual exercise. These exercises will be designed to test the Fluvanna County Emergency Operations Plan and sub plans, and to train all appropriate officials, emergency response personnel, County employees, and improve the overall emergency response organization and capability of the Fluvanna County. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed as soon as practicable and incorporated into the Emergency Operations Plan, as appropriate.

## Fluvanna County Emergency Operations Plan

### Authorities

The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

- A. Federal
  - 1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended.
  - 2. Emergency Management and Assistance, Code of Federal Regulations, Title 44.
- B. State
  - 1. Commonwealth of Virginia Emergency Services and Disaster Law, as amended.
  - 2. The Commonwealth of Virginia Emergency Operations Plan, as amended.

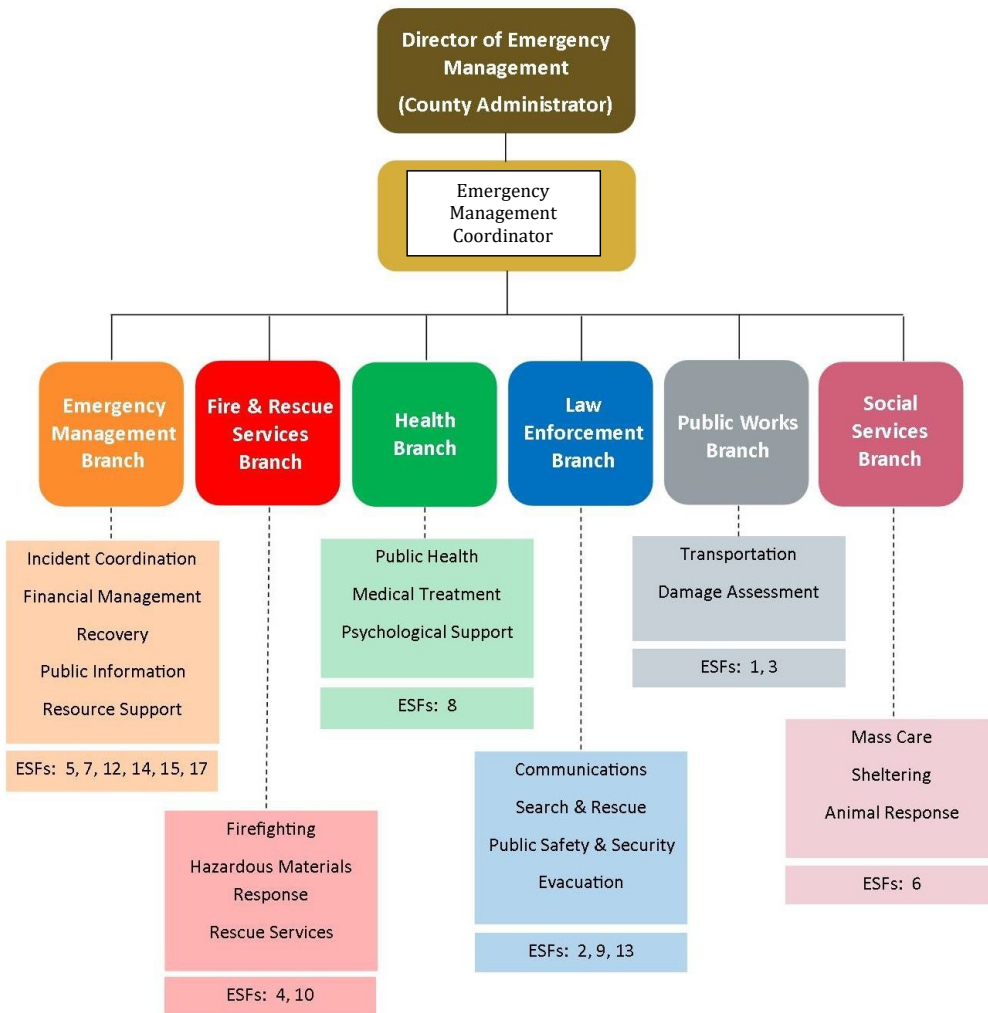
### References

- A. the National Incident Management System including as implemented in the National Response Framework (4<sup>th</sup> Edition, adopted October 28, 2019).
- B. Comprehensive Preparedness Guide 101, Version 2.0, Federal Emergency Management Agency, November 2010.

Fluvanna County Emergency Operations Plan

**Tab 1 to Basic Plan: EOC Organization**

**Fluvanna County Emergency Operations Center Organization**



Fluvanna County Emergency Operations Plan

**Tab 2 to Basic Plan: Matrix of Responsibilities**

**P=Primary Agency**  
**C= Collaborating Agency**

	Emergency Management Branch	Public Works Branch	Law Enforcement Branch	Fire & Rescue Services Branch	Social Services Branch	Health & Medical Services Branch		Annex A: Mass Care	Annex B: Damage Assessment	Annex C: Emergency Pet Sheltering
Building Inspections		C							C	
County Administrator's Office	C									
Emergency Communications Center			C							
Emergency Services	P		C						P	
Finance & Purchasing	C									
Parks & Recreation		C								
Public Schools					C			C		C
Public Works		P							C	
Sheriff's Office			P		C			C		C
Social Services					P			P		
American Red Cross								C		
Animal Care Coordinator										P
Commissioner of Revenue's Office									C	
Fluvanna Chaplaincy								C		
Fluvanna SPCA										C
Lake Monticello Owners Association								C		
Lake Monticello Police			C							
Region 10 Community Services						C		C		
Blue Ridge Health District					C	P		C		
VDOT		C								
Virginia Cooperative Extension		C								C
Virginia State Police			C							
Volunteer Fire & Rescue Agencies				P				C		



## Fluvanna County Emergency Operations Plan

**Tab 3 to Basic Plan: Table of Emergency Support Functions (ESFs) Roles and Responsibilities**

ESF	Scope
ESF #1 - Transportation	<ul style="list-style-type: none"> <li>• Aviation/airspace management and control</li> <li>• Transportation safety</li> <li>• Restoration/recovery of transportation infrastructure</li> <li>• Movement restrictions</li> <li>• Damage and impact assessment</li> </ul>
ESF #2- Communications	<ul style="list-style-type: none"> <li>• Coordination with telecommunications and information technology industries</li> <li>• Restoration and repair of telecommunications infrastructure</li> <li>• Protection, restoration, and sustainment of national cyber and information technology resources</li> <li>• Oversight of communications within the Federal incident management and response structures</li> </ul>
ESF #3 – Public Works and Engineering	<ul style="list-style-type: none"> <li>• Infrastructure protection and emergency repair</li> <li>• Infrastructure restoration</li> <li>• Engineering services and construction management</li> <li>• Emergency contracting support for life-saving and life-sustaining services</li> </ul>
ESF #4 – Firefighting	<ul style="list-style-type: none"> <li>• Coordination of Federal firefighting activities</li> <li>• Support to wildland, rural, and urban firefighting operations</li> </ul>
ESF #5 – Emergency Management	<ul style="list-style-type: none"> <li>• Coordination of incident management and response efforts</li> <li>• Issuance of mission assignments</li> <li>• Resource and human capital Incident action planning</li> <li>• Financial management</li> </ul>
ESF #6 – Mass Care, Emergency Assistance, Housing, and Human Services	<ul style="list-style-type: none"> <li>• Mass care</li> <li>• Emergency assistance</li> <li>• Disaster housing</li> <li>• Human services</li> </ul>
ESF #7 – Logistics Management and Resource Support	<ul style="list-style-type: none"> <li>• Comprehensive, national incident logistics planning, management, and sustainment capability</li> <li>• Resource support (facility space, office equipment and supplies, contracting services, etc.)</li> </ul>
ESF #8 – Public Health and Medical Services	<ul style="list-style-type: none"> <li>• Public health</li> <li>• Medical</li> <li>• Mental health services</li> <li>• Mass fatality management</li> </ul>
ESF #9 – Search and Rescue	<ul style="list-style-type: none"> <li>• Life-saving assistance</li> <li>• Search and rescue operations</li> </ul>

## Fluvanna County Emergency Operations Plan

ESF #10 – Oil and Hazardous Materials Response	<ul style="list-style-type: none"> <li>• Oil and hazardous materials (chemical, biological, radiological, etc.) response</li> <li>• Environmental short- and long-term cleanup</li> </ul>
ESF #11 – Agriculture and Natural Resources	<ul style="list-style-type: none"> <li>• Nutrition assistance</li> <li>• Animal and plant disease and pest response</li> <li>• Food safety and security</li> <li>• Natural and cultural resources and historic properties protection and restoration</li> <li>• Safety and well-being of household pets</li> </ul>
ESF #12 – Energy	<ul style="list-style-type: none"> <li>• Energy infrastructure assessment, repair, and restoration</li> <li>• Energy industry utilities coordination</li> <li>• Energy forecast</li> </ul>
ESF #13 – Public Safety and Security	<ul style="list-style-type: none"> <li>• Facility and resource security</li> <li>• Security planning and technical resource assistance</li> <li>• Public safety and security support</li> <li>• Support to access, traffic, and crowd control</li> </ul>
ESF #14 – Long-Term Community Recovery	<ul style="list-style-type: none"> <li>• Social and economic community impact assessment</li> <li>• Long-term community recovery assistance to States, local governments, and the private sector</li> <li>• Analysis and review of mitigation program implementation</li> </ul>
ESF #15 – External Affairs	<ul style="list-style-type: none"> <li>• Emergency public information and protective action guidance</li> <li>• Media and community relations</li> <li>• Congressional and international affairs</li> <li>• Tribal and insular affairs</li> </ul>
ESF #16 – Military Affairs (Virginia only)	<ul style="list-style-type: none"> <li>• Integrates all supporting Department of Defense (DOD) and National Guard resources into the state’s coordinated effort of emergency management within the Commonwealth of Virginia</li> </ul>
ESF #17 – Volunteer and Donations Management (Virginia only)	<ul style="list-style-type: none"> <li>• Coordinates the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts in impacted areas of the Commonwealth.</li> <li>• Coordinates and collaborates with voluntary organizations that provide disaster services within the Commonwealth, so that capabilities and resources will be effectively integrated with other local, state, and federal agency efforts to meet the needs of individuals after a disaster.</li> </ul>

Fluvanna County Emergency Operations Plan

**Tab 4 to Basic Plan: Succession of Authority**

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

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> <li>1. Director of Emergency Management                             <ol style="list-style-type: none"> <li>a. County Administrator</li> <li>b. Chairman, Board of Supervisors</li> <li>c. Vice-Chair, Board of Supervisors</li> </ol> </li> <li>2. Emergency Management Coordinator                             <ol style="list-style-type: none"> <li>a. Emergency Management Coordinator</li> <li>b. County Administrator</li> <li>c. Director of Finance</li> </ol> </li> </ol>
Emergency Public Information	<ol style="list-style-type: none"> <li>1. Asst. County Administrator/Public Information Officer</li> <li>2. Director of Emergency Management</li> <li>3. Emergency Management Coordinator</li> </ol>
Sheriff's Office	<ol style="list-style-type: none"> <li>1. Sheriff</li> <li>2. Chief Deputy</li> <li>3. Captain</li> <li>4. Lieutenant</li> <li>5. Sargent</li> </ol>
Fire-Rescue	<ol style="list-style-type: none"> <li>1. Volunteer County Fire Chief</li> <li>2. Designated Company Fire Chief</li> </ol>
School System	<ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. (2) Executive Directors</li> </ol>

Fluvanna County Emergency Operations Plan

Public Works

1. Director
2. Assistance Director

Blue Ridge Health District

1. District Health Director
2. Nurse Manager Senior
3. Environmental Health Manager
4. District Administrator

Social Services

1. Director
2. Family Services Supervisor
3. Administrative Services Manager
4. Benefit Programs Supervisor

Code Compliance

1. Code Official
2. Building Official

Fluvanna County Emergency Operations Plan

**Tab 5 to Basic Plan: Sample Resolution for the Declaration of Local Emergency**

**WHEREAS**, the Board of Supervisors of Fluvanna County does hereby find that:

- i. That the actual and predicted extreme cold temperatures and heavy snowfall and otherwise dangerously inclement weather in Fluvanna County is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby;
- ii. That a state of emergency throughout the Commonwealth has previously been declared by the Governor;
- iii. That, due to the extreme winter weather, a condition of peril to life and property necessitates the proclamation of the existence of a local emergency;

**NOW, THEREFORE, BE IT RESOLVED** that, pursuant to Virginia Code Section 44-146.21, the Director of Emergency Management has declared the existence of a local emergency for Fluvanna County, which such local emergency exists throughout Fluvanna County effective retroactively as of 10 a.m. on January 22, 2016, to which declaration the Board of Supervisors hereby consents; and

**BE IT FURTHER RESOLVED** that during the existence of said local emergency, the Fluvanna County Director of Emergency Management and the Emergency Management Coordinator respectively, shall have the powers, functions and duties prescribed by Virginia Code Section 44-146.21(c1) and by the Fluvanna County Emergency Services Plan in order to mitigate the effects of said local emergency; and

**BE IT FURTHER RESOLVED** pursuant to Virginia Code Section 44-146.21, that the local emergency heretofore declared within Fluvanna County effective 10 a.m. on January 22, 2016, be, and it is hereby, **DECLARED TO BE ENDED**, effective retroactively as of noon, January 26, 2016.

**ADOPTED** by the Board of Supervisors of Fluvanna County, Virginia, this 3rd day of February 2016.

A Copy, teste:

\_\_\_\_\_  
Caitlin Solis  
Clerk to the Board of Supervisors  
Fluvanna County, Virginia

\_\_\_\_\_  
John M. Sheridan  
Chair, Board of Supervisors  
Fluvanna County, Virginia

Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Emergency Management Branch

### Primary Agency

Emergency Management Coordinator (Emergency Management office)

### Collaborating Agencies

County Administrator's Office

Finance Department

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESF) #5, #7, #12, #14, #15 and #17 under one element within the Emergency Operations Center. The County's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Emergency Management Coordinator or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Emergency Management Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary County agencies identified in this guide. The Emergency Management Coordinator's office will coordinate the responsibilities associated with the following Emergency Support Functions:

- ESF#5 – Emergency Management: provides overall coordination of emergency operations for all County agencies.
- ESF #7 – Resource Support: identifies, procures, inventories, and distributes critical resources for the County during an emergency.
- ESF #12 – Energy: coordinates the restoration of public utility systems critical to saving lives through coordination with private utility providers.
- ESF #14 – Recovery: facilitates both short term and long term recovery following a disaster.
- ESF #15 – External Affairs: provides for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

## Fluvanna County Emergency Operations Plan

- **ESF #17 – Volunteer and Donations Management:** Coordinates the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts in impacted areas of the county. Coordinates and collaborates with voluntary organizations that provide disaster services within the County to meet the needs of individuals after a disaster.

### Concept of Operations

Many hazards have the potential for causing disasters which require centralized coordination. During emergencies, management and coordination functions can be accomplished at the Emergency Operations Center (EOC), thereby allowing field units to concentrate on essential tasks. The EOC may be utilized physically or virtually, depending on the scope of the event.

When activated, the Emergency Operations Center will provide direction, control, and coordination of resources. The Emergency Operations Center is a staff level function, which provides guidance, decision making, and resources to each branch of the EOC. It obtains information from a variety of sources and seeks information to develop an accurate picture of the emergency.

Responsibility for the performance of each Branch is charged to agencies that conduct similar activities during normal operations. The Branch Director or other designated party is responsible for the coordination and performance of their emergency support functions.

To manage their operations, all branches will collect and process information. The Emergency Operations Center will focus on collecting critical information from the branches that is of common value or need to more than one branch or operational element to create an overall perspective of the incident.

The staff of the Emergency Operations Center will support short-term and long-term planning for operations. The Emergency Operations Center staff will record the activities planned and track their progress. The response priorities for the next operational period will be addressed in the incident action plan.

During an emergency/disaster, the Director of Emergency Management, or designee, exercises direction and control, establishes policy and provides overall supervision of the emergency/disaster operations.

All County departments have resources that may be used during an emergency. Many of these resources would be critical to the immediate emergency response following a major emergency/disaster event and others may be critical for long term recovery operations. During or following an emergency, the initial response will be dependent upon local public and private resources. However, adequate local resources may not exist to cope with a catastrophic event. Public and private sector resources from outside the County may be available when needed for emergency response.

The Emergency Management Coordinator will initiate the commitment of resources from outside the County government with operational control being exercised by the on-site commander of the service requiring that resource.

All resource expenditures will be reported to the Emergency Operation Center during activations.



## Fluvanna County Emergency Operations Plan

A disaster or emergency may affect areas of the County disproportionately and require resources to be deployed to the affected areas, businesses, etc., thereby disrupting regular County service delivery. Routine operations may be disrupted or postponed to support recovery.

Any disaster or emergency is likely to have an economic impact on the County which must be assessed in order to minimize the long-term impact on the County and its fiscal condition. Completing this assessment is likely to require the assistance of outside consultants.

The Emergency Management Branch will begin the recovery process for any disaster with the implementation of short term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.

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

The strategy for long-term recovery will encompass land use, public safety, housing, public services, transportation services, and education.

During an emergency/disaster, the public requires instructions and information about government response and recovery operations. Therefore it is important to provide timely and accurate information to the public and to media outlets.

Emergency information will be disseminated by appropriate means based on the incident. The primary methods will be the use of television, radio, and print media outlets, the Emergency Alert System, the County website, and mass notification systems (Everbridge). News coverage will be monitored to ensure that accurate information is being disseminated.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Services Coordinator.

The Emergency Management Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Emergency Services

ESF #5 – Emergency Management

- Provide multi-agency Countywide coordination for emergency operations;
- Produce situation reports, which will be distributed to the EOC staff, on-scene incident command staff, and the state EOC;
- Support and coordinate the damage assessment process;
- Support short term and long term planning activities; and

## Fluvanna County Emergency Operations Plan

- Coordinate emergency management mutual aid agreements dealing with neighboring jurisdictions, state and federal agencies, and applicable relief organizations.

### ESF #7 - Logistics Management and Resource Support

- Coordinate development of resource lists for each branch that detail type, location, contact arrangements, and acquisition procedures for critical resources. Maintain the Master Resource List;
- Prepare mutual aid agreements with local and surrounding jurisdictions;
- Oversee the processing, use, inspection, and return of resources coming to the locality;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Provide frequent updates to the Emergency Operations Center during resource management operations; and
- Maintain records of cost and expenditures associated with resource procurement

### ESF #12 – Energy

- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities;
- Monitor the status of all essential energy resources to anticipate shortages and prioritize the allocation of resources to maintain essential services;
- Implement local conservation measures;
- Implement procedures for determining need and for the distribution of aid; and
- Maintain liaison with fuel distributors and local utility representatives.

### ESF #14 - Long-term Community Recovery

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the County's participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center;
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;

### Fluvanna County Emergency Operations Plan

- Coordinate to the fullest extent possible program application processes and planning requirements to streamline assistance and avoid duplication of effort;
- Determine County agency responsibilities for recovery activities; and
- Provide regular updates to the EOC on the status of recovery operations.

#### ESF #15 - External Affairs

- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies; and
- Develop rumor control procedures;
- In coordination with the County Administrator's Office, brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures;
- Maintain current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases;
- Maintain support agreements and liaison arrangements with other agencies and the news media, as needed;
- Assist with the preparation/transmission of EAS messages, as needed;
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible; and
- Provide information to the public about available community disaster relief assistance programs.

#### ESF #17 - Volunteer Management and Donations

- Coordinate the efficient and effective delivery of donated goods and volunteer services to support disaster relief efforts in impacted areas of the county.
- Coordinate with Public Information Officer to notify the public about assistance programs and availability of donations.
- Coordinate and collaborate with voluntary organizations that provide disaster services within the County to meet the needs of individuals after a disaster.
- Maintain a contact list of all organizations and agencies that will assist with donations and volunteer management activities.

## Fluvanna County Emergency Operations Plan

### County Administrator's Office

#### ESF #14 - Long-term Community Recovery

- Prepare economic impact analysis of the event detailing the event's short and long-term effects on all facets of the County's economic condition;
- Develop a recovery strategy that addresses infrastructure, economic development, and human services; and
- Coordinate with the Emergency Management Coordinator to identify appropriate State and Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;

#### ESF #15 - External Affairs

- In coordination with the Emergency Management Coordinator, brief local news media personnel, community officials, local, state, and federal agencies on County emergency policies, plans, and procedures;
- Coordinate public information with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety, as needed;
- Disseminate information to elected officials through the legislative liaison.

### Finance Office

#### ESF #7 - Logistics Management and Resource Support

- Assist with maintaining records of cost and expenditures associated with resource procurement.

Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Fire & Rescue Services Branch

### Primary Agency

County Fire Chief, Volunteer Fire Department

### Collaborating Agencies

Volunteer Fire-Rescue Agencies: Fluvanna County Fire Department (Palmyra Company 1; Fork Union Company 2; and Kents Store Company #3), Fluvanna Rescue Squad and Lake Monticello Volunteer Fire and Rescue Squad

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESFs) #4 and #10 under one element within the Emergency Operations Center. The County's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Emergency Management Coordinator or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Fire Branch with the Emergency Support Functions comparable to the day-to-day operations of the county agencies listed. The Department of Emergency Management will coordinate the responsibilities associated with the following Emergency Support Functions:

- ESF #4 – Firefighting – provides fire, rescue and emergency medical services to ensure the safety of life and property within the county.
- ESF #10 - Oil & Hazardous Materials Response - responds to and stabilizes hazardous materials incidents.

