



Town of Farmville

Town Council

November 5, 2025 at 6:00 PM
Council Chamber of the Town Hall
116 North Main Street, Farmville, VA

AGENDA

1. **Call to Order**
2. **Roll Call**
3. **Adoption of Agenda**
4. **Declaration of Personal Interest**
5. **Finance Report**
 - a. Report by Julie Moore, Deputy Town Manager/Finance Director
6. **Discussion: Emergency Operations Plan**
 - a. Proposed Emergency Operations Plan
7. **Discussion: Stormwater and Erosion and Sediment Control Ordinance (VESMP)**
 - a. Proposed Town of Farmville VESMP Ordinance
8. **Town Manager's Report**
9. **Comments by Mayor and Town Council**



Town of Farmville

Agenda Item Summary

MEETING DATE: November 5, 2025

ITEM NUMBER: 5.a. – Report by Julie Moore, Deputy Town Manager/Finance Director

BACKGROUND:

RECOMMENDATION:

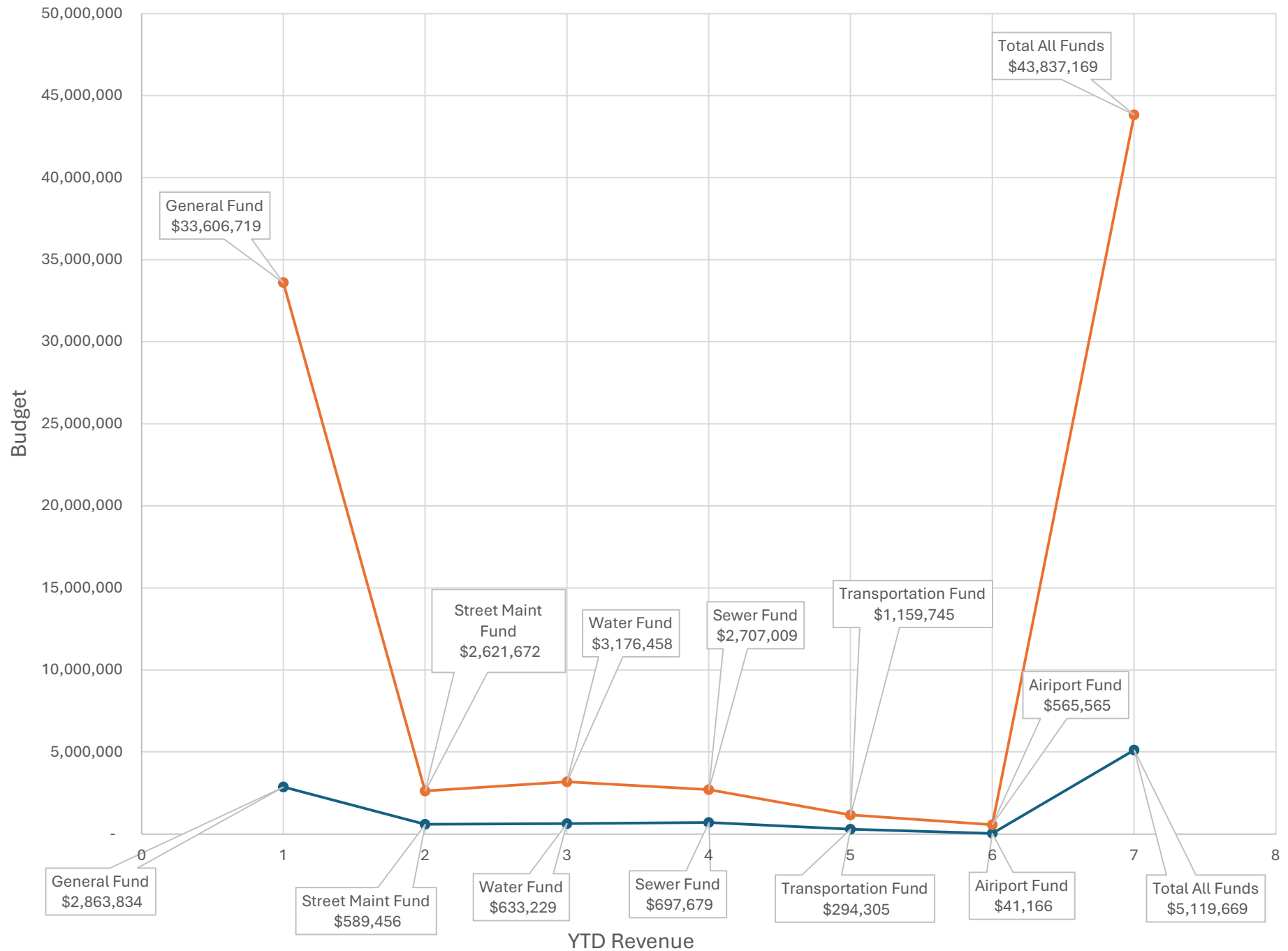
FISCAL IMPACT:

ATTACHMENTS:

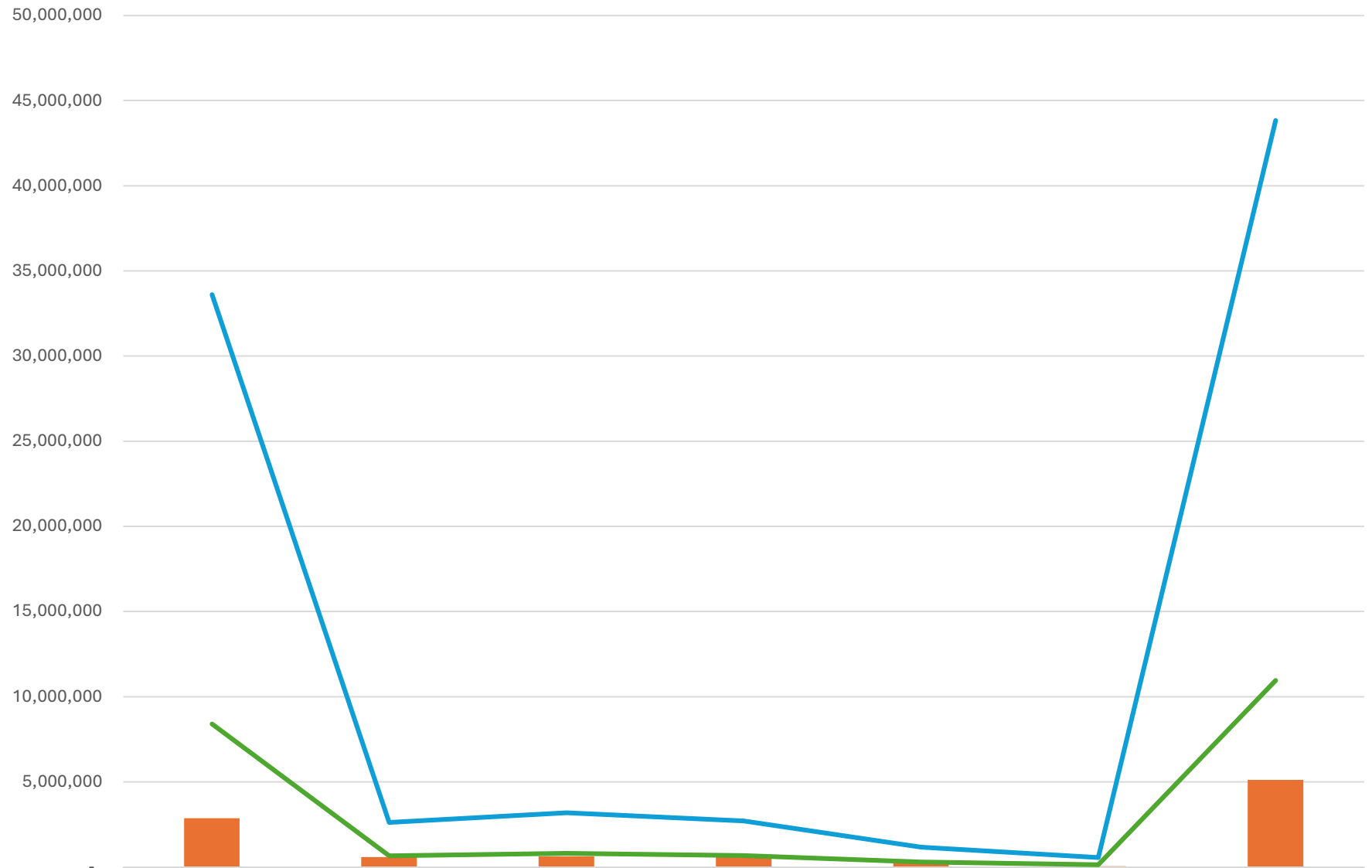
1. Revenue All Funds - CY Vs Budget - September 2025
2. Revenue All Funds - CY Vs PY - September 2025
3. Revenue by Dept - CY Vs Budget - September 2025
4. Revenue by Dept - CY Vs PY - September 2025
5. Revenue Report - September 2025
6. Salary Report - September 2025
7. Expense by Dept - CY Vs Budget - September 2025
8. Expense by Dept - CY Vs PY - September 2025
9. Expense by Fund - CY Vs Budget - September 2025
10. Expense by Fund - CY Vs PY - September 2025