### Concept of Operations

The Fluvanna Fire and Rescue Association (FFRA) is the volunteer agency responsible for the coordination and provision of the County's fire, rescue, and emergency medical services. The Association is comprised of representatives from the three volunteer fire and rescue organizations within the County. Its combined mission is to ensure the delivery of quality, efficient and effective fire protection, emergency medical services, and safety education throughout Fluvanna County. The Association is charged with overall management of the fire, rescue, and emergency medical services system, and for establishing policies and procedures for all fire, rescue, and medical service operations. The Association also serves as the conduit for appropriations by the Fluvanna Board of Supervisors in support of the fire and rescue organizations in Fluvanna County. The County

## Fluvanna County Emergency Operations Plan

provides funding to the fire/rescue agencies for operations, facilities, and equipment. Capital equipment, such as engines, tankers, and ambulances, is replaced according to a schedule under FFRA's oversight. Agencies organize individual funding drives to supplement the County's funding, and to provide for additional needs.

In a disaster, the fire department may be called upon to do much more than their typical response to fires and emergency medical calls. The fire department will assist with rescue and extrication of trapped persons, assess hazardous materials situations, remove debris on primary roadways, evacuations, reconnaissance, and other duties as necessary. Also, the neighborhood fire station may become a place where people go for information and assistance.

All fire stations are staffed on a volunteer basis. Mutual aid agreements exist with surrounding jurisdictions as well as through statewide mutual aid agreements. Fire and rescue personnel and equipment will be able to cope with most emergency situations without assistance or through the use of existing mutual aid agreements. When additional or specialized support is required, assistance can be obtained from neighboring localities, state and federal agencies, through the Emergency Communications Center or during activations the Emergency Operations.

The Incident Command System will be implemented on an appropriate scale at the scene of every fire/rescue incident in the County. If fire or threat of fire is involved, the County Fire Chief or his/her designated representative will be the Incident Commander.

During the critical phases of an emergency/disaster, fire stations will be staffed continuously as conditions permit. Communications will be established with the E911 Communications Center and the Emergency Operations Center.

Hazardous materials emergencies could occur from any one of several sources including roadway and rail transportation, or fixed facility accidents, although the most probable occurrence is household hazardous materials. Hazardous materials emergencies may occur without warning, requiring immediate emergency response actions. The County Fire Chief is the designated "Fluvanna Hazardous Materials Coordinator." *(Please reference the Fluvanna HAZMAT Response Plan 2004.)*

Local volunteer fire/rescue agencies respond to Hazardous Materials Incidents in the initial phase without assistance from outside agencies. If the incident requires specialist-level personnel or equipment the local fire dept. contacts the Virginia Department of Emergency Management. VDEM will respond a Regional Hazardous Materials team for support. County Emergency Services is responsible for initiating notification and warning of the public, evacuation or sheltering-in-place, immediate EMS and isolation of the scene.

Evacuation or sheltering-in-place may be required to protect portions of the County. Victims of a hazardous materials incident may require unique or special medical treatment not typically available in the County. The release of hazardous materials may have short and/or long term health, environmental and economic effects depending upon the type of product. Depending upon the threat posed by the incident, protective measures initiated for the safety of the public could include sheltering-in-place, evacuation and/or isolation of the contaminated environment.

## Fluvanna County Emergency Operations Plan

A facility involved in a hazardous materials incident will provide all information on a timely basis as required by SARA, Title III, Section 304. Hazardous materials incidents that occur in which the responsible party cannot be identified will be resolved at the expense of the jurisdiction in which the event occurred.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Services Coordinator.

The Fire Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Emergency Services

#### ESF #4-Firefighting

- Coordinate the prevention of, planning for and response to natural and human-caused fires.
- Provide qualified personnel to staff the Fire Branch during EOC activations
- Assist with evacuation, communications, medical emergencies, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions
- Coordinate and manage the use of fire service resources responding to emergencies;
- In cooperation with the Law Enforcement Branch, assist with search & rescue operations;
- Perform other emergency response duties as required; and
- Provide the Emergency Operations Center with frequent updates as to the status of fire suppression activities.

#### ESF#10-Oil & Hazardous Materials Response

- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property (*Please reference the Fluvanna HAZMAT Response Plan 2004.*);
- Follow established procedures in responding to hazardous materials incidents;
- Control hazardous materials;
- Warn, shelter-in-place, or evacuate affected areas of the County as necessitated by the incident; and
- Provide the Emergency Operations Center with frequent updates as to the status of hazardous materials incidents.

Fluvanna County Emergency Operations Plan

**Volunteer Fire-Rescue Agencies**

ESF #4-Firefighting

- Provide rescue and emergency medical services;
- Assist with evacuation, communications, warning and alerting, mutual aid agreements, and coordinate response operations with surrounding jurisdictions; and
- Perform other emergency response duties as required.

ESF#10-Oil & Hazardous Materials Response

- Provide emergency medical services to victims of hazardous materials incidents; and
- Coordinate resources for advanced medical treatment of patients exposed to hazardous materials if the medical needs of the patients are beyond the level of care available.



Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Health & Medical Services Branch

### Primary Agency

Blue Ridge Health District

### Collaborating Agencies

Volunteer Rescue Agencies: Fluvanna Rescue Squad and Lake Monticello Rescue Squad  
Region 10 Community Services Board

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #8 under one element within the Emergency Operations Center. The County's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Health or his designee are identified in this guide as they relate to the identified emergency support function.

### Scope

This guide aligns the duties of the Health and Medical Services Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary County agencies identified in this guide. The Health Department will coordinate the responsibilities associated with the following Emergency Support Function:

- ESF #8 – Health & Medical Services - provide health and medical services to the residents of the County during and/or after an emergency situation.

### Concept of Operations

Medical services are an essential element of emergency/disaster response. Situations with potential threat to health and safety of community require coordination of public health and medical response.

Many casualties requiring emergency transportation and medical care may occur as the result of an event. In addition to casualties from the event, persons receiving medical care prior to the emergency/disaster will continue to require medical treatment. The systems and facilities that provide medical services may be impaired or totally disrupted by the impact of an emergency/disaster.

In the aftermath of a major emergency/disaster, the public's health can be jeopardized in many ways. A major emergency/disaster can disrupt or halt the public utilities, water supplies and wastewater treatment systems. Contaminants may enter water supply systems. Destruction or

## Fluvanna County Emergency Operations Plan

damage to homes, apartments, or other means of housing can dislocate people and require the establishment of mass care shelter facilities. Spoilage of food and medications can occur due to lack of power and quarantine or condemnation measures may become necessary to control the spread of disease.

Emergencies/Disasters have the potential to raise stress levels in survivors and emergency responders, which may negatively affect their mental and emotional well-being.

In addition to medical needs caused by events, public health emergencies may arise from outbreaks of natural disease. As a result, quarantine and/or isolation may be necessary in addition to treatment. If quarantine is implemented due to a public health threat, it may require special considerations and alter individual and community responses.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency. All responsibilities listed for each agency are comparable to the roles of ESF #8- Health & Medical Services.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Services Coordinator.

The Health & Medical Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Blue Ridge Health District

- Provide qualified personnel to staff the Health & Medical Services Branch during an EOC activation;
- Open and operate points-of-dispensing (PODs) sites;
- Coordinate distribution and dispensing of medical countermeasures;
- Provide emergency public health services
- Identify and investigate disease outbreaks;
- Coordinate through the EOC the dissemination of disaster-related public health information to the public;
- Coordinate, facilitate, and provide applicable emergency public health guidance Ensure health standards, including food, sanitation and water, are maintained;
- Assess community behavioral health needs following an emergency/disaster;
- Coordinate with hospitals and other health providers in response to health needs; and
- Provide frequent updates to the Emergency Operations Center as to the status of public health

## Fluvanna County Emergency Operations Plan

### Volunteer Fire-Rescue Agencies

- Provide pre-hospital emergency medical and transport services;

### Region 10 Community Services Board

- Coordinate behavioral health activities among responder agencies;
- Assess behavioral health needs following an emergency/disaster considering both the immediate and cumulative stress resulting from the emergency/disaster;
- Coordinate through the EOC the dissemination of public education on critical incident stress management techniques;
- Provide outreach to serve identified behavioral health needs; and
- Coordinate with the Social Services Branch to identify shelter occupants that may require behavioral health assistance.

### Fluvanna County Public Schools

- Coordinate with the Emergency Management Branch on the opening and closing of public schools;
- Provide equipment, supplies and other resources needed to assist in point-of-dispensing (POD) operations;
- Facilitate the opening of county schools as emergency POD sites upon request by the Director of Emergency Management or his/her designee;
- Assist in the development and maintenance of POD Site Operations Plans.

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Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Law Enforcement Branch

### Primary Agency

Sheriff's Office

### Collaborating Agencies

Emergency Communications Center

Virginia State Police

Lake Monticello Police Department

Emergency Services

### Purpose

The purpose of this coordination guide is to bring the responsibilities of ESFs #2, #9, and #13 under one element within the Emergency Operations Center. The responsibilities of the Sheriff or his designee are identified in this guide.

### Scope

This guide aligns the duties of the Law Enforcement Branch with the Emergency Support Functions comparable to the day-to-day operations of the County agencies listed. Law Enforcement will coordinate the responsibilities associated with the following Emergency Support Functions:

- The ESF#2 - Communications - responsibilities include accurately and efficiently transferring information during an incident, and ensuring that the County has the ability to rapidly notify and warn the public.
- ESF #9 - Search & Rescue - responsibilities include locating, extricating, and providing on-site medical treatment to victims who are lost or trapped.
- ESF #13 - Public Safety & Security - responsibilities include maintaining law and order, providing for the security of critical facilities and supplies, and controlling access to evacuated areas or critical facilities.

### Concept of Operations

The Fluvanna Sheriff's Office operates an emergency communications center. The Fluvanna Emergency Communications Center (ECC) serves as the 911 center and the County Warning Point. The ECC is most often the first point of contact for the general public. The ECC will share information on disasters and emergencies in the County with the EOC. The ECC has the capability to access the Emergency Alert System and the County's mass notification system to deliver warnings

## Fluvanna County Emergency Operations Plan

to the public. The Emergency Alert System and the mass notification system are the primary method of communicating alert and warning messages to the public. The ECC and the Emergency Management Coordinator can activate the mass notification system. However, use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

Emergency communications are heavily dependent on the commercial telephone network. The County's emergency communications may be adversely affected if commercial telephone service is interrupted. The County also operates several radio systems for County agency communications. These systems are heavily dependent upon commercial communications infrastructure. In the event that the County's radio systems are damaged, amateur radio and other non-governmental communications capabilities are available.

Disasters may cause conditions that vary widely in scope, urgency, and degree of devastation.

Substantial numbers of persons could be in life threatening situations requiring prompt rescue and medical care. Rescue personnel may encounter extensive damage to buildings. Because the mortality rate dramatically increases beyond 72 hours, search and rescue must begin immediately.

In an emergency/disaster, law enforcement's primary responsibility is the protection of life and property. Extra patrols/surveillance will be needed in evacuated areas to prevent looting and protect property. Providing for the security of critical facilities and supplies may also be necessary.

During an evacuation, traffic control personnel may be needed to ensure an orderly flow of traffic and proper parking at reception centers/shelters. The concentration of large numbers of people in shelters during an evacuation may necessitate law enforcement presence to maintain orderly conduct.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Services Coordinator.

The Law Enforcement Branch is responsible for maintaining records of all expenses related to its emergency functions

### Emergency Communications Center

#### ESF #2 – Communications

- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, and private sector agencies required for mission support;
- Ensure the ability to provide continued service as the Public Safety Answering Point for incoming emergency calls;
- Ensure communications lines and equipment essential to emergency services are maintained and operational;

## Fluvanna County Emergency Operations Plan

- Provide personnel to the EOC to assist with communications functions;

### Information Technology

NOTE: For the Sheriff's Office, IT is a contracted service and is not related to the County's IT Department.

#### ESF #2-Communications

- Provide voice, video and data services to the Emergency Operations Center and/or incident site.

### Sheriff's Office

#### ESF#9-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations; and
- Request further assistance from surrounding localities, the Virginia Department of Emergency Management, or federal authorities for additional search and rescue resources.

#### ESF #13-Public Safety & Security

- Staff control points and roadblocks to expedite traffic to sheltering locations and prevent reentry of evacuated areas;
- Provide security at critical facilities and supplies;
- Provide traffic control (for any emergency event), law enforcement and security during emergency events;
- Provide security at shelter facilities and donation centers;
- Assist with evacuations, including movement of people and the coordination of needed equipment in support of this effort;
- Facilitate movement of the public during evacuations in coordination with transportation agencies;
- Develop mutual aid agreements with surrounding law enforcement jurisdiction; and
- Provide the Emergency Operations Center with frequent updates as to the status of law enforcement activities.

### Emergency Services

#### ESF#9-Search & Rescue

- In conjunction with the Fire Department, coordinate the acquisition of personnel, supplies and administrative support necessary to conduct search and rescue operations; and
- Provide personnel, equipment, supplies and other resources necessary to assist in search and rescue activities.

Fluvanna County Emergency Operations Plan

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## Emergency Coordination Guide Public Works Branch

### Primary Agency

Department of Public Works

### Collaborating Agencies

Building Inspector's Office

Parks & Recreation

Virginia Cooperative Extension (Fluvanna Unit)

VDOT

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Functions (ESFs) #1 and #3 under one element within the Emergency Operations Center. The county's emergency operations center does not operate based on emergency support functions. However the responsibilities of the Director of Public Works or his designee are identified in this guide as they relate to the identified emergency support functions.

### Scope

This guide aligns the duties of the Public Works Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. The Department of Public Works will coordinate the responsibilities associated with the following Emergency Support Functions:

- ESF#1 - Transportation -assists local, state, and federal government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency and coordinates response operations and restoration of the transportation infrastructure.
- ESF #3 - Public Works & Engineering - assesses the overall damage to public and private property and conducts necessary inspections to ensure the integrity of buildings, and assists with debris removal.

### Concept of Operations

In a disaster, transportation infrastructure, public utilities, buildings and structures may be destroyed or severely damaged. Homes, public buildings, bridges, and other facilities may need to

## Fluvanna County Emergency Operations Plan

be reinforced or demolished to ensure safety. Public utilities may be damaged and be partially or fully inoperable. All requests for transportation, utility, and energy support will be submitted to the County Emergency Operations Center for coordination, validation, and/or action.

Access to the disaster areas may be dependent upon debris clearance and roadway repairs. Debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.

Prompt assessment of the disaster area is required to determine critical response times and potential workloads. Early damage assessment must be made rapidly and be general in nature. Following an incident, a multitude of independent damage assessment activities will be conducted by a variety of organizations including Insurance Companies, the Virginia Department of Emergency Management, the Virginia Department of Transportation, the Virginia Department of Environmental Quality, the Virginia Department of Health, Utility Companies and Federal Agencies. The Public Works Branch will coordinate activities with these organizations, agencies and other Branches within the county EOC.

Electrical outages and other commodity shortages may impact public health and safety services, and every effort must be made to minimize the duration of such outages or shortages and the number of citizens impacted by them.

Other energy shortages, such as interruptions in the supply of natural gas or other petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes, disruption of pipeline systems, or terrorism.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Management Coordinator.

The Public Works Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Department of Public Works

#### ESF #1 - Transportation

- Coordinating transportation activities and resources
- Facilitating damage assessments of transportation infrastructure to establish priorities and determine needs of available transportation resources;
- Prioritization and/or allocation of all government transportation resources;
- Processing all transportation requests from county agencies, and other EOC branches
- Facilitate movement of the public in coordination with other transportation agencies.

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- Identify viable transportation routes to, from and within the emergency or disaster area

### ESF #3 – Public Works and Engineering

- Activate the necessary equipment and resources to address the emergency;
- Ensure generators and auxiliary equipment are operational at all county facilities;
- Identify private contractors and procurement procedures;
- Prioritize debris removal in coordination with VDOT;
- Specify locations for debris collection, as needed;
- Inspect county water and sewer infrastructure for damage;

### **Building Inspector's Office**

#### ESF #3 – Public Works and Engineering

- Coordinate a county-wide initial damage assessment (IDA) and provide the assessment to county Emergency Management Coordinator (*See Annex B: Damage Assessment Support*);
- Facilitate emergency repair of damaged infrastructure and critical facilities;
- Develop work priorities in conjunction with other agencies when necessary; and
- Obtain required waivers and clearances related to public works support.
- Acquire outside assistance with repairs to facilities that are beyond the capability of the community; and
- Post appropriate signage to close buildings.

### **Fluvanna County Public Schools**

#### ESF #1 – Transportation

- Provide school buses for evacuations, as needed
- Document expenses related to the event.

### **Department of Parks & Recreation**

#### ESF #3-Public Works & Engineering

- Assist the Department of Public Works with damages assessment and debris removal
- Provide other assistance as directed by the Public Works Branch coordinator; and

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- Document expenses related to the event.

**Virginia Cooperative Extension (Fluvanna Unit)**

ESF #3-Public Works & Engineering

- Assist the Department of Public Works with damages assessment of agricultural properties; and
- Document expenses related to the event.

**VDOT**

ESF #3-Public Works & Engineering

- Assist the Department of Public Works with damage assessments of transportation infrastructure to establish priorities and determine needs of available transportation resources;
- Prioritize debris removal in coordination with Public Works; and
- Document expenses related to the event.

Fluvanna County Emergency Operations Plan

## Emergency Coordination Guide Social Services Branch

### Primary Agency

Department of Social Services

### Collaborating Agencies

American Red Cross

Fluvanna County Schools

Blue Ridge Health District

Sheriff's Office

### Purpose

The purpose of this coordination guide is to bring the responsibilities of Emergency Support Function (ESF) #6 under one element within the Emergency Operations Center. The county's emergency operations center does not operate based on emergency support functions. However, the responsibilities of the Director of Social Services or his designee are identified in this guide as they relate to the identified emergency support function.

### Scope

This guide aligns the duties of the Social Services Branch with the Emergency Support Functions comparable to the day-to-day operations of the primary and secondary county agencies identified in this guide. The Department of Social Services will coordinate the responsibilities associated with the following Emergency Support Function:

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

### Concept of Operations

Some emergencies may necessitate evacuation of affected areas. Individuals and families may be deprived of normal means of obtaining food, clothing, shelter and medical needs. Family members may become separated and unable to locate each other. Individuals may develop serious physical or psychological problems requiring specialized medical services.

The responsibility for the provision of temporary emergency shelter and mass care for victims is the responsibility of the county government. Additionally, as a result of a major

## Fluvanna County Emergency Operations Plan

emergency/disaster affecting other jurisdictions within the Commonwealth of Virginia, the county may be requested to shelter evacuees.

Sheltering, feeding and emergency first aid activities may begin before, during, or after an emergency. Staging of these facilities may occur before the disaster when the emergency is anticipated.

As a result of a disaster, citizens in affected areas may be without adequate food supplies. Every effort will be made to identify affected populations and supply them with adequate nutritional resources.

Efforts will be made to coordinate among agencies providing information to create Family Assistance Center (FAC) that will serve as a single unified inquiry points for families. The FAC will strive to provide the most accurate and up-to-date information available regarding the whereabouts and status of missing persons and/or disaster casualties.

Animals will need to be adequately cared for during emergencies. All aspects of animal care and control will be handled by a group of volunteers, as specified in Support Annex C. The Virginia Cooperative Extension, Fluvanna Unit assists with agricultural animals. These include establishing animal shelters; rescue and evacuation; health care, food and water, disposal, identification and reuniting pets with their owners, and protection of citizens from any dangers (illness or injuries) posed by animals.

### Responsibilities

The responsibilities of this branch have been organized based on the Emergency Support Function responsibilities identified in the National Response Framework. Each ESF identifies the specific responsibilities of each agency.

Each Emergency Support Branch will update and maintain its own Branch Resource List, and contribute this list to the Master Resource List, maintained by the Emergency Management Coordinator.

The Social Services Branch is responsible for maintaining records of all expenses related to its emergency functions.

### Department of Social Services

#### ESF #6 – Mass Care, Housing & Human Services

- Provide personnel, equipment, supplies, and other resources to support in setting up and operating shelter facilities;
- Provide for the mass feeding of evacuees and relief workers at the shelter facilities.
- Assist in the coordination of the Family Assistance Center;
- Assist with the development and maintenance of a shelter operations plan;
- Identify food assistance needs;
- Work to obtain critical food supplies that are unavailable from existing inventories; and
- Through coordination with the Public Works and Emergency Management branches, arrange for transportation and distribution of food supplies to impacted areas.

### Fluvanna County Emergency Operations Plan

- Assist in providing mental health counseling and support services;and
- Submit reports to the EOC on shelter operations and status, feeding needs of affected populations, and requests for additional resources.