Revenue All Funds - YTD- September 2025

YTD REVENUE 12 Mo. Budget



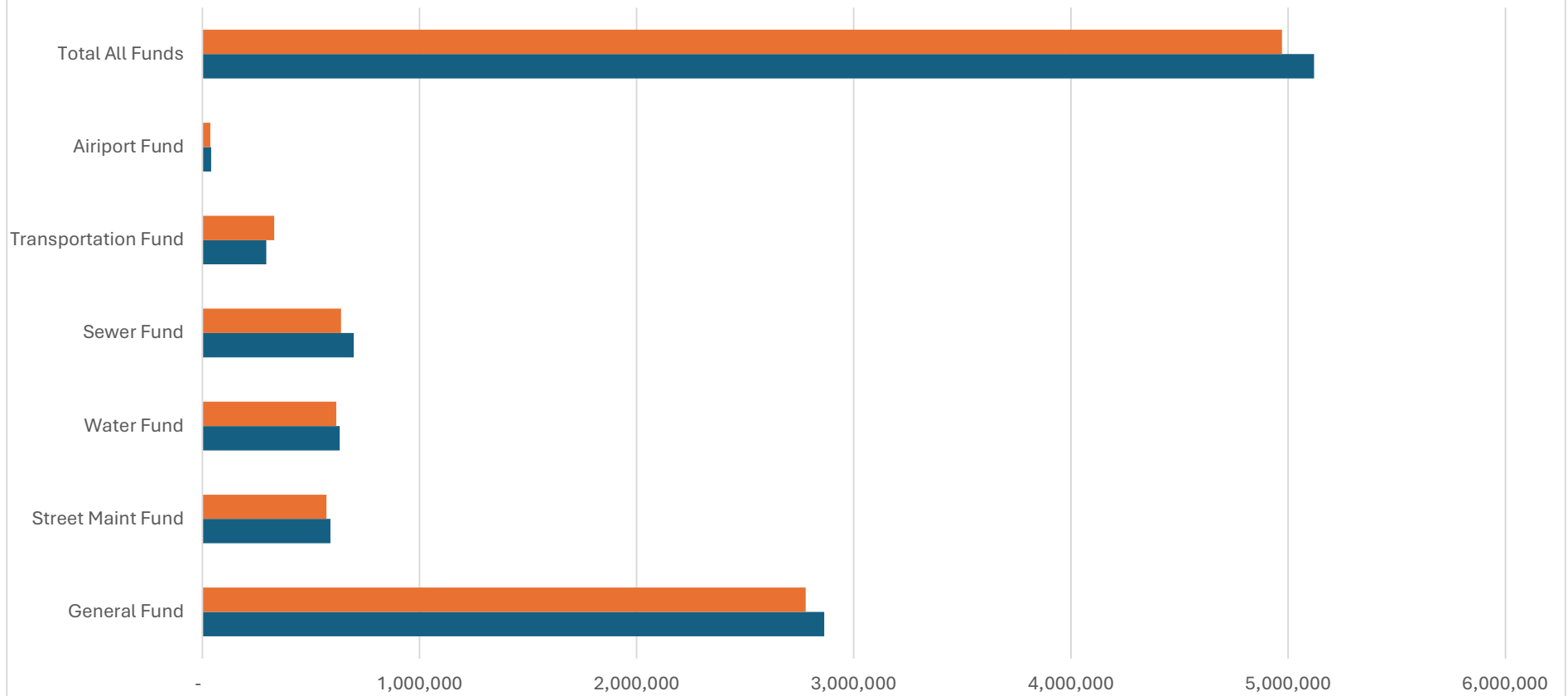
September 2025 Actual Vs. 12 Month Budget and 3 Month Budget



YTD REVENUE	2,863,834	589,456	633,229	697,679	294,305	41,166	5,119,669
12 Mo. Budget	33,606,719	2,621,672	3,176,458	2,707,009	1,159,745	565,565	43,837,169
3 Mo. Budget	8,401,680	655,418	794,114	676,752	289,936	141,391	10,959,292

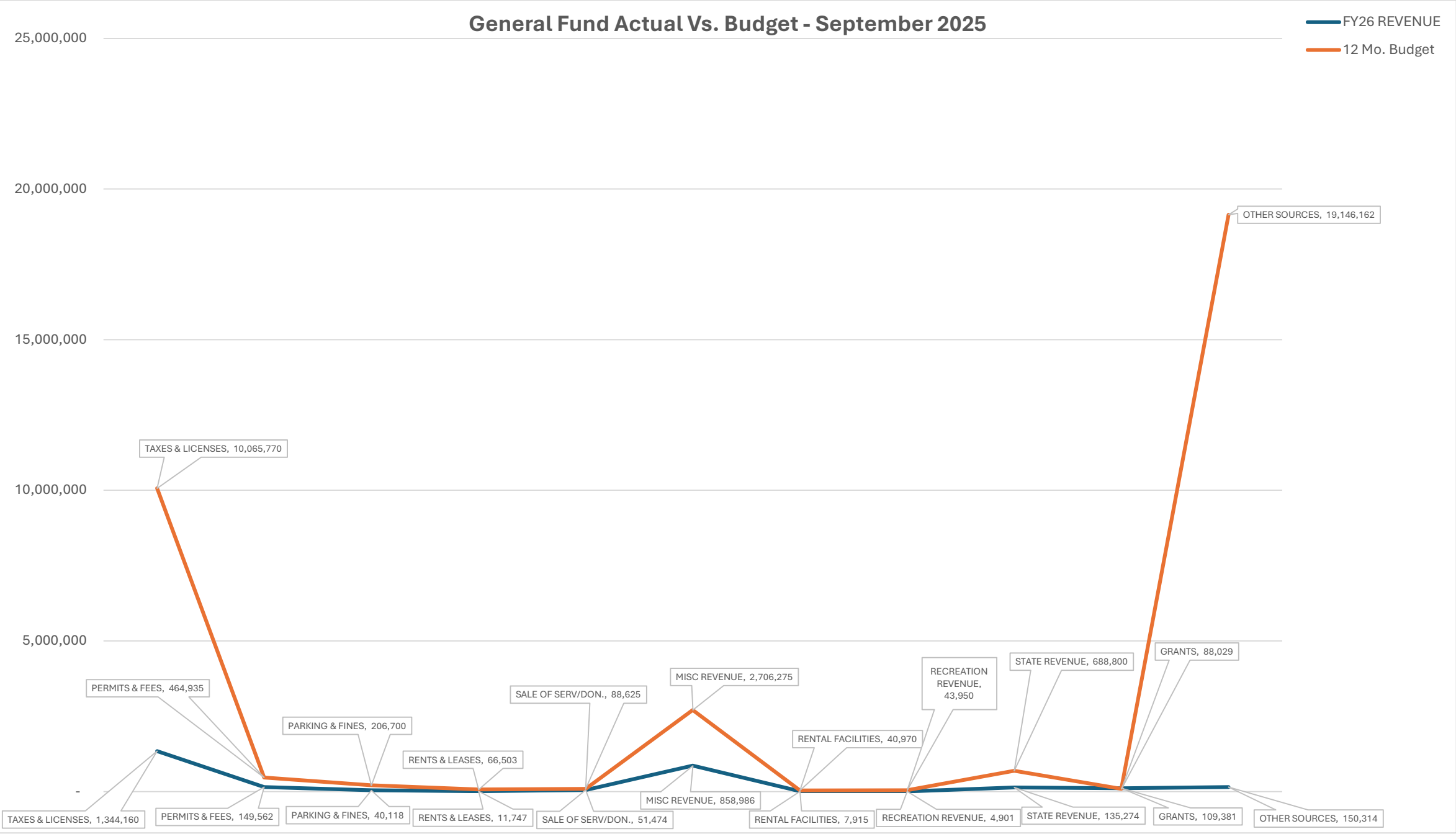
YTD REVENUE 12 Mo. Budget 3 Mo. Budget