#### American Red Cross

##### ESF #6 – Mass Care, Housing, & Human Services

- Provide personnel, equipment, supplies, and other resources to support in setting up and running of shelter facilities;
- Assist with mass feeding of evacuees and relief workers at the shelter facilities;
- Assist in the coordination of the Family Assistance Center;and
- Assist with the development and maintenance of a shelter operations plan.

#### Fluvanna County Public Schools

##### ESF #6 – Mass Care, Housing, & Human Services

- Coordinate with the Emergency Management Branch on the opening and closing of public schools;
- Provide personnel, equipment, supplies and other resources needed to assist in shelter operations for victims of the affected emergency/disaster area;
- Facilitate the opening of county schools as emergency shelter sites upon request by the Director of Emergency Management or his/her designee;
- Provide personnel to assist in the mass feeding of evacuees and relief workers at the shelter sites; and
- Assist in the development and maintenance of a shelter operations plan.

#### Blue Ridge Health District

##### ESF #6 – Mass Care, Housing, & Human Services

- Provide personnel, supplies and other resources to assist in shelter operations for disaster victims with medical needs on site for first 24 hours and thereafter available via remote access;
- Ensure provision of medical support at the shelter sites;and
- Assist in the development and maintenance of a shelter operations plan.

#### Sheriff's Office

##### ESF #6 – Mass Care, Housing, & Human Services

- Provide security at shelter facilities;
- Rescue lost or stranded animals and transport to animalshelters;

Fluvanna County Emergency Operations Plan

**Fluvanna SPCA and other Animal Care Agencies**

NOTE: See specifics for Emergency Pet Sheltering Plan in Annex C.

ESF #6 – Mass Care, Housing, & Human Services

- Receive and care for animals at animal shelters, mobile animal trailers, or other designated reception areas;
- Register, tag and maintain accurate records; and
- Long-term shelter of unclaimed animals.



## Annex A - Mass Care and Sheltering

### Coordinating Agency

Fluvanna Department of Social Services

### Collaborating Agencies

Blue Ridge Health District  
 Fluvanna Sheriff's Office  
 Volunteer Rescue Squads  
 Fluvanna County Public Schools  
 American Red Cross  
 Fluvanna Chaplaincy  
 Fluvanna SPCA and other animal care agencies  
 Region 10 Community Services Board  
 Lake Monticello Owners' Association (LMOA)

### Purpose

Provide basic, immediate support to disaster victims in Fluvanna County, including shelter, food and emergency relief supplies and support.

### Scope

This Annex provides services and programs that assist individuals, households, and families in four basic areas of necessity: mass care, emergency assistance, housing, and human services. These basic necessities can include short-term and long-term housing needs of victims, organizing feeding operations, providing emergency first aid at designated shelters, counseling, and support for special needs populations, and coordinating distribution of emergency relief items.

This Annex applies to all individuals and organizations involved in mass care activities required to support disaster response and recovery operations in Fluvanna County. Specifically, this Annex addresses:

- Short-term and immediate needs of disaster victims. Recovery and long-term issues will be managed through the Emergency Management Branch.
- The full range of non-medical mass care services:
  - Sheltering
  - Organizing feeding operations
  - Providing emergency relief supplies

## Fluvanna County Emergency Operations Plan

*For Official Use Only*

- Providing emergency first aid at designated sites
- Collecting and providing information on disaster victims to family members
- Coordinating bulk distribution of emergency relief items
- Coordinating and providing assistance to individuals with functional

### Situation

The Department of Social Services (DSS) is responsible for coordinating the reception and care of evacuees. Public school employees may be assigned support tasks. Security will be provided by the Sheriff's Office. The Health Department will provide nurses or medical personnel for shelter operations as needed. If staffing levels are insufficient, the Health Department will notify the Emergency Management Coordinator (EMC) and request the Volunteer Rescue Squads establish a medical care service at the shelter center(s).

See **Annex C** for the Emergency Pet Sheltering Plans. Currently, co-location of pet sheltering is not available in Fluvanna. We are in process of making new arrangements for co-location at the County's designated shelter at Fluvanna High School.

### Concept of Operations

General – Potential hazards, such as flooding, hazardous materials incidents, or terrorist incidents, may require the evacuation of selected areas. The actual emergency situation or incident will, of course, determine the scope of the evacuation, shelter-in-place, and the number of evacuees.

Shelter Location – In the event of an evacuation/displacement of residents, or shelter-in-place scenario, or when the Director of Emergency Management decides an alternate or additional facility is required, he/she will advise DSS. DSS will then activate one or more of the County's shelter centers and will designate a manager to be responsible for operations at the facility. In the event of an incident where instructions direct residents to shelter-in-place, the Emergency Management Coordinator (EMC) will serve as the primary County point of contact for dissemination of information.

The County's designated shelter is the Fluvanna County High School, which is equipped with a generator. With DSS as lead for shelter setup, operations and teardown, the Schools will assist with food services and janitorial services. The Sheriff's Office will provide security.

Information to Evacuees – Once shelter has been established, the public should be informed immediately. The EMC should produce a news release detailing the shelter's location and safest way to reach the shelter (Emergency Management Branch). The release should also advise evacuees to bring the following items with them, if time and circumstances permit: one change of clothing, medication, baby food, supplies, as required, and sleeping bags or blankets. Evacuees should also be advised to secure their homes and turn off utilities before leaving. Evacuees will also be advised to make arrangements to care for their pets, as animals are not allowed at the shelter centers for people. In a declared local emergency, an animal shelter may be opened at a pre-determined location (ESF #11 and Annex C). Once at the shelter, evacuees should be regularly informed about the status of the incident. The EMC should update each shelter's DSS manager, who should then

disseminate this information to evacuees. This information should be accessible to all including those with sensory, intellectual, and cognitive disabilities, and those with limited English proficiency. The DSS manager at each shelter will obtain contact information for the appropriate agencies/officials for evacuees to determine the status of injured or missing relatives to the extent allowable under confidentiality regulations.

**Records** – Upon arrival at the shelter, registration forms will be completed for each family (Tab 1). Records will be maintained by DSS on the whereabouts of all evacuees throughout emergency operations. DSS, as trained and certified Red Cross workers, will provide food and shelter operations. The Health Department will complete a Health Assessment Form for each individual needing or requesting assistance. All forms will be maintained as a medical record by the Health Department.

**Access & Functional Needs Populations** – DSS will ensure that access and functional needs populations are provided for during an emergency or incident (Tab 2). The Americans with Disabilities Act Accessibility Guidelines will govern shelter site selection and operation. Adequate shelter space will be given to evacuees with functional/medical needs or others with assistive devices such as wheelchairs or walkers. Public information materials will be modified and disseminated to access and functional needs populations, their families, and service providers to ensure they are aware of the primary hazards and the planned response and mitigation actions to be taken. Information materials will also be provided to other special needs populations such as foreign nationals or the mentally ill. Unaccompanied minors will be processed by DSS not limited to making arrangements to contact the parent/guardian of that minor. To accommodate persons with special medical needs in a shelter, these individuals must be able to care for themselves or bring a personal caretaker. Individuals that have or develop medical needs will be assessed by shelter nurses and a determination will be made if it is safe for them to stay in the shelter. If it is not safe, they will be referred to a more appropriate facility. If the incident requires a higher degree of medical care, these operations will be handled in coordination with the Health Branch.

**Counseling** – Crisis counseling services will be provided, as required, by trained mental health professionals of the Region 10 Community Services Board.

**Reports** – Daily situation reports will be provided to the Emergency Operations Center (EOC) about the status of evacuees and of operations at the shelter center(s). Clear and detailed records must be maintained, including all costs incurred, in order to be eligible for post-disaster assistance.

**Shelter Security** – The Sheriff's Office will provide security for shelter locations, including parking areas. Local Volunteer Fire Companies will inspect these areas and implement additional fire protection measures, as required.

### **Responsibilities**

All agencies will assume the responsibility of maintaining a record of their expenditures relating to damage assessment activities.

Action Checklist	
<b>Routine Operations</b>	<p>DSS will develop plans and procedures to receive and care for an indeterminate number of evacuees. (Plans and procedures should also be developed in the event an incident occurs which requires evacuees to shelter-in-place.)</p> <p>The Director of Social Services will designate shelter manager(s) and other key shelter personnel.</p> <p>The Emergency Management Coordinator ("EMC") or designee will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Designate shelter center(s) and determine maximum capacities for each shelter center (Tab 3).</li> <li><input type="checkbox"/> Coordinate training and exercises.</li> <li><input type="checkbox"/> Pre-identify special needs populations.</li> <li><input type="checkbox"/> Negotiate agreements with local motels/hotels or other facilities for lodging displaced persons (Tab 3 and 4).</li> <li><input type="checkbox"/> Provide instructions on lodging outside of Fluvanna County in the event the number of displaced persons exceeds the capacity of local shelters (Tab 5).</li> <li><input type="checkbox"/> Pre-identify the organizations/agencies directly involved in evacuations and sheltering (Tab 4).</li> <li><input type="checkbox"/> Develop public communication plans, including emergency alerts systems.</li> <li><input type="checkbox"/> Pre-identify locations/organizations outside of Fluvanna County which will provide additional lodging if necessary.</li> <li><input type="checkbox"/> Develop memorandum of understanding (MOU) with neighboring jurisdictions which will provide assistance if needed (Tab 5).</li> <li><input type="checkbox"/> Ensure resilient, reliable, and interoperable communications at shelter locations.</li> </ul>
<b>Increased Readiness</b>	<p>In the event a natural or man-made disaster or incident is threatening the local area:</p> <p>DSS will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DSS will review and update plans and procedures.</li> <li><input type="checkbox"/> Confirm task assignments and alert key personnel and organizations/agencies to stand-by status.</li> <li><input type="checkbox"/> Prepare the necessary forms.</li> <li><input type="checkbox"/> Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.</li> <li><input type="checkbox"/> DSS will keep accurate records and document disaster-related expenses for the duration of the emergency.</li> </ul> <p>The EMC will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Establish plans for identifying, screening, and handling evacuees exposed to such hazards as infectious waste, polluted floodwaters, chemical hazards.</li> </ul>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Notify Red Cross and the Health Department of potential shelter operations and request they remain on stand-by.</li> </ul> <p>The PIO will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Create pre-scripted public messages</li> <li><input type="checkbox"/> Notify the public of the imminent danger.</li> <li><input type="checkbox"/> Notify the public of what to bring to shelters.</li> </ul>
<p><b>Response Operations</b></p>	<p><b>Mobilization Phase:</b></p> <p>In this phase, conditions continue to worsen, requiring full scale mitigation and preparedness activities. When an evacuation order has been issued,</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> DSS will activate the shelter center or activate agreements for other lodging, as required.</li> <li><input type="checkbox"/> The EMC will notify the Health Department and Red Cross with a time to report for shelter operations.</li> <li><input type="checkbox"/> The EMC will (1) Manage and support the evacuation/transportation of special needs populations, (2) Determine decontamination needs, (3) Notify partnering organizations of needs.</li> </ul> <p>The Blue Ridge Health District will:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct medical assessment to determine the appropriate location for evacuees with medical needs</li> <li><input type="checkbox"/> Provide basic health support to the entire shelter population and staff</li> <li><input type="checkbox"/> Monitor and respond to potential communicable disease outbreaks</li> <li><input type="checkbox"/> Facilitate access to medical care not provided at the shelter</li> <li><input type="checkbox"/> Facilitate provision of or access to prescription medications, as needed</li> <li><input type="checkbox"/> Assist caretakers of evacuees with providing the evacuees with activities of daily living. This includes assisting with feeding, personal hygiene, overseeing medication administration, etc.</li> </ul> <p><b>Response Phase:</b></p> <p>In this phase, disaster strikes. An emergency response is required to protect lives and property. DSS will continue to receive, care for and feed displaced persons.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Once a shelter center has been opened, VDEM will be updated immediately through the use of WebEOC.</li> <li><input type="checkbox"/> Schools will provide mass transportation, as required.</li> <li><input type="checkbox"/> The designated shelter managers will; (1) receive and care for evacuees/displaced persons, (2) register and maintain accurate records on their status and (3) provide mass feeding, as required, (4) distribute other emergency relief items such as hygiene kits, cleanup items, or infant care supplies, as needed,</li> </ul>

	(5) The designated shelter managers will provide daily reports to the EOC.
<b>Recovery Operations</b>	<input type="checkbox"/> During this phase, DSS will continue to provide for the lodging and care of displaced persons until notified by the EMC. <input type="checkbox"/> The EMC will coordinate re-entry planning, including the establishment of public safety conditions acceptable for re-entry. <input type="checkbox"/> DSS and partnering organizations will return designated shelter centers to pre-emergency operations (Tab 6). <input type="checkbox"/> Document, consolidate, and report disaster-related expenses. (FORMS)
<b>Mitigation</b>	<input type="checkbox"/> As appropriate, identify potential opportunities for mitigating the impacts of future incidents. <input type="checkbox"/> Implement identified mitigation actions <input type="checkbox"/> Work with stakeholders to identify potential vulnerabilities and improve services that may have been disrupted during an incident.

<b>Notes:</b>
<p>Prearrangements to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Shelter designations; secondary/satellite designations; MOUs;</li> <li><input type="checkbox"/> "How to" checklists - "How to set up a shelter," "How to feed people in a shelter"</li> <li><input type="checkbox"/> "Go kits" for shelter set up (organize trailers); additional supply needs?</li> <li><input type="checkbox"/> Management structure &amp; SOGs/SOPs</li> <li><input type="checkbox"/> Mass Feeding arrangements</li> <li><input type="checkbox"/> Pre-scripting messaging - include what to bring, shelter open &amp; what's available; special needs/medical needs</li> <li><input type="checkbox"/> Consider emergency relief items (personal items kits from Target)</li> <li><input type="checkbox"/> Transportation plan?</li> <li><input type="checkbox"/> Security plan?</li> <li><input type="checkbox"/> Re-entry plans and closing of shelters ("How to" checklist)</li> <li><input type="checkbox"/></li> </ul> <p>Record keeping for staffing (OT budgets; cafeteria workers, DSS, county staff)          Food costs budgets</p>

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**TAB 1 to Annex A - Virginia Shelter Registration / Intake Form**

**Virginia Shelter Registration / Intake Form** Shelter ID Number: \_\_\_\_\_

Shelter Name/Location: \_\_\_\_\_ Date/Time: / / : \_\_\_\_AM PM  
 Family Name (Last): \_\_\_\_\_ Given Name (First): \_\_\_\_\_  
 Home Address: \_\_\_\_\_ Apt: \_\_\_\_\_  
 City: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
 Home Phone: - - \_\_\_\_\_ Cellular Phone: - - Preferred Language: \_\_\_\_\_  
 Date of Birth: / / \_\_\_\_ Unaccompanied Minor:  Yes  No  N/A Gender:  Female  Male  
 Do you receive any Federal aid ( Medicare, Medicaid):  Yes  No State aid (WIC):  Yes  No  
 Emergency Contact Information - to give or receive critical health information  
 Contact Person Name: \_\_\_\_\_ Phone: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_

Family Members / Caregiver Present in Shelter						
Last Name / First Name	Age	Gender	Arrival Date	Departure Date	Relocation Address/ Phone	Caregiver
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>
		<input type="checkbox"/> M <input type="checkbox"/> F				<input type="checkbox"/>

Animals					
Did you bring any animals with you? <input type="checkbox"/> Yes <input type="checkbox"/> No			Service animal: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Species (Cat, Dog)	Name	Breed/Color	Age	Gender	Spayed/ Neutered
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N
				<input type="checkbox"/> M <input type="checkbox"/> F	<input type="checkbox"/> Y <input type="checkbox"/> N

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Health Information			
Are you currently experiencing any of the following:			
<input type="checkbox"/> Y <input type="checkbox"/> N	Diarrhea		<input type="checkbox"/> Y <input type="checkbox"/> N Unexplained weight loss
<input type="checkbox"/> Y <input type="checkbox"/> N	Rash		<input type="checkbox"/> Y <input type="checkbox"/> N Night sweats
<input type="checkbox"/> Y <input type="checkbox"/> N	Fever		<input type="checkbox"/> Y <input type="checkbox"/> N Severe sore throat
<input type="checkbox"/> Y <input type="checkbox"/> N	Cough		<input type="checkbox"/> Y <input type="checkbox"/> N Severe stiff neck
<input type="checkbox"/> Y <input type="checkbox"/> N	Productive cough		<input type="checkbox"/> Y <input type="checkbox"/> N Infected wound
<input type="checkbox"/> Y <input type="checkbox"/> N	Coughing up blood		<input type="checkbox"/> Y <input type="checkbox"/> N Acute mental symptoms

Do you have any medical concerns that may need immediate attention:			
<input type="checkbox"/> Y <input type="checkbox"/> N	Difficulty breathing		<input type="checkbox"/> Y <input type="checkbox"/> N Severe pain (headache, toothache, etc.)
<input type="checkbox"/> Y <input type="checkbox"/> N	Chest pain		<input type="checkbox"/> Y <input type="checkbox"/> N Injury that needs immediate medical attention
<input type="checkbox"/> Y <input type="checkbox"/> N	Other	Describe: _____	

Are you or do you think you could be pregnant?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Not sure
If yes, what is your due date?	___/___/___(MM/DD/YY) OR
When was your last menstrual period?	___/___/___(MM/DD/YY)
If unsure, when was your last menstrual period?	___/___/___(MM/DD/YY)

Name of Medication*	Dose	Frequency	Has medication?	Days of supply on hand	Requires medication immediately	Requires Rx refill
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N
			<input type="checkbox"/> Y <input type="checkbox"/> N		<input type="checkbox"/> Y <input type="checkbox"/> N	<input type="checkbox"/> Y <input type="checkbox"/> N

\*If medication name unknown fill in purpose of medication (e.g., blood pressure med)

Interviewer Name: \_\_\_\_\_ Interviewer Signature: \_\_\_\_\_



**TAB 2 To Annex A – Access and Functional Needs Populations****REQUIRING SPECIAL CARE IN TIME OF EMERGENCY**

General. Commercial and charitable visiting nurse or aid organizations may call in individuals or lists of individuals with special needs. Such calls should be patched to the DSS representative on duty in the EOC.

Churches who call in known elderly should be encouraged to verify or provide transport for those which can be moved by private auto, identify those which need handicapped vehicle or ambulance transport, and provide reports back to the DSS EOC representative of those who have been provided for. In order to best identify the transportation need, callers should be asked for a brief summary of the specific handicap.

If established, the DSS EOC representative will "scrub" the various lists against each other in order to delete the inevitable duplications and assemble as current a list as possible. This list should not be considered a comprehensive list of the entire special needs population in Fluvanna.

Telecommunications device for the deaf (TDD) services are available in the Communications dispatch center, and should be augmented as necessary to a full keyboard position during mobilization for any large-scale disaster.

During increased readiness for large-scale disasters/incidents, the list will be sorted by evacuation zones, geographic village or street listings with assistance from the 911 staff, in order to provide geographic listings for transportation/officers/fire/rescue.

As in-field warning progresses, "found" individuals lacking family or other appropriate transportation will be identified back to the EOC.

Special Transportation Resources

- Fluvanna County Public Schools has four (4) Wheelchair buses
- JAUNT also has wheelchair accessible transportation

**TAB 3 to Annex A - Closing Designated Shelters Procedures**

- ┌ DSS and partnering organizations must be notified of when to stop providing lodging/assistance to displaced persons.
- ┌ Plans must be in place for closing the shelters and ensuring evacuees' basic needs are still met.
- ┌ Agreements must be made beforehand detailing the responsibilities of shelter operators and partnering organizations in returning designated shelter centers to pre-emergency operations. These agreements should also detail the care and maintenance of shelters during emergencies.
- ┌ Proper documentation must continue until shelters are returned to pre-emergency operations.

## Annex B - Damage Assessment Support

### Coordinating Agency

Emergency Management Branch

### Collaborating Agencies

Building Inspector's Office

Commissioner of the Revenue's Office

Public Works

### State Agencies

Virginia Department of Transportation

Virginia Department of Emergency Management

### Purpose

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

### Scope

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

### Definitions

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

**Preliminary Damage Assessment (PDA):** A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

### **Policies**

The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary). At the Incident Commander’s request, the first priority for damage assessment may be to assess County structural/infrastructure damage. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with the County to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration. An estimate of expenditures and obligated expenditures will be submitted to both the County and the VEOC before a Presidential Disaster declaration is requested.

Additional reports will be required when requested by the Director of Emergency Management or Emergency Management Coordinator, depending on the type and magnitude of the incident. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through the EOC. The approval to expend funds for response and recovery operations will be given by the Director of Emergency Management or designee. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions.

### **Situation**

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

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

Important to note, public funds cannot be spent for private property in the response and recovery phases of a disaster, unless a Presidential declaration is made and funding is secured for this purpose. The County will perform damage assessments for private property, but cannot use public funds for response.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a “major disaster,” “major emergency,” or a specific federal agency disaster

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

1. Individual Assistance (IA)
  - a. Temporary housing;
  - b. Individual and family grants (IFG);
  - c. Disaster unemployment assistance;
  - d. Disaster loans to individuals, businesses and farmers;
  - e. Agricultural assistance;
  - f. Legal services to low-income families and individuals;
  - g. Consumer counseling and assistance in obtaining insurance benefits;
  - h. Social security assistance;
  - i. Veteran’s assistance; and
  - j. Casualty loss tax assistance.
2. Public Assistance (PA)
  - a. Debris removal;
  - b. Emergency protective measures; and
  - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

### Assumptions

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

### Concept of Operations

The ultimate responsibility of damage assessment lies with the local governing authority. The Emergency Management Coordinator or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14: Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the Building Inspector's Office. The damage assessment teams will be supported by multiple agencies from the County. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.

### Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to damage assessment activities.

#### Public Works Branch

- Maintain a list of critical facilities that will require immediate repair if damaged;
- Assess damage and coordinate repairs to ensure the continued operation of County infrastructure;
- Collect and compile damage data regarding public and private utilities;
- Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the Emergency Management Coordinator;
- Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies; and
- Provide periodic situation reports to the EOC.

#### Building Inspector's Office

- Assemble the appropriate team and develop damage assessment plans, policies and procedures;
- Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
- Conduct damage assessment training programs for the teams;
- Coordinate disaster teams conducting field surveys;
- Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
- Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;

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- Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
- Correlate and consolidate all expenditures for damage assessment to the Department of Finance; and
- Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival;

**Commissioner of the Revenue's Office**

- Provide staff to attach to damage assessment teams as subject matter experts on dollar loss; and
- Work with damage assessment staff at the EOC to compile the Initial Damage Assessment and Preliminary Damage Assessment.

**Emergency Management Branch**

- Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
- Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;
- Provide direction and overall control of damage assessment for the County;
- Submit report of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format; and
- Ensure appropriate and adequate public information and education regarding the damage assessment process.

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**Tab 1 to Annex B - Damage Assessment Team Assignments**

The Building Official will report to the EOC when activated by the Emergency Management Coordinator. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

**I. PRIVATE PROPERTY**Category A – Residential/Personal Property

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

Team: Building Inspector/Assessor

Category B – Business and Industry

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

Team: Building Inspector/Assessor

Category C – Agriculture

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

Team: Extension Agents

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**Tab 2 to Annex B - Damage Assessment Telephone Report**

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

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12. COMMENTS

12. CALL TAKER

13. DATE & TIME REPORT TAKEN

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**Tab 3 to Annex B - Cumulative Initial Damage Assessment Report**

**PRIMARY:** Input into WebEOC

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

<b>Jurisdiction:</b>	Fluvanna County
<b>Date/Time IDA Report Prepared:</b>	
<b>Prepared By:</b>	
<b>Call back number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	

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

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Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES		
Type of Property	Estimated Dollar Loss	% Insured
Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment)		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
<b>TOTAL</b>	\$0.00	
<b>Additional Comments:</b>		

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

**Tab 4 to Annex B – Public Assistance Damage Assessment Guidelines**

**APPENDIX J: PUBLIC ASSISTANCE WORK ELIGIBILITY MATRIX**

Table 23 provides the PA work eligibility matrix.

Table 23: Public Assistance Work Eligibility Matrix

Eligibility Factor	Category A: Debris Removal	Category B: Emergency Protective Measures	Category C: Roads and Bridges	Category D: Water Control Facilities	Category E: Buildings and Equipment	Category F: Utilities	Category G: Parks, Recreational, Other Facilities
Work	<p>Debris types include the following:</p> <ul style="list-style-type: none"> <li>• Vegetative</li> <li>• Construction and demolition</li> <li>• Hazardous waste</li> <li>• Household hazardous waste</li> <li>• White goods (household appliances)</li> <li>• Electronic waste</li> <li>• Soil, mud, and sand</li> <li>• Vehicles and vessels</li> <li>• Putrescent waste</li> <li>• Infectious waste</li> <li>• Chemical, biological, radiological, and nuclear (CBRN) contaminated</li> </ul>	<p>Emergency protective measures include the following:</p> <ul style="list-style-type: none"> <li>• Pre-positioning resources</li> <li>• Expenses related to operating a facility or providing a service</li> <li>• Emergency public transportation and communication</li> <li>• Flood fighting</li> <li>• Emergency operations centers</li> <li>• Emergency access</li> <li>• Supplies and commodities</li> <li>• Meals</li> <li>• Medical care</li> <li>• Evacuation and sheltering</li> <li>• Infectious disease events</li> <li>• Mosquito abatement</li> <li>• Mold remediation</li> <li>• Animal carcasses</li> </ul>	<p>Road components include the following:</p> <ul style="list-style-type: none"> <li>• Surfaces</li> <li>• Bases</li> <li>• Shoulders</li> <li>• Ditches</li> <li>• Drainage structures</li> <li>• Low water crossings</li> <li>• Associated facilities</li> </ul> <p>Bridge components include the following:</p> <ul style="list-style-type: none"> <li>• Decking</li> <li>• Guardrails</li> <li>• Girders</li> <li>• Pavement</li> <li>• Abutments</li> <li>• Piers</li> <li>• Slope protection</li> </ul>	<p>Water control facilities include the following:</p> <ul style="list-style-type: none"> <li>• Dams and reservoirs</li> <li>• Levees and floodwalls</li> <li>• Lined and unlined engineered drainage channels</li> <li>• Canals</li> <li>• Aqueducts</li> <li>• Sediment and debris basin</li> <li>• Storm water retention and detention basins</li> <li>• Coastal shoreline protective devices</li> <li>• Irrigation facilities</li> </ul>	<p>Buildings include all structural and non-structural components, including mechanical, electrical, and plumbing systems; contents and equipment within the building; and furnishings. Equipment includes vehicles and construction equipment.</p>	<p>Utilities include the following:</p> <ul style="list-style-type: none"> <li>• Water storage facilities, treatment plants, and delivery systems</li> <li>• Power generation, transmission, and distribution facilities</li> <li>• Natural gas transmission and distribution plants</li> <li>• Sewage collection systems and treatment plants</li> <li>• Communication systems</li> </ul>	<p>Publicly owned facilities include the following:</p> <ul style="list-style-type: none"> <li>• Mass transit facilities</li> <li>• Beaches</li> <li>• Parks</li> <li>• Playground equipment</li> <li>• Swimming pools</li> <li>• Bath houses</li> <li>• Tennis courts</li> <li>• Boat docks</li> <li>• Piers</li> <li>• Picnic tables</li> <li>• Golf courses</li> <li>• Ballfields</li> <li>• Fish hatcheries</li> <li>• Ports and harbors</li> <li>• Other facilities that do not fit in Categories C to F</li> </ul>

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	<ul style="list-style-type: none"> <li>Residential electrical meters safety inspections</li> <li>Demolition of private structures</li> <li>Temporary relocation of essential services</li> <li>Snow-related activities</li> <li>Emergency berms on beaches</li> <li>Temporary emergency repair or stabilization</li> <li>Temporary slope stabilization</li> </ul>	<ul style="list-style-type: none"> <li>Approaches</li> <li>Associated facilities</li> </ul>	<ul style="list-style-type: none"> <li>Pumping facilities</li> <li>Navigational waterways and shipping channels</li> </ul>			
Applicant	<p><b>State and territorial governments, federally recognized tribal governments, local governments, and certain private nonprofit (PNP) organizations</b> are eligible applicants. A PNP is potentially eligible only if it is 501(c), (d), or (e) tax exempt and owns or operates a facility that provides a "critical service" (defined as education, utility, emergency, or medical) or a non-critical, essential social service that is provided to the general public. Refer to the <i>Public Assistance Program and Policy Guide (PAPPG)</i> for additional details.</p>					
Facility	<p>A facility is a building, works, system, or equipment or improved and maintained natural feature. To be eligible, <b>the facility must be owned by or the legal responsibility of a state, local, tribal, or territorial (SLTT) government or owned by or the legal responsibility of a PNP organization</b> that provides educational, utility, emergency, medical, or custodial care and other social-type essential services. Mixed-use facilities are only eligible if more than 50 percent of the physical space is dedicated to eligible work. Inactive facilities or facilities under a specific authority of a federal agency (except public housing) are not eligible.</p>					
Cost	<p>Costs must be directly tied to the performance of eligible work; adequately documented; reduced by all applicable credits (e.g., insurance proceeds and salvage values); authorized and not prohibited under applicable laws and regulations; consistent with the applicant's internal policies, regulations, and procedures; and necessary and reasonable. Costs are considered reasonable when they are as follows:</p> <ul style="list-style-type: none"> <li>Recognized as ordinary and necessary;</li> <li>Comparable to current market price based on historical documentation, average cost in the area, or published unit costs from national databases;</li> <li>Above current market price for valid reasons, (e.g., shortage of equipment, materials, supplies, labor, or contractors);</li> <li>Within the context of exigent circumstances;</li> <li>Part of ethical business practices; and</li> <li>Aligned with all procurement requirements.</li> </ul>					



## APPENDIX K: PUBLIC ASSISTANCE WORK ASSESSMENT MATRICES

Table 24 provides the PA work assessment matrix (Category A).

**Table 24: Public Assistance Work Assessment Matrix (Category A: Debris Removal)**

Information	Description of Information Needed	✓	Supporting Documentation/Validation
Location of Debris	Address and/or Global Positioning System (GPS)/United States National Grid (USNG) location for roads, rights-of-way, private property, waterways, parks, etc.	<input type="checkbox"/>	<b>Annotated maps.</b>
Location of Debris Operations Facilities	USNG location for reduction sites, disposal sites, pickup locations, etc.		
Work Completed	Percent of debris removal completed at time of assessment.	<input type="checkbox"/>	<b>Brief statement</b> of percentage of work completed at time of assessment.
Debris Type (classification) and Quantity per Type	Provide total quantity of debris to be removed (including debris already moved) by type of debris:	<input type="checkbox"/>	<b>Photographs</b> (to show work completed, work to be completed, and locations where estimates were developed).
	<ul style="list-style-type: none"> <li>• Vegetative</li> <li>• Construction and demolition</li> <li>• Hazardous waste</li> <li>• Household hazardous waste</li> <li>• White goods (household appliances)</li> <li>• Electronic waste</li> </ul>	<ul style="list-style-type: none"> <li>• Soil, mud, and sand</li> <li>• Vehicles and vessels</li> <li>• Putrescent waste</li> <li>• Infectious waste</li> <li>• Chemical, biological, radiological, and nuclear (CBRN) contaminated</li> </ul>	
Type of Work	Is the work, force account, contract, or a combination of both?	<input type="checkbox"/>	<b>Brief statement</b> about whether work is force account, contract, or a combination.
Force Account Labor Costs	Provide regular time and overtime hours and rates for all force account labor.	<input type="checkbox"/>	<b>Labor cost summary</b> (separate out regular time and overtime).
		<input type="checkbox"/>	<b>Labor contracts/agreements</b> to verify rates.
Force Account Equipment Costs	Provide time and rate of all force account equipment used.	<input type="checkbox"/>	<b>Equipment cost summary.</b>
Force Account Supply Costs	Provide a list of all force account supplies used and their cost.	<input type="checkbox"/>	<b>Supply cost summary.</b>
Contract Costs	Provide actual costs or the costs estimates of all contracts.	<input type="checkbox"/>	For large projects, provide <b>contractor bids or invoices and disposal invoices.</b>
Unit Costs	Cost per ton or cubic yard with explanation of calculation.	<input type="checkbox"/>	<b>Brief statement</b> explaining calculation.

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Information	Description of Information Needed	✓	Supporting Documentation/Validation
Recycling or Reusing Debris?	Yes/No	<input type="checkbox"/>	N/A
Unique Removal Requirements	For example, special equipment, long hauls, staging, reduction, hazardous materials, local ordinances, etc.	<input type="checkbox"/>	<b>Relevant documentation</b> validating unique requirements.
Impact on Community Functions	Narrative describing impact on normal community functions.	<input type="checkbox"/>	<b>Relevant documentation</b> validating impact on community functions.
Environmental and Historic Preservation Considerations	Narrative describing environmental and historic preservation considerations.	<input type="checkbox"/>	<b>Relevant documentation</b> validation environmental and historic preservation considerations.

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Table 25 provides the PA work assessment matrix (Category B).

**Table 25: Public Assistance Work Assessment Matrix (Category B: Emergency Protective Measures)**

Information	Description of Information	✓	Supporting Documentation/Validation
Location(s)	Address and/or Global Positioning System (GPS)/United States National Grid (USNG) location.	<input type="checkbox"/>	<b>Notated maps.</b>
Type of Emergency Protective Measures	Details of the emergency protective measures required.	<input type="checkbox"/>	Description of the emergency protective measures required.
Type of Work	Force account, contract, mutual aid, or combination.	<input type="checkbox"/>	N/A
Force Account Labor Costs	Regular time and overtime hours and rates.	<input type="checkbox"/>	<b>Labor cost summary</b> (separate out regular time and overtime).
		<input type="checkbox"/>	<b>Labor contracts/agreements</b> to verify rates.
Force Account Equipment Costs	Time and rates used.	<input type="checkbox"/>	<b>Equipment cost summary.</b>
Force Account Supply Costs	List supplies used and cost.	<input type="checkbox"/>	<b>Supply cost summary.</b>
Material Costs	List of materials and cost per unit.	<input type="checkbox"/>	Material invoices, historic costs for similar work, estimates by professionals familiar with facility, or commercial estimating source.
Contract Costs	Actual or estimates.	<input type="checkbox"/>	Contracts, bids, invoices (required for large projects), historic costs for similar work, estimates by professionals familiar with the facility, or commercial estimating source.
Unique Requirements	Narrative describing unique requirements impacting cost.	<input type="checkbox"/>	<b>Relevant documentation</b> validating unique requirements.
Impact on Community Functions	Narrative describing impact on normal community functions.	<input type="checkbox"/>	<b>Relevant documentation</b> validating impact on community functions.
Environmental and Historic Preservation (EHP) Considerations	Narrative describing EHP considerations.	<input type="checkbox"/>	<b>Relevant documentation</b> validation EHP considerations.

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Table 26 provides the PA work assessment matrix (Categories C to G).

Table 26: Public Assistance Work Assessment Matrix (Categories C to G)

Information	Description of Information	✓	Supporting Documentation/Validation
Location(s)	Address and/or Global Positioning System (GPS)/United States National Grid (USNG) location.	<input type="checkbox"/>	<b>Notated maps.</b>
Facility Type (structure and materials)	<b>Structure:</b> Road, bridge, road element, building, works, system (e.g., water distribution system), or equipment. <b>Materials:</b> Damaged materials of the facility.	<input type="checkbox"/>	<b>Photographs.</b>
Repair or Replacement	Justification for repair or replacement.	<input type="checkbox"/>	
Damage Dimensions	Size, length, capacity, etc., of damage.	<input type="checkbox"/>	
Damaged Elements/Equipment/ Building Contents	Individual elements of the facility that have been damaged.	<input type="checkbox"/>	
Type of Work	Force account, contract, or combination.	<input type="checkbox"/>	<b>Recent safety inspection or maintenance records</b> that show pre-disaster condition (large projects only). <b>Codes and standards to be considered</b> (when it dramatically increases cost). <b>Brief statement</b> about whether work is force account, contract, or a combination.
Force Account Labor Costs	Regular time and overtime hours and rates.	<input type="checkbox"/>	<b>Labor cost summary</b> (separate out regular time and overtime). <b>Labor contracts/agreements</b> to verify rates.
Force Account Equipment Costs	Time and rates used.	<input type="checkbox"/>	<b>Equipment cost summary.</b>
Force Account Supply Costs	List supplies used and cost.	<input type="checkbox"/>	<b>Supply cost summary.</b>
Material Costs	List of materials and cost per unit.	<input type="checkbox"/>	Material invoices, historic costs for similar work, estimates by professionals familiar with facility, or commercial estimating source.
Contract Costs	Actual or estimates.	<input type="checkbox"/>	Contracts, bids; invoices (required for large projects), historic costs for similar work, estimates by professionals familiar with the facility, or commercial estimating source.
Unique Requirements	Narrative describing unique requirements impacting cost.	<input type="checkbox"/>	<b>Relevant documentation</b> validating unique requirements.
Impact on Community Functions	Narrative describing impact on normal community functions.	<input type="checkbox"/>	<b>Relevant documentation</b> validating impact on community functions.

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Environmental and Historic Preservation (EHP) Considerations	Narrative describing EHP considerations.	<input type="checkbox"/>	<b>Relevant documentation</b> validation EHP considerations.
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Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

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

Appendices taken from FEMA Preliminary Damage Assessment Guide, May 2020. For additional information see: [https://www.fema.gov/sites/default/files/2020-07/fema\\_preliminary-disaster-assessment\\_guide.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_preliminary-disaster-assessment_guide.pdf)

Tab 5 to Annex B - Individual Assistance Damage Assessment Guidelines



**Individual Assistance Damage Assessment Level Guidelines**

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

**IDA Tips: Estimating Water Depths**

Brick - 2 1/2 inches per course  
 Lap or aluminum siding - 4 inches or 8 inches per course  
 Stair risers - 7 inches

Concrete or cinder block - 8 inches per course  
 Door knobs - 36 inches above floor  
 Standard doors - 6 feet 8 inches

Additional information: [www.VAEmergency.com](http://www.VAEmergency.com)

Adapted from FEMA 9327.1-PR April 2005

Revised 03/13/07 VDEM

## APPENDIX H: INDIVIDUAL ASSISTANCE DAMAGE MATRICES

Tables 20 and 21 provide the damage assessment matrices for manufactured and conventionally built homes, respectively.

### Manufactured Homes

Table 20: Damage Assessment Matrix for Manufactured Homes

Degree of Damage	Definition	Flood Damage		Damage Other Than Flood (e.g., Wind-Driven Rain and Earthquake)
		Water Level	Examples	Examples
<b>Affected</b>	The residence has cosmetic damage only.	<b>Below Floor System</b>	<ul style="list-style-type: none"> <li>No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted).</li> <li>Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.</li> </ul>	<ul style="list-style-type: none"> <li>No damage affecting habitability; cosmetic damage only (e.g., skirting is impacted).</li> <li>Residences with damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.</li> </ul>
<b>Minor</b>	The residence is damaged and requires minimal repairs to make habitable.	<b>In Floor System</b>	<ul style="list-style-type: none"> <li>When the waterline has reached the floor system but has not entered the living space of the unit. Examples of damage include the following:                             <ul style="list-style-type: none"> <li>Bottom board, insulation, or ductwork in the floor system.</li> <li>Heating, ventilating, and air conditioning (HVAC) is impacted.</li> </ul> </li> <li>There is no structural damage to the residence, and it has not been displaced from the foundation.</li> </ul>	<ul style="list-style-type: none"> <li>There is no structural damage to the residence, and it has not been displaced from the foundation.</li> <li>Some of the nonstructural components have sustained damage (e.g., windows, doors, wall coverings, roof, bottom board insulation, ductwork, and/or utility hookup).</li> <li>HVAC is impacted.</li> </ul>
<b>Major</b>	The residence has sustained significant damage and requires extensive repairs.	<b>In Living Space</b>	<ul style="list-style-type: none"> <li>Water has covered the floor system and entered the living space of the unit but is still below the roofline.</li> <li>The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged.</li> </ul>	<ul style="list-style-type: none"> <li>The residence has been displaced from the foundation, block, or piers, and other structural components have been damaged.</li> <li>Fifty percent or more of non-structural components (e.g., roof shingles, drywall, and utility hookups) have sustained significant damage.</li> </ul>

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Degree of Damage	Definition	Flood Damage		Damage Other Than Flood (e.g., Wind-Driven Rain and Earthquake)
		Water Level	Examples	Examples
<b>Destroyed</b>	The residence is a total loss.	<b>Above Roofline</b>	The residence is a total loss, for example: <ul style="list-style-type: none"> <li>Waterline is at the roofline or higher.</li> <li>Residence's frame is bent, twisted, or otherwise compromised.</li> </ul>	<ul style="list-style-type: none"> <li>The residence's frame is bent, twisted, or otherwise compromised.</li> <li>The majority of the structural framing of the roof or walls has been compromised, exposing the interior.</li> </ul>
<b>Inaccessible</b>	Damage to residence cannot be visually verified.	<b>N/A</b>	<ul style="list-style-type: none"> <li>Flood waters are blocking access to residences by covering, washing out, or destroying roads, bridges, or access routes, and degree of damage cannot be visually verified.</li> </ul>	<ul style="list-style-type: none"> <li>Debris from landslides, mudslides, severe soil erosion, or blowdown is blocking access to residences by disrupting or destroying roads, bridges, or access routes, and degree of damage cannot be visually verified.</li> </ul>