CURRENT SEPTEMBER 2025 COMPARED TO PRIOR SEPTEMBER 2024 YTD REVENUE



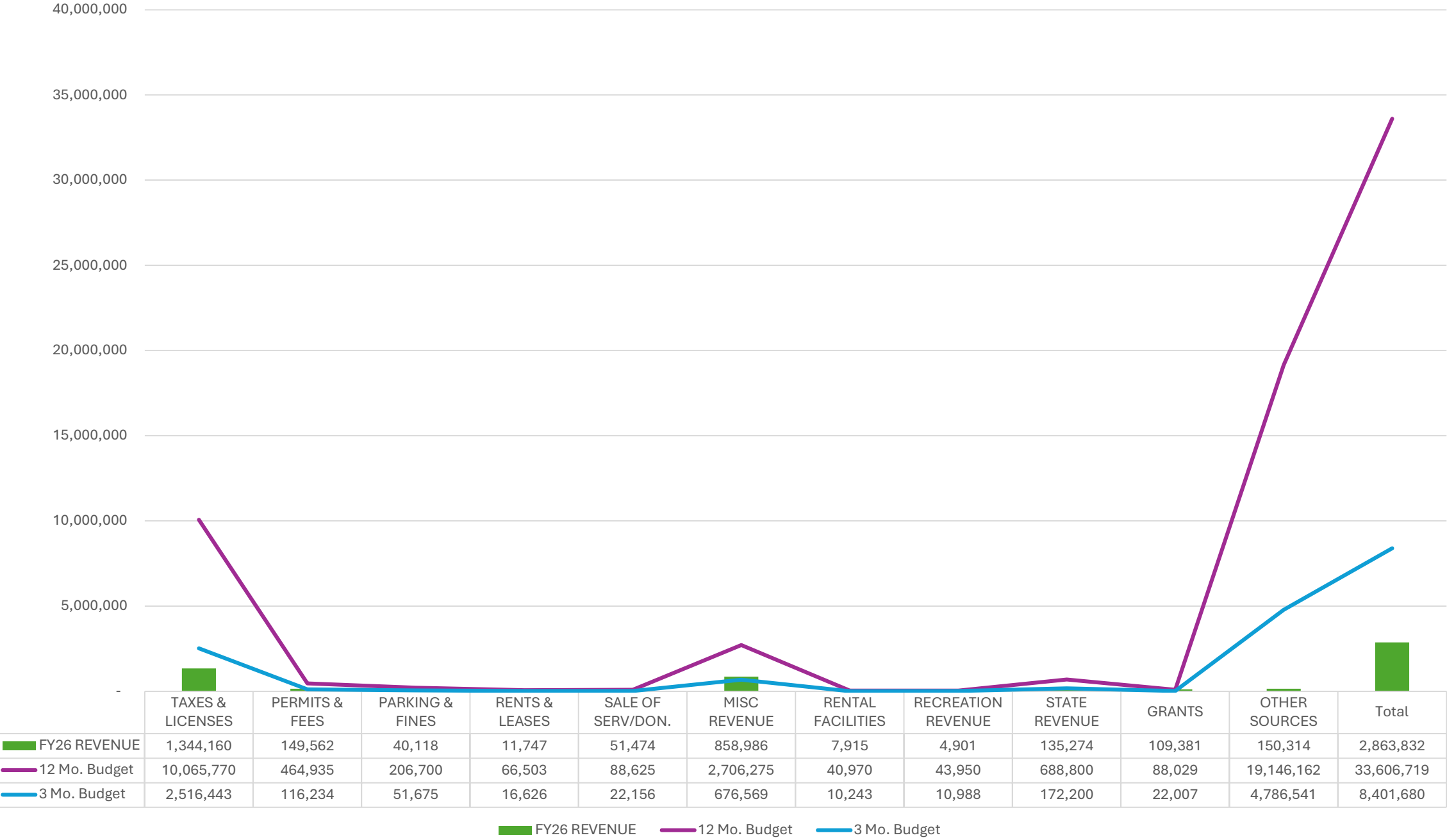
	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airport Fund	Total All Funds
■ PY YTD REVENUE	2,778,321	571,116	616,545	638,217	330,891	37,399	4,972,489
■ YTD REVENUE	2,863,834	589,456	633,229	697,679	294,305	41,166	5,119,669