Conventionally-Built Homes

Table 21: Damage Assessment Matrix for Conventionally Built Homes

Degree of Damage	Definition	Flood Damage		Damage Other Than Flood (e.g., Wind-Driven Rain and Earthquake)
		Water Level	Examples	Examples
<b>Affected</b>	The residence has minimal cosmetic damage to the exterior and/or interior.	<b>In Unfinished Basement</b>	<ul style="list-style-type: none"> <li>Waterline in the crawl space or an unfinished basement when essential living spaces or mechanical components are not damaged or submerged.</li> <li>Damage to a porch, carport, garage, and/or an outbuilding not for commercial use, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Cosmetic damage, such as paint discoloration or loose siding.</li> <li>Minimal missing shingles or siding.</li> <li>Damage to an attached structure (e.g., porch, carport, garage, or outbuilding not for commercial use), gutters, screens, landscaping, retaining walls, or downed trees that do not affect access to the residence.</li> </ul>
<b>Minor</b>	The residence has sustained a wide range of damage that does not affect structural integrity but could affect habitability.	<b>Below 18 Inches</b>	<ul style="list-style-type: none"> <li>Waterline at 1 to 3 inches in an essential living space.</li> <li>When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor, depending on the following factors: duration of the flood, contaminants in the water, if waterline reached electrical outlets, and number of essential living spaces flooded.</li> <li>Waterline in a finished basement.</li> <li>Damage to mechanical components (e.g., furnace, boiler, water heater, heating, ventilating, and air conditioning (HVAC), etc.)</li> <li>Damage or disaster-related contamination to a private well or septic system.</li> </ul>	<ul style="list-style-type: none"> <li>Nonstructural damage to roof components over essential living spaces (e.g., shingles, roof covering, fascia board, soffit, flashing, and skylight).</li> <li>Nonstructural damage to the interior wall components, to include drywall and insulation.</li> <li>Nonstructural damage to exterior components.</li> <li>Multiple small vertical cracks in the foundation.</li> <li>Damage to chimney (i.e., tilting, falling, cracking, or separating from the residence).</li> <li>Damage to mechanical components (e.g., furnace, boiler, water heater, HVAC, etc.).</li> <li>Damage or disaster-related contamination to a private well or septic system.</li> </ul>

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Degree of Damage	Definition	Flood Damage		Damage Other Than Flood (e.g., Wind-Driven Rain and Earthquake)
		Water Level	Examples	Examples
<b>Major</b>	The residence has sustained significant structural damage and requires extensive repairs.	<b>Above 18 Inches</b>	<ul style="list-style-type: none"> <li>Waterline above 18 inches or the electrical outlets in an essential living space.</li> <li>Waterline on the first floor (regardless of depth) of a residence when basement is completely full.</li> <li>When waterline exceeds 3 inches but is below 18 inches, damage may be major or minor depending on the following factors: duration of the flood, contaminants in the water, if waterline reached outlets, and number of essential living spaces flooded.</li> </ul>	<ul style="list-style-type: none"> <li>Failure or partial failure to structural elements of the roof over essential living spaces to include rafters, ceiling joists, ridge boards, etc.</li> <li>Failure or partial failure to structural elements of the walls, to include framing, etc.</li> <li>Failure or partial failure to foundation, to include crumbling, bulging, collapsing, horizontal cracks of more than 2 inches, and shifting of the residence on the foundation of more than 6 inches.</li> </ul>
<b>Destroyed</b>	The residence is a total loss: (e.g., damaged to such an extent that repair is not feasible, requires demolition, and/or confirmed to be in imminent danger).	<b>Above Roofline</b>	<ul style="list-style-type: none"> <li>Waterline at the roofline or higher, or</li> <li>Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).</li> </ul>	<ul style="list-style-type: none"> <li>Only foundation remains.</li> <li>Complete failure of two or more major structural components (e.g., collapse of basement walls, foundation, walls, or roof).</li> <li>The residence has a confirmed imminent danger (e.g., impending landslides, mudslides, or sinkholes).</li> </ul>
<b>Inaccessible</b>	Damage to residence cannot be visually verified.	<b>N/A</b>	<ul style="list-style-type: none"> <li>Flood waters are blocking access to residences by covering, washing out, or destroying roads, bridges, or access routes, and degree of damage cannot be visually verified.</li> </ul>	<ul style="list-style-type: none"> <li>Debris from landslides, mudslides, severe soil erosion, or blowdown is blocking access to residences by disrupting or destroying roads, bridges, or access routes and degree of damage cannot be visually verified.</li> </ul>

## APPENDIX I: INDIVIDUAL ASSISTANCE HOUSING INSURANCE MATRIX

Table 22 provides the IA housing insurance matrix.

Table 22: IA Housing Insurance Matrix

Insurance Type	Property Covered	Property Not Covered	Perils Covered	Perils Not Covered
<b>Flood</b>	<p><b>Owners Only:</b> All real property from the first floor above ground level up; real property in basement below ground level necessary for habitability (e.g., structural wall, furnace, water heater, and main panel); separate structures, such as storage buildings; cost of preventing flood damage to home; and removal of debris deposited by covered peril.</p> <p><b>Homeowners and Renters:</b> Property in basement necessary for habitability (e.g., washer and dryer), all personal property in dwelling and separate enclosed structures (see property not covered), and personal property stored away from premises.</p>	<p><b>Real Property:</b> Water wells, well pumps, oil or propane tanks, septic tanks, seawalls, retaining walls, washouts (access), and dikes.</p> <p><b>Personal Property:</b> Property stored in basements below grade level, as identified by the individual policy.</p>	General condition of flooding, (e.g., overflow of inland or tidal waters, the unusual and rapid runoff or accumulation of surface waters from a source), mudflow/mudslide, and seepage caused by flood (e.g., ground saturation or seeping under doors from rising water) (Note: Not all perils listed are included nationwide or in outside the continental United States (OCONUS) areas. Consult with local/state or municipalities insurance commissioners for details.)	Anything other than perils listed, e.g., wind-driven rain (WDR), landslide, sewer backup when no general flood exists, and seepage not caused by flood (e.g., melting snow or WDR blowing water under doors). (Note: Not all perils listed are excluded nationwide or in OCONUS areas. Consult with local/state or municipalities insurance commissioners for details.)
<b>Earthquake, Sewer Backup, and Other Riders</b>	All property covered by the policy rider.	All property excluded from coverage under the policy the rider is attached.	Only the peril(s) specified on the rider.	All perils except those specified by the rider.
<b>Homeowners or Renters</b>	<p><b>Owners:</b> All real property, including separate structures; removal of debris deposited by covered peril; personal property; and additional living expenses (ALE) for covered perils.</p> <p><b>Renters:</b> All personal property, including personal property away from premises and ALE for covered perils.</p>	Seawalls, retaining walls, and washouts (access).	Wind; hail; lightning; falling objects, including trees; freezing of plumbing; weight of ice, snow, or sleet; fire; smoke; volcanic eruption; and power surge explosion.	Surface waters or flood, rain through doors, windows or bad roof, seepage, landslides, mudslides, earthquake, and sewer backup.  Sewer backup is usually covered in an endorsement to the policy.

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Appendices H and I taken from FEMA Preliminary Damage Assessment Guide, May 2020. For additional information see: [https://www.fema.gov/sites/default/files/2020-07/fema\\_preliminary-disaster-assessment\\_guide.pdf](https://www.fema.gov/sites/default/files/2020-07/fema_preliminary-disaster-assessment_guide.pdf)



Fluvanna County Emergency Operations Plan

*For Official Use Only*

Insurance Type	Property Covered	Property Not Covered	Perils Covered	Perils Not Covered
<b>Manufactured Home</b>	Manufactured home, including separate structures; removal of debris deposited by covered peril; cost of emergency repairs or removal to protect the manufactured home; ALE for covered perils; and all personal property, including personal property away from premises. Structural-only coverage excludes personal property and ALE coverage.	Seawalls and washouts (outside damage).	Wind; hail; lightning; falling objects, including trees; freezing of plumbing; weight of ice, snow, or sleet; fire; smoke; volcanic eruption; power surge; and explosion.  Flood may not be covered, depending on the contract.	Sewer backup; leakage from rain, snow, or sleet; freezing or electrical failure, mudslide, and earthquake. Flood may not be covered, depending on the contract.  Electrical failure does not pertain to power surges, only to situations where electrical service stops and there is no damage to the home.
<b>Condominium</b>	<b>Unit:</b> Structural elements not shared by other tenants or owned by the association, generally from the sheetrock in, including sheetrock, paneling, and wall covering; ALE for covered perils; and all personal property, including personal property away from premises.  <b>Master:</b> Structural elements shared by other tenants or owned by the association, generally from the studs out.	Seawalls, retaining walls, and washouts (access).	Wind; hail; lightning; falling objects, including trees; freezing of plumbing; weight of ice, snow, or sleet; fire; smoke; volcanic eruption; and power surge explosion.	Surface waters or flood; rain through doors, windows, or bad roof; landslides; mudslides; earthquake; sewer backup; leakage from rain, snow, or sleet; and freezing or electrical failure.

## Annex C - Emergency Pet Sheltering

### Primary Agency

Animal Care Coordinator (Agency or Individual TBD)

### Cooperating Agencies

Emergency Management Branch

Sheriff's Office, Animal Control

Fluvanna County SPCA

Caring for Creatures

Virginia Cooperative Extension Service (Fluvanna Unit)

### Foreword

This annex was developed in order to comply with the Federal Pet Evacuation and Transportation Standards Act, PETS Act, which was passed into law in October 2006. This legislation requires state and local emergency management agencies to include companion and service animals in their disaster response plans, as pet owners qualify as people with special needs in disasters.

Animals are often overlooked during and after a disaster, until they have become a problem. It is generally assumed that they can fend for themselves and not present additional problems for society. This policy recognizes that animals could become a problem for society if not appropriately cared for and controlled.

When evacuation is imminent, it is very likely that people will not evacuate their homes if this includes abandoning their pets. It is expected that some of these pets will be taken to public shelters. This policy is intended to plan for these and other disaster situations with an orderly and effective response system. Concentration is on care of animals abandoned or lost and those brought to public shelters.

### Purpose

The purpose of this policy is to establish organizational responsibilities and general policies and procedures for the care of companion animals during natural and man-made emergencies and disasters. A major goal of this policy is to minimize animal suffering, loss of life, and subsequent disability by ensuring timely and coordinated assistance.

The Animal Disaster Plan coordinates public and private sector resources to meet the animal-service needs that may arise during an emergency including:

## Fluvanna County Emergency Operations Plan

*For Official Use Only*

- Rescue and capture of animals that have escaped confinement
- Evacuation/transportation
- Sheltering
- Veterinary care for the sick and injured
- Quarantine of infectious or contaminated animals
- Disposal of dead animals

**MISSION.** To provide guidelines for rapid response to disasters affecting the health, safety, and welfare of animals both domestic and livestock. Resources in emergency preparedness, response and recovery include but are not limited to, small and large animal care, facility usage and displaced pet/livestock assistance.

### Definitions

**Companion Animals:** are domestic animals serving as household pets and family companions. **Only** dogs and cats are included in this policy. Companion animals cannot be admitted into the human emergency shelter.

**Service Animals:** as defined by the Americans with Disability Act (ADA) is a service guide dog, signal dog, or any other animal that is individually trained to assist an individual with a disability. If they meet this definition, animals are considered service animals under ADA regulations regardless of whether they have been licensed or certified by a state or local government. Service animals will be admitted to Red Cross shelters with their owner.

**Emergency Pet Shelter:** is a short-term pet shelter for dogs and cats in the initial response phase of a disaster. The Emergency Pet Shelter will remain open in concurrence with emergency shelters for citizens. Owned pets must be picked up as soon as the emergency is over or a boarding fee will be charged.

### Scope

The scope of this policy is to provide coordinating actions during an initial response phase of a disaster for pet owners. This policy considers the needs of the following domestic pets: dogs and cats. Owners of exotic pets and livestock must act responsibly and take appropriate actions in providing care or evacuating their animals. Domestic animals found roaming after a disaster has occurred will be taken to the Fluvanna SPCA by Animal Control Officers.

### Situation and Assumptions

Natural or man-made emergencies and disasters occur which require citizens to evacuate their homes. Some residents will not want to leave pets such as dogs and cats behind.

Some pet owners may plan on a short-term absence during an emergency, and leave pets at home supplied with adequate food and water however; owners may want to go back into their home to retrieve them after the height of the disaster, risking their safety. Mass care facilities for citizens may not permit animals other than those used for special needs assistance.

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## Fluvanna County Emergency Operations Plan

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The owners of pets, when notified of an upcoming emergency will take reasonable steps to shelter and provide for animals under their care and control. During emergency evacuation, owners may seek extended care for pets in a facility other than the pet's home. Pets left unattended may be at risk to themselves and to the general population.

Events, such as natural disasters or hazardous material spills could create needs to evaluate people from their homes, which could also displace companion animals. These hazards could also cause injury or death to animals and allow animals to roam unattended. The duration of these hazards is variable as is their effect on the county. Any one of the potential hazards could cause the separation of animals from their owners. Secondary events, such as power outages, could prolong the situation. Smaller scale events, such as a fire at an animal care facility or an animal transportation accident could also require emergency animal care.

Animal care personnel will participate in emergency operations on a voluntary basis.

If an emergency incapacitates local veterinary activities or if the magnitude of the emergency exceeds local veterinary resources, veterinary resources from adjacent counties and/or state may be requested.

**Pet Population Estimates**

Species	Percentage of US Households Owning Pets	Average Number of Pets per Pet-Owning Household
Dogs	38.4	1.6
Cats	25.4	1.8
Birds	2.8	2.1
Horses	N/A	N/A

Source: 2012 U.S. Pet Ownership & Demographics Sourcebook

<https://www.avma.org/resources-tools/reports-statistics/us-pet-ownership-statistics>

Sixty-seven percent of U.S. households, or about 85 million families, own a pet, according to the 2019-2020 National Pet Owners Survey conducted by the American Pet Products Association (APPA). The American Veterinary Medical Association gives the above statistics to estimate local pet ownership.

Species	Estimated Numbers in Fluvanna
Dogs	6097
Cats	4537
Birds	583
Horses	N/A

Other Fluvanna County-related statistics:

Total Households	9223* (US Census)
Number of Farms	327
Total Farm acreage	48,883
Average Farm size (acres)	149 acres
Number of Cattle	6,730 (55 <sup>th</sup> in State)

Source: Fluvanna County website – Quick Facts; Updated January 2012

### Concept of Operations

Currently, co-location of people sheltering and pet sheltering is not available in Fluvanna. We are in process of making new arrangements for co-location at the County’s designated shelter at Fluvanna High School. However, until such arrangements are finalized, a designated emergency pet shelter will be determined as needed, IF local sheltering with existing pet care facilities is unavailable.

Emergency Pet Sheltering in Fluvanna is handled by a volunteer collaboration of pet care organizations, including Caring for Creatures, Fluvanna SPCA, and with collaboration with the Virginia Cooperative Extension (Fluvanna Unit). This collaborative group will:

- **Coordinate preparedness activities with the appropriate public and private sector organizational representatives.** The activities include planning that addresses provisions for protection of companion and farm animals, and animals in animal shelters. Coordination with State and National animal protection volunteer groups will be necessary to ensure the needs of animals are met during disaster situations, as well as providing volunteer training opportunities.
- **Assess the situation and make a decision on the number and location of shelters that will be used to house animals.** Typical facilities include the jurisdiction’s animal shelter(s), veterinary hospitals, boarding kennels. Facilities for agricultural animals could include boarding stables, horse farms, and dairy farms, and/or public land (after obtaining clearance through the EOC).
- **Make provisions** for purchasing, stockpiling, or otherwise obtaining the essential stocks (food, water, medical, etc.) needed to support an extended stay (3-14 days) in shelters within the risk area or in mass care facilities.
- Based on information on the high-hazard areas in the jurisdiction, **make an initial estimate** of the numbers and types of animals that may need to be evacuated and/or sheltered.
- Coordinate the actions needed to **obtain sufficient personnel** to staff animal shelters, as needed.
- Ensure each animal shelter has a **highly visible identity marker** and sign that identifies its location, with signs from major intersections directing people to shelter(s).

## Fluvanna County Emergency Operations Plan

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- Coordinate with the EOC to facilitate **dissemination of information to the public** on the location of the companion animal shelters that will be opened, to include information on the Fluvanna County/FSPCA/CFC websites.
- If appropriate, coordinates with personnel in public shelters to **act as a referral source** for individuals with service animals.
- **Open pet shelters** and provide food, water, and medical care, as needed, for the animals in the shelter. Keep shelters open as long as is deemed necessary by the Animal Care Coordinator. Ensure each shelter receives the necessary supplies to sustain itself.
- **Form emergency response teams** (evacuation, shelter, veterinary treatment, search and rescue, etc.) that include trained professionals and volunteers to accomplish necessary actions during response operations.
- **Coordinate the services and assistance** provided to the animal victims. Activities may include the protection, care, and disposal (if appropriate) of animal victims impacted by disasters.
- Coordinate to arrange travel routes and schedules the timing for **evacuation of farm animals**, animals in kennels, veterinarian hospitals, animal shelters, etc., from the risk area.
- As appropriate, **mobilize transportation vehicles** (stock trailers, trucks equipped with animal cages, etc.) that may be used to evacuate the animals, to include transportation accommodations for large breed animals.
- **Implement evacuation** by sending evacuation team(s) to load and transport the animals being evacuated.
- As appropriate, **dispatch search and rescue teams** to look for animals left behind by their owners, stray animals, and others needing transportation to a safe location, in areas other than a mandated evacuation area. This need assessment will determine subsequent rescue efforts.
- **Coordinate with the Environmental Health** on the location, collection, and disposal of dead animals.
- When appropriate, **terminate shelter operations** and close the facility.

## Responsibilities

All agencies will assume the responsibility of maintaining a record of their expenditures relating to emergency activities.

### Animal Care Coordinator

Coordinates all evaluation planning activities and assists, as appropriate, the animal care and control agency staff's efforts to:

- ☑ Identify facilities that may be used to house evacuated animals.
- ☑ Protect and care for animals during and following catastrophic emergencies, as well as participate in the evacuation of animals at risk during catastrophic emergencies.
- ☑ Disseminates to the public appropriate action(s) that should be taken to protect and care for companion and farm animals that are to be evacuated or left behind.
- ☑ Contact the EMC to coordinate response activities with the recognized animal-care responders.
- ☑ Manage the public and private sector efforts to meet the animal service needs that arise including: Rescue and capture of animals that have escaped confinement, evacuation, sheltering, care of the injured, sick, and stray and disposal of dead animals.
- ☑ In coordination with the State Veterinarian and the USDA (located at the Virginia Department of Emergency Management office), assist in the isolation, euthanasia and disposal of diseased animals.
- Handle inquiries regarding actions to protect and care for companion animals, farm animals, (location of animal shelters, provisions and requirements, - e.g. use of leashes and cages - for transportation of companion animals, etc.) and available emergency assistance including how and where to get help for companion and farm animals.

### FSPCA and Caring for Creatures

- ☑ Coordinates with animal control to obtain information for dissemination to the public on the appropriate action that should be taken to protect and care for companion and farm animals during disaster situations.
- ☑ Disseminates information on appropriate actions to protect and care for companion animals that are to be evacuated or left behind.
- ☑ Makes public announcements about availability of animal shelters and their locations.
- ☑ Coordinates the preparedness actions that should be accomplished in order to feed, shelter, and provide medical treatment for animals during and after catastrophic emergencies.

## Fluvanna County Emergency Operations Plan

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- ☑ Upon notification by the Animal Care Coordinator at the EOC, provides a listing of the location of the animal shelters that have been opened to house and care for companion animals.
- ☑ Feed, shelter, and secure veterinary treatment for animals during catastrophic emergencies.
- ☑ Provides information to owners about shelters that have been opened to house and care for animals.
- ☑ Prepare a resource list that identifies the agencies/organizations that are responsible for providing the supplies (medical, food, and other necessary items) needed to treat and care for injured and sick animals during large-scale emergencies and disasters to include state and national resources.
- ☑ Activates emergency response teams (evacuation, shelter, medical treatment, search and rescue, etc.) as needed.

### **Emergency Management Branch**

- ☑ Determine the need for an Emergency Pet Shelter and notify the Regional Animal Shelter if impending shelter operations

### **Sheriff's Office (Animal Control Division)**

- ☑ Upon request of Emergency Management, and direction of the Sheriff, Animal Control will be responsible for transporting the pet trailer to pre-selected sheltering locations;
- ☑ Assist with transportation of dogs and cats to the Emergency Pet Shelter that belong to citizens that are seeking refuge at shelters, and have arrived at these shelters with their pets;
- ☑ Assist in animal rescue operations and participate in coordinating a volunteer training program, which may include information provided by FEMA, The Humane Society of the United States, and/or The American Society for the Prevention of Cruelty to Animals via their websites.

### **Health & Medical Services Branch**

- ☑ Address health concerns as well as sanitary and safety issues as appropriate.
- ☑ Recommend methods of proper isolation of diseased animals and disposal of dead animals.
- ☑ Supervise prevention and control of epizootic and zoonotic diseases.
- ☑ Provide support when dealing with the safe isolation of diseased animals and coordinates with the animal care agencies and animal control to dispose of these animals when necessary in cooperation with the USDA.



**Public Works Branch**

- ☑ VDOT will provide assistance in the disposal of diseased animals in disaster operations as requested by the licensed State representative at the local level.

Administration Action Checklist	
<b>Routine Operations</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Develop and maintain plans to provide animal care and control in time of emergencies.</li> <li><input type="checkbox"/> The Fluvanna County Emergency Operations Plan provides an organizational structure, chain of command, and outlines the duties and responsibilities of the designated Animal Care Coordinator involved in implementation of the response to a disaster or major emergency. The Virginia Cooperative Extension Service Agent shall be designated as the Animal Care Coordinator.</li> <li><input type="checkbox"/> Develop procedures for public information and education on animal disaster preparedness, to include a directory of recognized animal health care responders, licensed veterinarians and guidelines for individual owners on appropriate responses to disasters.</li> <li><input type="checkbox"/> Assign emergency duties and provide training of volunteers as appropriate.</li> <li><input type="checkbox"/> Identify essential shelters and develop procedures to provide for their security in time of emergency. Identify individuals qualified to make determinations regarding animal behavior with respect to legal authority and knowledge to make those decisions.</li> <li><input type="checkbox"/> Review and update plans and procedures, if necessary, as time permits.</li> </ul>
<b>Increased Readiness</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alert on-duty personnel</li> <li><input type="checkbox"/> Monitor the situation and be prepared to mobilize, if required.</li> <li><input type="checkbox"/> Request stand-by of volunteers</li> </ul>
<b>Mobilization Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Alert all personnel</li> <li><input type="checkbox"/> Activate resources as needed</li> <li><input type="checkbox"/> Activate Animal Care Units</li> <li><input type="checkbox"/> Implement evacuation, if requested by landowner</li> </ul>
<b>Response Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain effective communication with the EOC, shelters and field personnel.</li> <li><input type="checkbox"/> Search, rescue and transport animals to shelters.</li> <li><input type="checkbox"/> Receive and care for animals.</li> <li><input type="checkbox"/> Identify, control and, if necessary, recommend the destruction of animals to the proper authorities that pose hazards to the well-being and safety of citizens. Recommend methods of proper disposal of dead animals in coordination with the Health Department/Environmental Health Officer, the animal control officer and local veterinarians.</li> </ul>

Fluvanna County Emergency Operations Plan

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Register, tag and maintain accurate records.</li> <li><input type="checkbox"/> Provide food, water, and waste disposal for small and large animals at the shelter.</li> <li><input type="checkbox"/> Provide care for sick and/or injured animals. Maintain secure veterinary medical facilities and supplies.</li> <li><input type="checkbox"/> Recommend methods and supervise prevention and control of epizootic and zoonotic diseases in conjunction with the Fluvanna County Health Department.</li> </ul>
<b>Recovery Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Identify and dispose of dead animals.</li> <li><input type="checkbox"/> Provide documentation of injuries and deaths of animals and cascading events resulting from emergencies and disasters and report this information to the state through the EOC.</li> <li><input type="checkbox"/> Reunite animals with owners.</li> <li><input type="checkbox"/> Open long-term shelter of animals for homeless owners.</li> <li><input type="checkbox"/> Report disaster related expenses to state agencies.</li> <li><input type="checkbox"/> Deactivate shelter.</li> </ul>
<b>Evaluation Phase</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine what worked well and what improvements need to be made.</li> <li><input type="checkbox"/> Evaluate whether or not the individuals responsible for the plan kept their commitments.</li> <li><input type="checkbox"/> Revise the plan if necessary.</li> </ul>

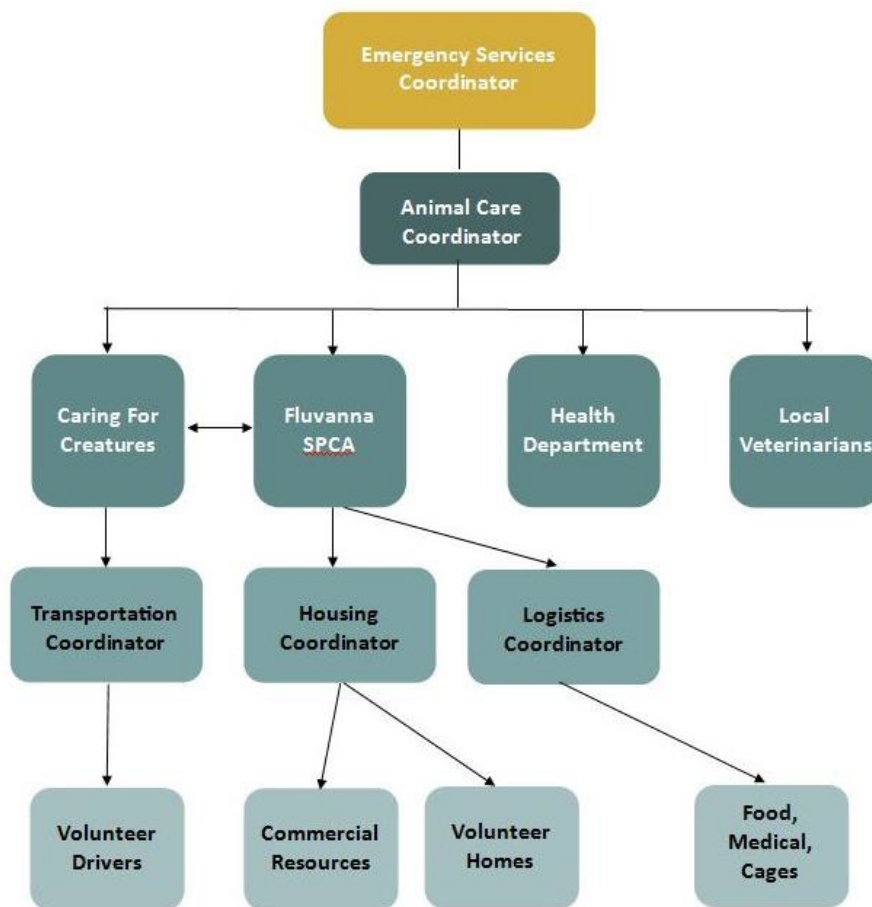
Fluvanna County Emergency Operations Plan

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**Tab 1 to Annex C - Emergency Pet Sheltering**

**Organizational Chart of Animal Emergency Response**



Fluvanna County Emergency Operations Plan

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Fluvanna County Emergency Operations Plan

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**Tab 2 to Annex A - Emergency Pet Sheltering**

**Memorandum of Understanding (MOU)**

BETWEEN FLUVANNA COUNTY, THE VIRGINIA COOPERATIVE EXTENSION SERVICE, CARING FOR CREATURES (ANIMAL SANCTUARY), THE FLUVANNA COUNTY SHERIFF'S OFFICE (ANIMAL CONTROL), FLUVANNA COUNTY PUBLIC SCHOOLS, AND THE FLUVANNA SOCIETY FOR PREVENTION OF CRUELTY TO ANIMALS (Fluvanna SPCA).

Purpose: To clarify responsibilities in a disaster to care for animals in Fluvanna County among the agencies listed.

Background: The participating stakeholders and signatories to this document have developed an Animal Control Plan (ACP) for use during emergencies and national disasters. The ACP appears as an appendix to the Fluvanna County Emergency Operations Plan. To execute the plan, each of the stakeholders has designated responsibilities in responding to such an emergency. This MOU is intended to ensure participating stakeholders have a cooperative and effective response for caring for pets and animals during emergencies and national disasters.

Signatories:

\_\_\_\_\_  
Virginia Cooperative Extension (Fluvanna Unit)

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Caring for Creatures

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fluvanna County Sheriff's Department

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fluvanna Society for the Prevention of Cruelty to Animals

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fluvanna County Public Schools

\_\_\_\_\_  
Date:

\_\_\_\_\_  
Fluvanna County (designated representative)

\_\_\_\_\_  
Date:



**BOARD OF SUPERVISORS**  
 County of Fluvanna  
 Palmyra, Virginia

**RESOLUTION No. 03-2021**

**A RESOLUTION TO ADOPT THE  
 FLUVANNA COUNTY EMERGENCY OPERATIONS PLAN**

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

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

WHEREAS, Fluvanna County has established and appointed a Director of Emergency Management (DEM) and an Emergency Management Coordinator (EMC); and

WHEREAS, the DEM is the County Administrator, Eric Dahl and the EMC is Debbie Smith; and

WHEREAS, the Fluvanna County Board of Supervisors adopted an Emergency Operations Plan (EOP) on February 15, 2017; and

WHEREAS, the DEM and EMC have prepared revisions to the EOP as required under the Commonwealth of Virginia Emergency Services and Disaster Law of 2000; and

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

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

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors of Fluvanna County on this 3<sup>rd</sup> day of February, 2021.

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District						
Patricia B. Eager, Palmyra District						
Anthony P. O'Brien, Rivanna District						
John M. Sheridan, Columbia District						
Donald W. Weaver, Cunningham District						

Attest:

\_\_\_\_\_  
 John M. Sheridan, Chair  
 Fluvanna County Board of Supervisors





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB C**

<b>MEETING DATE:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	EMS CARES Funds Stair Chairs Purchase				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve the purchase of 2 Stryker Stair Chairs for Fluvanna Rescue Squad with \$6,790.56 to come from EMS CARES Funds and the remaining \$583.08 to come from County CARES Funds.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		XX			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
		XX			
<b>STAFF CONTACT(S):</b>	Debbie Smith, Emergency Management Coordinator				
<b>PRESENTER(S):</b>	Debbie Smith, Emergency Management Coordinator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Immediate				
<b>DISCUSSION:</b>	Fluvanna Rescue Squad has 2 ambulances with very old, hard to use, unsafe stair chairs. I am requesting to use the remainder of the EMS Cares funds to purchase 2 new ones with the easier track system, to limit manpower needed to get patients from upper level floors and to decrease the strain on the providers backs. The Price for two is \$7,374.64. The remaining balance in the EMS cares fund is \$6,790.56.				
<b>FISCAL IMPACT:</b>	NA				
<b>POLICY IMPACT:</b>	NA				
<b>LEGISLATIVE HISTORY:</b>	NA				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		x	x		



## Stair-PRO

Quote Number: 10318172

Remit to: **Stryker Medical**

Version: 1

P.O. Box 93308

Chicago, IL 60673-3308

Prepared For: FLUVANNA COUNTY

Rep: Blair Cooper

Attn: Debbie Smith

Email: elizabeth.cooper@stryker.com

(434) 270-6321

Phone Number: (804) 677-6543

Quote Date: 01/26/2021

Expiration Date: 04/28/2021

### Delivery Address

Name: FLUVANNA COUNTY

Account #: 1522679

Address: 132 MAIN ST

PALMYRA

Virginia 22963-4179

### End User - Shipping - Billing

Name: FLUVANNA COUNTY

Account #: 1522679

Address: 132 MAIN ST

PALMYRA

Virginia 22963-4179

### Bill To Account

Name: FLUVANNA COUNTY FINANCE DEPT

Account #: 1522678

Address: PO BOX 540

PALMYRA

Virginia 22963-1001

### Equipment Products:

#	Product	Description	Qty	Sell Price	Total
1.0	6252000000	Stair-PRO Model 6252	2	\$3,686.82	\$7,373.64
1.1	7777881660	1 year parts, labor & travel			
1.2	6252009001	Stair-Pro Operations Manual			
1.3	6250001162	In-Service Video (DVD)			
1.4	6252026000	Common Components			
1.5	6250021000	2 Piece ABS Panel Seat			
1.6	6250160000	Polypropelene Restraint Set(Plastic Buckles)			
1.7	6252022000	Main Frame Assy Option			
1.8	6250024000	Standard Length Lower LiftHandles			
1.9	6252027000	Footrest Option			
1.10	6252040000	Removable Head Support			
1.11	6252024000	No IV Clip Option			
				Equipment Total:	\$7,373.64

### Price Totals:

Grand Total: \$7,373.64

**Comments:**

## Stair-PRO

Quote Number: 10318172

Version: 1

Prepared For: FLUVANNA COUNTY

Attn: Debbie Smith

(434) 270-6321

Quote Date: 01/26/2021

Expiration Date: 04/28/2021

Remit to: **Stryker Medical**

P.O. Box 93308

Chicago, IL 60673-3308

Rep: Blair Cooper

Email: elizabeth.cooper@stryker.com

Phone Number: (804) 677-6543

Prices: In effect for 60 days.

Terms: Net 30 Days

Ask your Stryker Sales Rep about our flexible financing options.

---

AUTHORIZED CUSTOMER SIGNATURE

**Deal Consummation:** This is a quote and not a commitment. This quote is subject to final credit, pricing, and documentation approval. Legal documentation must be signed before your equipment can be delivered. Documentation will be provided upon completion of our review process and your selection of a payment schedule.

**Confidentiality Notice:** Recipient will not disclose to any third party the terms of this quote or any other information, including any pricing or discounts, offered to be provided by Stryker to Recipient in connection with this quote, without Stryker's prior written approval, except as may be requested by law or by lawful order of any applicable government agency.

**Terms:** Net 30 days. FOB origin. A copy of Stryker Medical's standard terms and conditions can be obtained by calling Stryker Medical's Customer Service at 1-800-Stryker.

In the event of any conflict between Stryker Medical's Standard Terms and Conditions and any other terms and conditions, as may be included in any purchase order or purchase contract, Stryker's terms and conditions shall govern.

**Cancellation and Return Policy:** In the event of damaged or defective shipments, please notify Stryker within 30 days and we will remedy the situation. Cancellation of orders must be received 30 days prior to the agreed upon delivery date. If the order is cancelled within the 30 day window, a fee of 25% of the total purchase order price and return shipping charges will apply.



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB D**

<b>MEETING DATE:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	Adoption of the Fluvanna County Board of Supervisors January 20, 2021 Meeting Minutes.				
<b>MOTION(s):</b>	<b>I move the meeting minutes of the Fluvanna County Board of Supervisors Regular Meeting on Wednesday, January 20, 2021, be adopted.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				XX	
<b>STAFF CONTACT(S):</b>	Caitlin Solis, Clerk to the Board				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	Approve				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	None.				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	None				
<b>ENCLOSURES:</b>	Draft Minutes for January 20, 2021.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
					X





**FLUVANNA COUNTY BOARD OF SUPERVISORS  
REGULAR MEETING MINUTES  
Fluvanna County Library, 214 Commons Blvd.  
Palmyra, VA 22963  
January 20, 2021  
Work Session 4:00pm  
Regular Meeting 7:00pm**

**MEMBERS PRESENT:** John M. (Mike) Sheridan, Columbia District, Chair  
Tony O’Brien, Rivanna District, Vice Chair\*  
Mozell Booker, Fork Union District  
Patricia Eager, Palmyra District\*  
Donald W. Weaver, Cunningham District

**ABSENT:** None.

**ALSO PRESENT:** Eric M. Dahl, County Administrator  
Fred Payne, County Attorney  
Caitlin Solis, Clerk for the Board of Supervisors

*\*Due to health concerns, Mrs. Eager and Mr. O’Brien are attending the meeting virtually/by telephone*  
- Patricia Eager, (Calling from 1107 Mechunk Creek Drive)  
- Tony O’Brien, (Calling from 30 Chatham Lane)

**WORK SESSION – CALL TO ORDER**

At 4:02pm, Chair Sheridan called to order the Budget Work Session of January 20, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**NON-PROFIT ORGANIZATION PRESENTATIONS**

- Central Virginia Partnership for Economic Development
- Virginia Career Works – Piedmont Region
- Piedmont Housing Alliance
- PVCC - Piedmont Virginia Community College
- Region Ten
- Rivanna Conservation Alliance
- SARA – Sexual Assault Resource Agency
- Shelter for Help in Emergency
- Southeast Rural Community Assistance Project (SERCAP)
- Thomas Jefferson Soil & Water Conservation District
- Thomas Jefferson EMS Council
- TJPDC – Thomas Jefferson Planning District Commission
- JAUNT

**RECESS FOR DINNER AND CLOSED SESSION**

**13 - CLOSED MEETING**

<b>MOTION:</b>	At 5:33pm, move the Fluvanna County Board of Supervisors enter into a closed meeting, pursuant to the provisions of Section 2.2-3711 A.6, & A.8 of the Code of Virginia, 1950, as amended, for the purpose of discussing Investment of Funds and Legal Matters.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION:</b>	At 7:03pm, move Closed Meeting be adjourned and the Fluvanna County Board of Supervisors convene again in open session and “BE IT RESOLVED, the Board of Supervisors does hereby certify to the best of each member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Section 2.2-3711-A of the Code of Virginia, 1950, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed, or considered in the meeting.”				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O’Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion

Board of Supervisors Minutes

<b>VOTE:</b>	Yes	Yes	Absent	Yes	Yes
<b>RESULT:</b>	<b>4-0</b>				

**1 - CALL TO ORDER, PLEDGE OF ALLEGIANCE, & MOMENT OF SILENCE**

At 7:05pm, Chair Sheridan called to order the Regular Meeting of January 20, 2021. After the recitation of the Pledge of Allegiance, a moment of silence was observed.

**3 - ADOPTION OF AGENDA**

<b>MOTION:</b>	Accept the Agenda, for the January 20, 2021 Regular Meeting of the Board of Supervisors.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**4 - COUNTY ADMINISTRATOR'S REPORT**

Mr. Dahl reported on the following topics:

**Fluvanna County Pandemic Metrics: 1/18/2021**

January 4, 2021

- Cumulative Cases: 810
- 7-day rolling sum (12/28-1/4): 83 cases
- Percent Positivity, rolling 7-day average: 14.7%

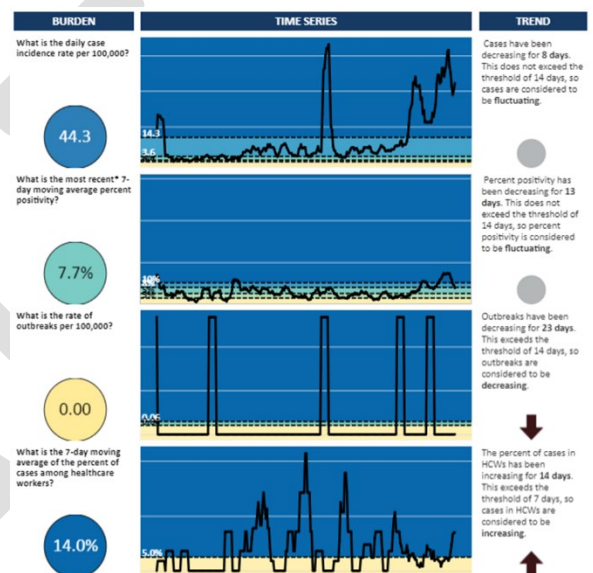
January 11, 2021

- Cumulative Cases: 926
- 7-day rolling sum (1/4-1/11): 116 cases
- Percent Positivity, rolling 7-day average: 11.7%

January 18, 2021

- Cumulative Cases: 1,009
- 7-day rolling sum (1/11-1/18): 83 cases
- Percent Positivity, rolling 7-day average: 7.7%\*

\*This Metric is from January 14, 2021



**Vaccination Clinics**

**Phase 1B: Officials Needed To Maintain Continuity of Government**

- Elected Officials
- Administrators
- Department Heads
- Public Works
- Public Utilities
- IT
- Forward facing employees who provide direct services that can't be delivered remotely
- Election Officials

**Survey of Employees Who Would Like to Receive the Vaccine**

- Survey sent to 133 employees
  - As of noon today, 75 employees have responded
- Yes – 71      No - 4

**Collaboration with FCPS**

- Vaccination clinics for Phase 1B – Schools and County Staff
- Utilizing school facilities
- Potentially a long-term, weekly vaccination clinic site

**NEW Employees**

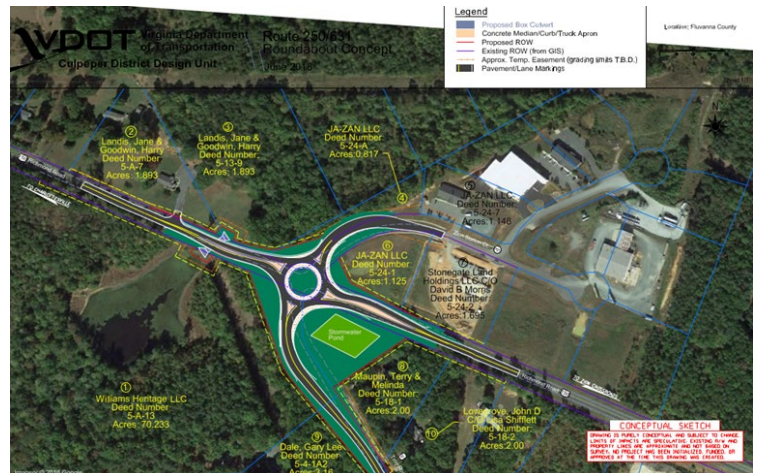
- Alethia Kitt
  - Benefit Programs Specialist I
  - Social Services
  - Started January 4th
- Jon-Mikel Whalen
  - Planner/GIS Technician
  - Planning and Zoning
  - Started January 4th
- Donna Snow
  - HR Manager
  - Human Resources
  - Started January 11th

Board of Supervisors Minutes

**Announcements and Updates**

On June 17, 2020, the Board approved A Resolution Supporting the Submission of SmartScale Applications Requesting Transportation Funding

- Rte 53 at Turkeysag Trail
  - Convert a 3-leg un-signalized intersection into a roundabout with crosswalks, sidewalks and shared use paths.
- South Boston Rd (Rte 600) at Monticello Rd (Rte 618)
  - Adding a left turn lane to Northbound Rte. 600 approach to the intersection
- Troy Rd (631) and Rte 250 Roundabout
  - Project will convert the existing 2-way stop controlled intersection to a roundabout
  - This project was recommended funding for 2025
  - The US 250 and Troy Road Roundabout (SR 631)
  - project is to construct a new roundabout with an estimated cost of \$9.4 million.



**BOS Guidance**

- Board of Supervisors Leadership Retreat
    - 2021 Priorities Only
    - 4-5 hours
  - Proposed Dates:
    - Wednesday, January 27, 2021
      - 4pm – 8 or 9pm
    - Saturday, January 30, 2021
      - 9am – 1 or 2pm
  - 2021 Priorities
    - Strategic Initiatives
    - Redistricting
- After a brief discussion, the Board of Supervisors agreed to hold the leadership retreat on Saturday, January 30, 2021 at 9:00am.

**Next BOS Meetings:**

Day	Date	Time	Purpose	Location
Wed	Feb 3	4:00 PM	Regular Meeting	Library
Wed	Feb 3	7:00 PM	Work Session – County Administrator’s FY22 Budget Proposal and Revenue Expenditure Brief	Library
Wed	Feb 10	7:00 PM	BOS Budget Work Session – Constitutional Officer’s Briefs	Library
Wed	Feb 17	4:00 PM	BOS Budget Work Session – FCPS FY22 Adopted Budget Presentation	Library
Wed	Feb 17	7:00 PM	Regular Meeting	Library

**5 - PUBLIC COMMENTS #1**

At 7:22pm Chair Sheridan opened the first round of Public Comments.

- Curtis Putnam, 16408 James Madison Hwy, spoke in favor of the Fork Union Business Park.

With no one else wishing to speak, Chair Sheridan closed the first round of Public Comments at 7:23pm.

**6 - PUBLIC HEARING**

None.

**7 - ACTION MATTERS**

*CRA Project Agreement # 5 - Fork Union Fire Training Building – Design – Cyndi Toler, Purchasing Officer*  
Burn Building IFB

- IFB from September 2020
- The low bid came in at \$987,721.00
- The total amount of the grant is \$480,000
  - \$450,000 for construction
  - \$30,000 for A&E
- Leaving \$537,721 in funding needed from the County

Board of Supervisors Minutes

- This does not include a contingency fund, Special Inspections, Construction Administration, electric and water hookups.

Burn Building New Design

- The Board decided at that time to reissue the IFB with no changes and hope for better results.
- The Burn Building Committee has since been made aware of a building completed in Harrisonburg using the same grant.
- The final cost on this building was approximately \$650,000.
- Part of the Committee took a tour of the facility and was able to see how it functioned during a training activity.
- While the design is different from the one provided by Fire Programs, it still meets all the strict specifications of the grant.
- In an effort to save money in the overall construction cost, the Committee would like to change the design to the more economic version as done by Harrisonburg.

Cost to the County

- To date, the County has spent \$44,860 on this project. This includes Soil Testing, Site Plans, and the original Design.
- \$30,000 of this cost is covered under the grant.
- Changing the design at this point will mean the County will come out of pocket an additional \$22,460 for this design cost.

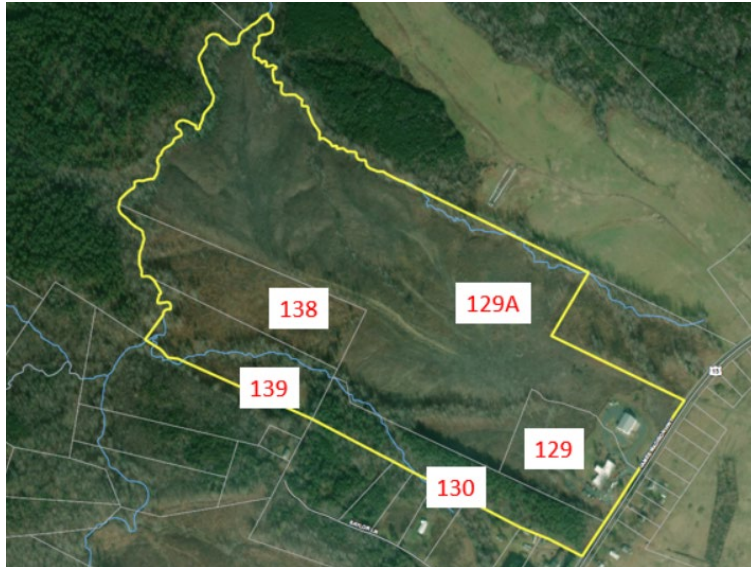
<b>MOTION #1:</b>	Approve a supplemental appropriation of \$22,460 from the BOS Contingency to the CIP project budget for the Fire and Rescue Burn Building, to increase the funds necessary for Project Agreement 5.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second		Motion		
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION #2:</b>	Approve Project Agreement # 5 between Fluvanna County and Crabtree, Rohrbaugh & Associates, Inc. to complete the Fork Union Fire Training Building - Design totaling \$22,460.00, and further authorize the County Administrator to execute the agreement subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>		Motion			Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*Draper Aden Project Agreement # 8 - Fork Union Property Site Development* – Cyndi Toler, Purchasing Officer; Bryan Rothamel, Economic Development Coordinator

Fork Union Property

- 5743 James Madison Hwy, Fork Union, VA 23055
- Five parcels, totaling 133.793 acres:
  - 51 A 129A: 90 acres
    - Zoned I-1
    - Includes Fork Union Vol. Fire Department
  - 51 A 129: 10 acres
    - Zoned I-1
    - Includes Fluvanna Community Center and future Fire Training Center
  - 51 A 130: 8.793 acres
    - Zoned A-1
    - Undeveloped
  - 51 A 138: 15 acres
    - Zoned A-1
    - Undeveloped and under contract
  - 51 A 139: 10 acres
    - Zoned A-1
    - Undeveloped and under contract



Why invest in the Fork Union Property?

- Water
  - FUSD has 20,000 gpd excess capacity now. Could increase to 100,000 gpd with planned maintenance.
- Land
  - Few sites in Virginia are publicly controlled with 100 acres. Industrial land in Fluvanna is assessed \$3,000 to \$10,000.
- Roads
  - US Route 15 and VA Route 6 serve the property.
- Fiber
  - Firefly Fiber is connected at the Fluvanna Community Center.

The Fork Union Property can be an affordable site in Central Virginia for a user wanting to be more secluded.

- Selling it without studies completed will be very difficult.
- Buyers (including YAE Wellness) need information Tier 3 studies would provide to reduce risk and fine tune estimates/options.
- Moving the property to Tier 3 will make it more attractive to prospective companies.
- In the future, the property could be developed to Tier 4 for quicker movement.
- There may be money available from outside sources to move to Tier 4 in the future.
- This would create a true business park and give us inventory to market.

Virginia Business Ready Sites Tier Ratings



Board of Supervisors Minutes

2019 Site Characterization Preliminary Review

- 500,000 sq ft projected buildout
- 20,000 gpd water available
- 12.9 MVA of electric available
- Did not include three additional properties Fluvanna purchased/under contract on.
- Was a preliminary review that requires additional study.



What would a 100,000 sq ft building bring?

- One single 100,000 sq ft building with conservative estimates:
  - \$10 million building (\$100/sq ft)
  - 10 acres, \$50,000 assessed value (\$5,000/acre)
  - \$1 million of machinery and tools
  - \$100,000 of business personal property
- Taxes to be paid on the above:
  - Real Estate: \$92,500 + \$462.50: \$92,962.50
  - Machinery and Tools: \$4,750.00
  - Business Personal Property: \$725

Total per year: \$98,437.50  
Five buildings could bring \$492,187.50

Draper Aden Proposal

- The Items below have been proposed in Project Agreement 8 to accomplish getting the property to Phase 3
 

- Preliminary geotechnical exploration:	\$ 9,960
- Boundary survey	\$ 8,500
- Topographic survey	\$ 18,800
- Phase I Environmental Site Assessment (ESA I)	\$ 7,900
- Waters of the US Delineation Determination	\$ 14,800
- Cultural Resources Review	\$ 3,500
- Threatened & Endangered Species Review	\$ 3,900
- Preliminary Engineering Report (PER)	\$ 19,700
- Master Plan Development	\$ 13,100
- Rezoning Assistance*	\$ 4,600
- <u>Traffic Impact Analysis (TIA)</u>	<u>\$ 6,600</u>
Total:	\$111,360
- The timeline for completion of all tasks is 3-5 months

<b>MOTION #1:</b>	Approve a supplemental appropriation of \$111,360.00 from the Unassigned Fund Balance to the project budget for the Fork Union Site Development, to increase the funds necessary for Project Agreement 8.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion				Second
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

<b>MOTION #2:</b>	Approve Project Agreement # 8 between Fluvanna County and Draper Aden to complete the Fork Union Property Site Development totaling \$111,360.00, and further authorize the County Administrator to execute the agreements subject to approval as to form by the County Attorney.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Motion	Second			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

*A Resolution Amending Temporary Emergency Personnel Policy to Address Covid-19 and Cares Act Sick Leave – Donna Snow, Human Resources Manager and Eric Dahl, County Administrator*

- The Families First Coronavirus Response Act (“FFCRA”) provisions which required certain sick and family leave benefits for certain COVID-19 related reasons expired on December 31, 2020 and the County is not required to provide the same under the FFCRA after December 31, 2020

## Board of Supervisors Minutes

January 20, 2021

- The Board of Supervisors of Fluvanna County wishes to extend the use of the one-time allotment of 80 hours of paid sick leave provided for under FFCRA through March 31, 2021 for Fluvanna County employees
- The 80-hour sick leave allotment created for eligible employees under FFCRA has not been refreshed, but merely the County is granting an extension for its use through March 31, 2021.
- Thus, if an employee has already exhausted his or her sick leave allotment in 2020, no additional time is granted.
- All the same requirements of the FFCRA for sick leave eligibility and use apply and documentation from the employee supporting the need for leave is required.

<b>MOTION:</b>	Approve the Resolution, "A Resolution Amending Temporary Emergency Personnel Policy To Address Covid-19 And Cares Act Sick Leave", as presented.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second	Motion			
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**7A – BOARDS AND COMMISSIONS**

None.

**8 - PRESENTATIONS**

None.

**9 - CONSENT AGENDA**

The following items were discussed before approval:

D - Minutes of January 6, 2021 – Caitlin Solis, Clerk to the Board

The following items were approved under the Consent Agenda for January 20, 2021:

- *Minutes of January 6, 2021* – Caitlin Solis, Clerk to the Board
- *Accounts Payable Report for December 2020* – Mary Anna Twisdale, Finance Director
- *Freedom of Information Act (FOIA) Policy Updates* – Eric Dahl, County Administrator
- *Personnel Policy Updates* – Eric Dahl, County Administrator
- *Procurement Policy Updates* – Eric Dahl, County Administrator

<b>MOTION:</b>	Approve the consent agenda, for the January 20, 2021 Board of Supervisors meeting, and to ratify Accounts Payable and Payroll for December 2020, in the amount of \$2,771,497.00.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

**10 - UNFINISHED BUSINESS***Local Allocations for Federal CARES Coronavirus Relief Funds* – Eric Dahl, County Administrator

COVID Vaccine Mailer

- Direct Mail to all Fluvanna Households
    - Vaccine registration instructions
  - Similar to COVIDWISE mailer
    - Approximately \$4,000 to reach over 12,000 addresses
  - Not all residents receive FAN Mail (for information)
  - Not all residents have access to the internet (for access to registration survey link)
- The BOS agreed to send out a mailer to communicate COVID Vaccine information.

Mrs. Booker commented on the many compliments received from non-profits that work with Bryan Rothamel and praised the economic development department on the community

Mrs. Booker suggested circulating a statement denouncing the white pride flyers being circulated.

- After a brief discussion, the Board of Supervisors directed staff to draft and circulate a statement denouncing hate speech.

Mr. Sheridan proposed reinstating the staff raise that was withdrawn due to the COVID-19 pandemic.

- The Board suggested addressing the staff raise in the upcoming budget cycle

**11 - NEW BUSINESS**

None.

**12 - PUBLIC COMMENTS #2**

At 8:03pm Chair Sheridan opened the second round of Public Comments.

With no one wishing to speak, Chair Sheridan closed the second round of Public Comments at 8:03pm.

**14 - ADJOURN**

<b>MOTION:</b>	Adjourn the regular meeting of Wednesday, January 20, 2021 at 8:03pm.				
<b>MEMBER:</b>	Mrs. Booker	Mrs. Eager	Mr. O'Brien	Mr. Sheridan	Mr. Weaver
<b>ACTION:</b>	Second				Motion
<b>VOTE:</b>	Yes	Yes	Yes	Yes	Yes
<b>RESULT:</b>	<b>5-0</b>				

ATTEST:

FLUVANNA COUNTY BOARD OF SUPERVISORS

\_\_\_\_\_

Caitlin Solis  
Clerk to the Board

\_\_\_\_\_

John M. Sheridan  
Chair

DRAFT





**BOARD OF SUPERVISORS**  
County of Fluvanna  
Palmyra, Virginia

**RESOLUTION No. 02-2021**

**A RESOLUTION AMENDING TEMPORARY EMERGENCY PERSONNEL POLICY TO ADDRESS COVID-19 AND CARES ACT SICK LEAVE**

**WHEREAS**, on March 11, 2020, the World Health Organization declared the COVID-19 outbreak a pandemic;

**WHEREAS**, on March 12, 2020, Governor Ralph S. Northam issued Executive Order Fifty-One declaring a state of emergency for the Commonwealth of Virginia arising from the novel Coronavirus (COVID-19) pandemic;

**WHEREAS**, on March 13, 2020, the President of the United States declared a national emergency, beginning March 1, 2020, in response to the spread of COVID-19;

**WHEREAS**, on March 18, 2020, the Board of Supervisors of Fluvanna County (the "Board") found that COVID-19 constitutes a "public health Emergency";

**WHEREAS**, the Families First Coronavirus Response Act ("FFCRA") provisions which required certain sick and family leave benefits for certain COVID-19 related reasons sunset on December 31, 2020 and the County is not required to provide the same under the FFCRA after December 31, 2020;

**WHEREAS**, the Board of Supervisors of Fluvanna County wishes to extend the use of the one-time allotment of 80 hours of paid sick leave provided for under FFCRA through March 31, 2021 for Fluvanna County employees; and

**WHEREAS**, the Board of Supervisors of Fluvanna wishes to clarify that the 80-hour sick leave allotment created for eligible employees under FFCRA has not been refreshed, but merely the County is granting an extension for its use through March 31, 2021. Thus, if an employee has already exhausted his or her sick leave allotment in 2020, no additional time is granted hereby. All the same requirements of the FFCRA for sick leave eligibility and use apply and documentation from the employee supporting the need for leave is required.

**NOW THEREFORE, BE IT HEREBY RESOLVED** by the Board that:

(1) All recitals set forth herein above are hereby incorporated as a part of this Resolution;

(2) The Board declares that it shall be the temporary emergency personnel policy of the County of Fluvanna that the use by eligible Fluvanna County employees of that one-time allotment of 80 hours of paid sick leave provided for under FFCRA is extended through March 31, 2021. Eligibility shall be determined as required under the FFCRA. The 80-hour sick leave allotment created for eligible employees under FFCRA has not been refreshed, but merely the County's policy is granting an extension through March 31, 2021 for the use of such 80-hours of sick leave. Thus, if an employee has already exhausted his or her sick leave allotment in 2020, no additional time is granted hereby. All the same requirements of the FFCRA for sick leave apply and documentation from the employee supporting the need for leave is required and must be approved by the County Administrator, or his designee; and

(3) The County Administrator is hereby authorized and directed to take and authorize the taking of such actions, and to execute such documents, on behalf of Fluvanna County and/or the Board as may be necessary or appropriate to accomplish this temporary emergency personnel policy consistent with applicable law, the FFCRA and subject to review and approval as to form by the County Attorney.

**THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED** by the Fluvanna County Board of Supervisors a Regular Meeting of the Board held on the 20th day of January 2021

	AYE	NAY	ABSTAIN	ABSENT	MOTION	SECOND
Mozell H. Booker, Fork Union District	X					X
Patricia B. Eager, Palmyra District	X				X	
Anthony P. O'Brien, Rivanna District	X					
John M. Sheridan, Columbia District	X					
Donald W. Weaver, Cunningham District	X					

Attest:

\_\_\_\_\_  
John M. Sheridan, Chair

Fluvanna County Board of Supervisors

Dear Mr. Dahl:

Our NAACP Branch has received messages from members of the branch and members of the community at large regarding attempts to spread hatred in our community. Specifically, we have been asked to advocate with county leadership to issue a message denouncing these activities.

In keeping with one of the primary objectives of the Fluvanna County NAACP Branch, that is, keeping the public aware of the adverse effects of discrimination, we propose that the BOS consider issuing the following statement:

Last week, citizens of Fluvanna community woke up to discover messages of evil and hate distributed by one or more individual under the shadow of night. The Fluvanna Board of Supervisors stands firmly alongside the Fluvanna County Sheriff's Office to denounce clearly and decisively the bigotry contained in these messages and to let those who attempt to sow seeds of hate and intimidation in Fluvanna know that we stand united against the vile rhetoric that they promote.

In Fluvanna, we are better than this. We stand to denounce hate, watch one another's back, and carry out our lives as neighbors in love and unity - the Fluvanna Way.

If you have any information on the person or group responsible for distributing flyers in Fluvanna and neighboring jurisdictions, please contact the Fluvanna Sheriff at (434-589-8211) as we seek to eliminate hate speech and intimidation in Fluvanna County.

We appreciate your attention to this matter.

Sincerely,

Ben Hudson

President, Fluvanna County NAACP Branch

**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

TAB E

<b>MEETING DATE:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	FY21 Additional Library State Aid Supplemental Appropriation				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve a supplemental appropriation of \$5,926 to the FY21 Library State Aid budget for funds received from the Commonwealth of Virginia.</b>				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Cyndi Hoffman, Library Director Liz McIver, Management Analyst				
<b>PRESENTER(S):</b>	Liz McIver, Management Analyst				
<b>RECOMMENDATION:</b>	I recommend approval of the motion as stated above.				
<b>TIMING:</b>	Routine				
<b>DISCUSSION:</b>	The County received notification that the Virginia General Assembly has approved additional State funding for Libraries. The amended budget amount for FY21 totaled \$100,998, which is \$5,926 less than the revised State amount of \$106,924.				
<b>FISCAL IMPACT:</b>	Approval will allow finance to increase FY21 revenues and expenditures by \$5,926. FY21 Library State Aid will be increased from \$100,998 to \$106,924.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			





# Capital Reserve Maintenance Fund Request Form 3.10

TAB F

**MOTION:** I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of **\$11,200.00** for the purpose(s) of:  
**Replacement Roof for Pleasant Grove Summer Kitchen**

### Section 1 - REQUEST

Requesting Department/Agency <b>Public Works PW21-005</b>	Dept/Agency Contact <b>Dale Critzer</b>	Date of Request <b>01/22/2021</b>
Phone <b>(434) 591-1925</b>	Fax <b>(434) 591-1924</b>	Fiscal Year <b>FY21</b>

Reserve Fund Purpose Category: **Ongoing facility or equipment maintenance requirements**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>Replacement roof materials and labor</b>	1	\$10,200.00	\$10,200.00
<b>Contingency for unforeseen repair</b>	1	\$1,000.00	\$1,000.00
			\$0.00
			\$0.00

**Total Request: \$11,200.00**

Description and justification for proposed use.

**The Pleasant Grove House Summer Kitchen roof is in desperate need of replacement . The cedar shakes which cover the roof are blistered and cracked to the point of needing replacement . It will be replaced with standing seam copper to match the house /walkway and last for many years to come .The structure has developed leaks which we have covered with a tarp to protect the integrity of the interior and stop further damage .**

Department/Agency Head Name <b>Assistant Director of Public Works</b>	Signature <b>Dale Critzer</b> <small>Digitally signed by Dale Critzer Date: 2021.01.22 13:35:13 -05'00'</small>	Date <b>01/22/2021</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <i>Mary Anna Twisdale</i> Mary Anna Twisdale 2021.01.22 15:39:50 -05'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>Eric Dahl</i> Digitally signed by Eric Dahl Date: 2021.01.25 16:07:25 -05'00'	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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# Capital Reserve Maintenance Fund Request

**TAB G**

**MOTION: I move that the Board of Supervisors approve a Capital Reserve Maintenance Fund Request in the amount of \$3,166.41 for the purpose(s) of:**  
**Replacement of HVAC unit at Old Stone Jail**

### Section 1 - REQUEST

Requesting Department/Agency <b>Public Works PW21-006</b>	Dept/Agency Contact <b>Dale Critzer</b>	Date of Request <b>01/22/2021</b>
Phone <b>(434) 591-1925</b>	Fax <b>(434) 591-1924</b>	Fiscal Year <b>FY21</b>

Reserve Fund Purpose Category: **Unexpected facility repairs or replacements**

Description of Project/Repair	Qty	Unit Price	Total Price
<b>3 Ton 14 Seer Heat pump unit</b>	1	\$2,366.41	\$2,366.41
<b>Miscellaneous Materials needed to complete project</b>	1	\$800.00	\$800.00
<b>Contingency for Unforeseen issues</b>		\$300.00	\$0.00
			\$0.00

Total Request: **\$3,166.41**

Description and justification for proposed use.

**The HVAC unit in the Old Stone Jail has issues beyond reasonable repair and will need replaced . The unit was manufactured in 1993 and well over its service life . All work will be done in house with Public Works Staff.**

Department/Agency Head Name <b>Assistant Director of Public Works</b>	Signature <b>Dale Critzer</b> <small>Digitally signed by Dale Critzer Date: 2021.01.22 13:58:48 -05'00'</small>	Date <b>01/22/2021</b>
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### Section 2 - REVIEW

Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Finance Director <i>Mary Anna Twisdale</i> Mary Anna Twisdale 2021.01.22 15:40:47 -05'00'	Date
Recommended? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	County Administrator <i>Eric Dahl</i> Digitally signed by Eric Dahl Date: 2021.01.25 16:07:55 -05'00'	Date

### Section 3 - BOARD OF SUPERVISORS

Approved? <input type="checkbox"/> Yes <input type="checkbox"/> No	Decision Date	Comments
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**FLUVANNA COUNTY BOARD OF SUPERVISORS  
 AGENDA ITEM STAFF REPORT**

**TAB H**

<b>Meeting Date:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	FY21 Social Service Additional Revenue				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve to accept the supplemental appropriation of \$241,687 from State/Federal funds and increase the bottom line FY21 Social Services budget by that amount.</b>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>	E1	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Kim Mabe, Social Services Director				
<b>PRESENTER(S):</b>	Kim Mabe, Social Services Director				
<b>RECOMMENDATION:</b>	I recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Social Services' need for <i>IV-E Foster Care</i> funding increased.</li> <li>• <i>IV-E Foster Care</i> is mandated for eligible youth, therefore the State must allocate additional funds if needed by a local Social Services.</li> <li>• <i>IV-E Foster Care</i> funding is 56.2% Federal and 43.8% State funds with no local match.</li> <li>• Increasing the bottom line budget will true up the Social Services FY21 budget.</li> </ul>				
<b>FISCAL IMPACT:</b>	Increase Account 10554000 405706 ADC/FOSTER CARE by \$241,687.  Increase Total Budget by \$241,687.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
 AGENDA ITEM STAFF REPORT**

**TAB I**

<b>Meeting Date:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	FY21 Social Service Additional Revenue				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve to accept the supplemental appropriation of \$64,464 from State/Federal funds and increase the bottom line FY21 Social Services budget by that amount.</b>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>	E1	
	X				
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Kim Mabe, Social Services Director				
<b>PRESENTER(S):</b>	Kim Mabe, Social Services Director				
<b>RECOMMENDATION:</b>	I recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Social Services' need for <i>IV-E Adoption Assistance</i> funding increased.</li> <li>• <i>IV-E Adoption Assistance</i> is mandated for eligible youth, therefore the State must allocate additional funds if needed by a local Social Services.</li> <li>• <i>IV-E Adoption Assistance</i> funding is 56.2% federal and 43.8% state funds with no local match.</li> <li>• Increasing the bottom line budget will true up the Social Services FY21 budget.</li> </ul>				
<b>FISCAL IMPACT:</b>	Increase Account 10554000 405712 SUBSIDIZED ADOPT by \$64,464.  Increase Total Budget by \$64,464.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
 AGENDA ITEM STAFF REPORT**

**TAB J**

<b>Meeting Date:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	FY21 Social Service Revenue Reduction				
<b>MOTION(s):</b>	<b>I move the Board of Supervisors approve to return \$10,000 State/Local funds from the FY21 Social Services budget and reduce the bottom line FY21 Social Services budget by that amount.</b>				
<b>TIED TO STRATEGIC INITIATIVES?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
				X	
<b>STAFF CONTACT(S):</b>	Kim Mabe, Social Services Director				
<b>PRESENTER(S):</b>	Kim Mabe, Social Services Director				
<b>RECOMMENDATION:</b>	I recommend approval of the following action.				
<b>TIMING:</b>	Routine.				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Social Services currently has an excess of \$10,000 in <i>Auxiliary Grant</i> funds.</li> <li>• Unused funds must be returned.</li> <li>• <i>Auxiliary Grant</i> funding is 80% State and 20% Local funds.</li> <li>• Decreasing the bottom line budget will true up the Social Services FY21 budget.</li> </ul>				
<b>FISCAL IMPACT:</b>	Decrease Account 10554000 405702 AUXILIARY GRANTS by \$10,000.  Decrease Total Budget by \$10,000.				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>	None.				
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
		X			



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
AGENDA ITEM STAFF REPORT**

**TAB K**

<b>MEETING DATE:</b>	February 3, 2021				
<b>AGENDA TITLE:</b>	Local Allocations for Federal CARES Coronavirus Relief Funds				
<b>MOTION(s):</b>	N/A				
<b>STRATEGIC INITIATIVE?</b>	Yes	No	<b>If yes, list initiative(s):</b>		
		X			
<b>AGENDA CATEGORY:</b>	Public Hearing	Action Matter	Presentation	Consent Agenda	Other
					<b>X</b>
<b>STAFF CONTACT(S):</b>	Eric Dahl, County Administrator				
<b>PRESENTER(S):</b>	Eric Dahl, County Administrator				
<b>RECOMMENDATION:</b>	N/A				
<b>TIMING:</b>	N/A				
<b>DISCUSSION:</b>	<ul style="list-style-type: none"> <li>• Congress passed and the President recently signed the Coronavirus Aid, Relief, and Economic Security (CARES) Act of 2020.</li> <li>• This Act provides funding for a number of different programs to address the COVID-19 pandemic.</li> <li>• A primary component of the CARES Act is \$150 billion in assistance to state, local, territorial, and tribal governments for the direct impact of the COVID-19 pandemic through the establishment of the Coronavirus Relief Fund (CRF).</li> </ul> <p>These funds may be used for qualifying expenses of state and local governments. The CARES Act provides that payments from the CRF only may be used to cover costs that:</p> <ol style="list-style-type: none"> <li>1. are necessary expenditures incurred due to the public health emergency with respect to the Coronavirus Disease 2019 (COVID-19);</li> <li>2. were not accounted for in the budget most recently approved as of March 27, 2020 (the date of enactment of the CARES Act) for the State or government; and</li> <li>3. were incurred during the period that begins on March 1, 2020, and ends on December 30, 2020.</li> </ol> <ul style="list-style-type: none"> <li>• Each locality's allocation will be based on the proportion that the locality's population represents of the statewide total population.</li> <li>• Fluvanna County's allocation is <u>\$4,758,404</u></li> </ul>				

Nonexclusive examples of eligible expenditures

Eligible expenditures include, but are not limited to, payment for:

1. Medical expenses such as:

- COVID-19-related expenses of public hospitals, clinics, and similar facilities.
- Expenses of establishing temporary public medical facilities and other measures to increase COVID-19 treatment capacity, including related construction costs.
- Costs of providing COVID-19 testing, including serological testing.
- Emergency medical response expenses, including emergency medical transportation, related to COVID-19.
- Expenses for establishing and operating public telemedicine capabilities for COVID-19- related treatment.

2. Public health expenses such as:

- Expenses for communication and enforcement by State, territorial, local, and Tribal governments of public health orders related to COVID-19.
- Expenses for acquisition and distribution of medical and protective supplies, including sanitizing products and personal protective equipment, for medical personnel, police officers, social workers, child protection services, and child welfare officers, direct service providers for older adults and individuals with disabilities in community settings, and other public health or safety workers in connection with the COVID-19 public health emergency.

3. Payroll expenses for public safety, public health, health care, human services, and similar employees whose services are substantially dedicated to mitigating or responding to the COVID- 19 public health emergency.

4. Expenses of actions to facilitate compliance with COVID-19-related public health measures, such as:

- Expenses for food delivery to residents, including, for example, senior citizens and other vulnerable populations, to enable compliance with COVID-19 public health precautions.
- Expenses to facilitate distance learning, including technological improvements, in connection with school closings to enable compliance with COVID-19 precautions.
- Expenses to improve telework capabilities for public employees to enable compliance with COVID-19 public health precautions.
- Expenses of providing paid sick and paid family and medical leave to public employees to enable compliance with COVID-19 public health precautions.
- COVID-19-related expenses of maintaining state prisons and county jails, including as relates to sanitation and improvement of social distancing measures, to enable compliance with COVID-19 public health precautions.
- Expenses for care for homeless populations provided to mitigate COVID-19 effects and enable compliance with COVID-19 public health precautions.

5. Expenses associated with the provision of economic support in connection with the COVID-19 public health emergency, such as:

- Expenditures related to the provision of grants to small businesses to reimburse the costs of business interruption caused by required closures.



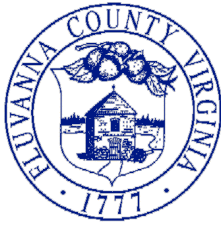
	<ul style="list-style-type: none"> <li>• Expenditures related to a State, territorial, local, or Tribal government payroll support program.</li> <li>• Unemployment insurance costs related to the COVID-19 public health emergency if such costs will not be reimbursed by the federal government pursuant to the CARES Act or otherwise.</li> </ul> <p>6. Any other COVID-19-related expenses reasonably necessary to the function of government that satisfy the Fund’s eligibility criteria.</p> <p><u>Nonexclusive examples of ineligible expenditures</u></p> <p>The following is a list of examples of costs that would not be eligible expenditures of payments from the Fund.</p> <ol style="list-style-type: none"> <li>1. Expenses for the State share of Medicaid.<sup>3</sup></li> <li>2. Damages covered by insurance.</li> <li>3. Payroll or benefits expenses for employees whose work duties are not substantially dedicated to mitigating or responding to the COVID-19 public health emergency.</li> <li>4. Expenses that have been or will be reimbursed under any federal program, such as the reimbursement by the federal government pursuant to the CARES Act of contributions by States to State unemployment funds.</li> <li>5. Reimbursement to donors for donated items or services.</li> <li>6. Workforce bonuses other than hazard pay or overtime.</li> <li>7. Severance pay.</li> <li>8. Legal settlements.</li> </ol>				
<b>FISCAL IMPACT:</b>	N/A				
<b>POLICY IMPACT:</b>	N/A				
<b>LEGISLATIVE HISTORY:</b>	N/A				
<b>ENCLOSURES:</b>					
<b>REVIEWS COMPLETED:</b>	Legal	Finance	Purchasing	HR	Other
	<b>X</b>	<b>X</b>			



**FLUVANNA COUNTY BOARD OF SUPERVISORS  
MEETING PACKAGE ATTACHMENTS**

Incl?	Item
<input checked="" type="checkbox"/>	BOS Contingency Balance Report
<input type="checkbox"/>	Building Inspections Report
<input checked="" type="checkbox"/>	Capital Reserve Balances Memo
<input checked="" type="checkbox"/>	CARES Fund Balance Memo
<input type="checkbox"/>	Fluvanna County Bank Balance and Investment Report
<input checked="" type="checkbox"/>	Unassigned Fund Balance Report
<input type="checkbox"/>	VDOT Monthly Report & 2020 Resurfacing List
<input type="checkbox"/>	CARES Act Memo to Localities - 1st Round
<input type="checkbox"/>	CARES Act Memo to Localities - 2nd Round
<input type="checkbox"/>	Updated CARES Act US Treasury Guidance
<input type="checkbox"/>	





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# COUNTY OF FLUVANNA

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## MEMORANDUM

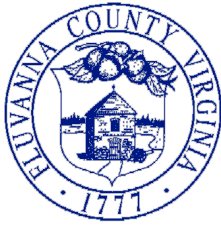
**Date:** February 03, 2021  
**From:** Liz McIver – Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY21 BOS Contingency Balance

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The FY21 BOS Contingency line balance is as follows:

<b>Beginning Original Budget:</b>	<b>\$150,000</b>
Less: Registrar's Office Relocation – 07.01.20	-\$20,000
Less: Fire & Rescue Fleet Study – 08.05.20	-\$1,500
Less: Registrar's Office Relocation – 08.19.20	-\$5,400
Less: Fluvanna Hiring Event – 11.04.20	-\$2,000
Less: Drug Court County Match – 12.02.20	-\$45,000
Less: Fork Union Training Building Design – 01.20.21	-\$22,460
<b>Available:</b>	<b>\$53,640</b>





# COUNTY OF FLUVANNA

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## MEMORANDUM

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**Date:** February 03, 2021  
**From:** Liz McIver - Management Analyst  
**To:** Board of Supervisors  
**Subject:** FY21 Capital Reserve Balances

The FY21 Capital Reserve account balances are as follows:

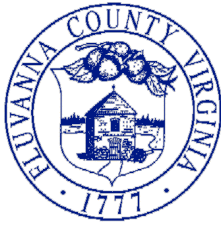
### County Capital Reserve:

<b>FY21 Budget Allocation:</b>	<b>\$200,000</b>
FY20 Carryover	\$267,970
<b>Total FY21 Budget:</b>	<b>\$467,970</b>
Add: FY20 Closed CRM Projects -06-26-20	\$11,308
Less: SCADA System Room HVAC – 07.01.20	-\$30,300
Less: Public Safety Building HVAC – 07.01.20	-\$9,325
Less: Carysbrook Gym Heating System Replacement – 12.17.20	-\$34,346.50
Less: FUSD Roof Replacement - 01.06.21	-\$5,700
<b>FY21 Available:</b>	<b>\$399,606.50</b>

**Schools Capital Reserve:**

<b>FY21 Budget Allocation:</b>	<b>\$200,000</b>
FY20 Carryover	\$224,903
<b>Total FY21 Budget:</b>	<b>\$424,903</b>
Less: FCHS Compressor Replacement – 07.01.20	-\$6,000
Less: FCHS HVAC Condenser Replacement – 08.05.20	-\$24,000
Less: FCHS Cooling Tower – 08.19.20	-\$10,975
Add: Closed CRM Projects -09.24.20	\$1,231
<b>FY21 Available:</b>	<b>\$385,159</b>





# COUNTY OF FLUVANNA

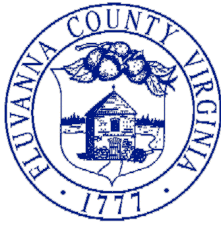
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## MEMORANDUM

**Date:** February 03, 2021  
**From:** Liz McIver – Management Analyst  
**To:** Board of Supervisors  
**Subject:** CARES Fund Balance

<b>CARES Fund Original Appropriation:</b>	<b>\$2,379,202</b>
Less: Overtime Pay 06.17.20	-\$1,000
Less: Full-Time Salaries 06.17.20	-\$20,000
Less: Janitorial Supplies 06.17.20	-\$15,000
Less: Chemical Supplies 06.17.20	-\$2,000
Less: ADP Supplies 06.17.20	-\$2,000
Less: Emergency Supplies 06.17.20	-\$25,000
Less: General Material and Supplies 06.17.20	-\$5,000
Less: EDP Equipment 06.17.20	-\$20,000
Less: Site Improvements 06.17.20	-\$1,000
Less: Economic Development Grant – Local Business 06.17.20	-\$350,000
Less: Printing and Binding 06.17.20	-\$5,000
Less: Advertising 06.17.20	-\$1,000
Less: Economic Development Grant – Non-Profits 07.01.20	-\$100,000
Less: Machinery and Equipment (Clorox 360 machines) 07.01.20	-\$46,500
Less: FY20 Contract Services 08.05.20	-\$5,110
Less: FY20 Advertising 08.05.20	-\$530
Less: FY20 Chemical Supplies 08.05.20	-\$3,650
Less: FY20 Other Operating Supplies 08.05.20	-\$250
Less: FY20 Site Improvements 08.05.20	-\$8,675

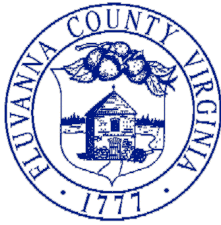


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Less: FY21 Emergency Supplies for Fire & Rescue 08.05.20	-\$15,000
Less: FY21 FCPS Supplies for Opening Prep 08.05.20	-\$301,017
Less: FY21 Advertising of COVIDWISE App 08.05.20	-\$5,000
Less: FY21 Economic Development Grant – Local Business Hand Sanitizer	-\$3,000
Less: FY21 Economic Development Grant – Local Business 08.05.20	-\$350,000
Less: FY21 Economic Development Grant – Non-Profits 08.05.20	-\$100,000
Add: CARES Funds Second and Final Round Funding – 08.12.20	\$2,379,202
Less: FY21 FCPS Verizon Hotspots & 4 Months Data Plan – 08.19.20	-\$45,990
Less: FY21 Site Improvements & Furniture – 08.19.20	-\$31,300
Less: FY21 Fork Union Broadband Expansion – 08.19.20	-\$520,000
Less: FY21 Admin Building Basement Reno A&E – 08.19.20	-\$68,210
Add: FY21 Admin Building Basement Reno A&E – 10.07.20 (not funding with CARES)	\$68,210
Less: FY21 Municode Intranet Implementation – 08.19.20	-\$7,200
Less: FY21 Admin Building Basement Renovation – 09.02.20	-\$663,592
Add: FY21 Admin Building Basement Renovation - 10.07.21 (project cancelled)	\$663,592
Less: FY21 Sheriff Prisoner Transport Van - 09.16.20	-\$64,677
Less: FY21 Patrol Car Vinyl Seat Replacement - 9.16.20	-\$24,542
Less: FY21 Sheriff Spare Vehicle - 09.16.20	-\$41,000
Less: FY21 Additional Cleaning Services	-\$21,000
Less: FY20 Public Safety, Public Health & Human Services Salaries (March - June)	-\$1,008,196
Less: FY21 Public Safety, Public Health & Human Services Salaries (July - September)	-\$502,066



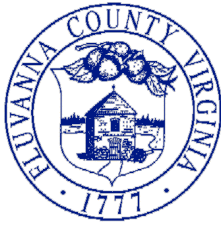
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Less: FY21 Public Safety, Public Health & Human Services Salaries (October - December)	-\$505,000
Add: FY21 Economic Development Grant - Unspent funds	\$300,000
Less: FY21 Scottsville Area Broadband Expansion - 10.21.20	-\$60,000
Less: FY21 Ambulance Power Loads - 11.4.20	-\$52,023
Less: FY21 Fire & Rescue PPE - 11.4.20	-\$68,891
Less: FY21 Sheriff's Office X-Ray Scanner - 11.4.20	-\$16,047
Less: FY21 TJPCS Regional Affordable Housing Search Tool - 11.04.20	-\$2,612
Less: FY21 Duct Cleaning Services - 11.04.20	-\$70,150
Less: FY21 Sheriff's Office Respirators - 11.04.20	-\$14,540
Less: FY21 Tru-up for day to day operational cost due to COVID19	-\$43,795
Less: FY21 Power Cot - 11.18.20	-\$18,154
Add: FY21 Power Cot - Paid out of EMS Cares Funds	\$18,154
Add: FY21 Interest Earned	\$3,000
Add: FY21 EMS CARES Funds	\$24,944
Less: FY21 EMS CARES Funds	-\$24,944
Less: FY21 FCPS Additional Technology for Tele-learning	-\$150,000
Less: FY21 E911 Salaries (July - September)	-\$330,000
Less: FY21 Emergency Sick Leave	-\$10,000
Less: FY21 Increase in Internet Bandwidth for teleworking	-\$2,000
Less: FY21 Restricted Contribution to Non-Profits to provide food	-\$10,000
<b>Current CARES Fund Balance</b>	<b>\$74,644</b>





# COUNTY OF FLUVANNA

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## MEMORANDUM

**Date:** February 03, 2021  
**From:** Liz McIver – Management Analyst  
**To:** Board of Supervisors  
**Subject:** Unassigned Fund Balance

<b>FY20 Year End Audited Total Unassigned Fund Balance:</b>	<b>\$19,939,645</b>
<b>Unassigned Fund Balance – 12% Target Per Policy:</b>	<b>\$9,522,851</b>
<b>Unassigned Fund Balance – Excess Above Policy Target:</b>	<b>\$10,416,794</b>
Add: FY21 Reassessment Budget Transfer	\$66,515
Less: FY20-21 County Carryover Request – 11.04.20	-\$153,447
Less: FY20-21 Schools Carryover Request – 11.04.20	-\$400,000
Less: FY20-21 Sheriff's Office Volunteer Funds Carryover – 11.18.20	-\$3,575
Less: FY21 Fork Union Property Site Development – 01.20.21	-\$111,360
<b>Current Unassigned Fund Balance</b>	<b>\$9,814,927</b>