■ PY YTD REVENUE ■ YTD REVENUE

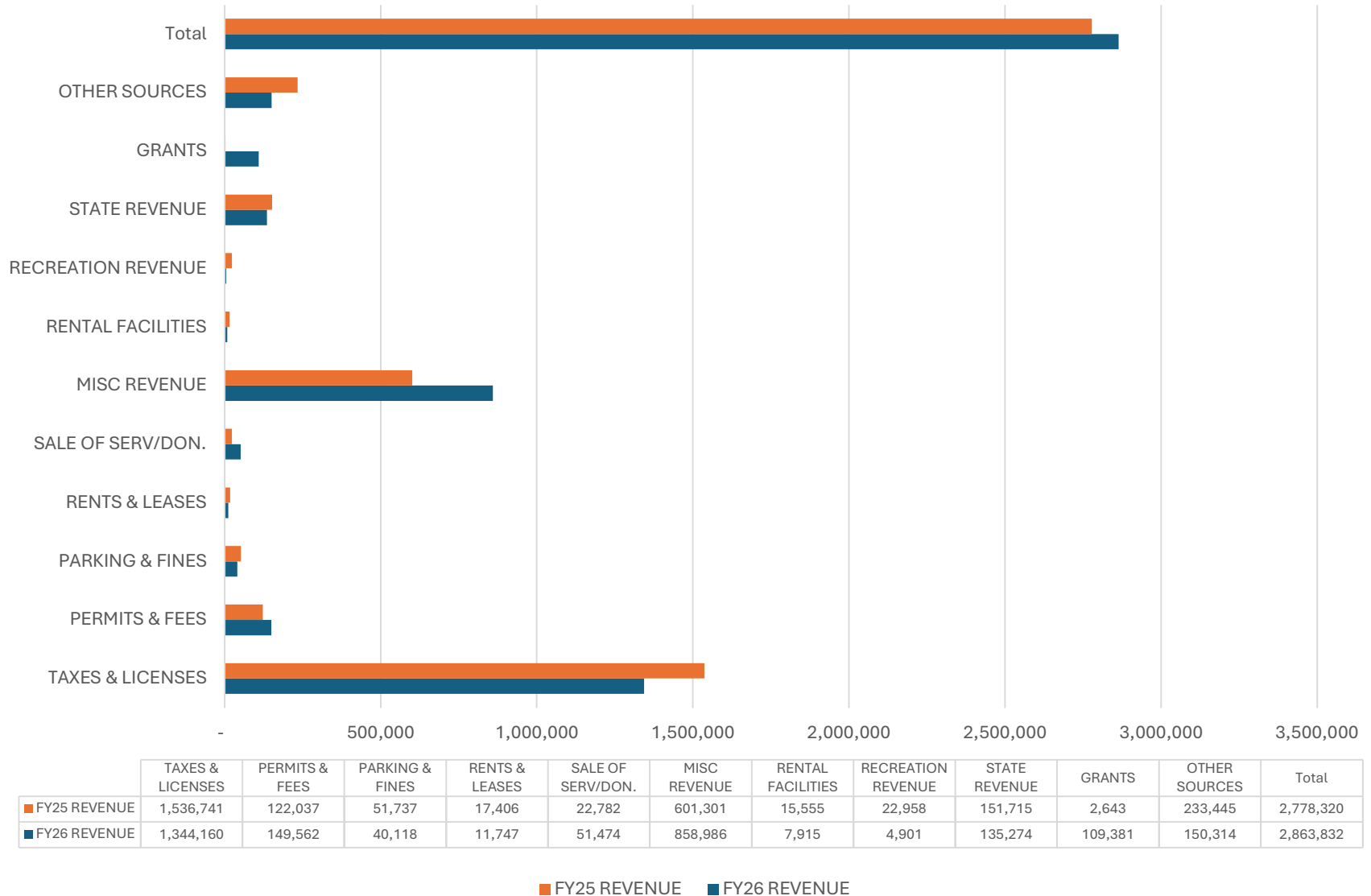


Note: Budget amounts are above the line, and actual amounts are below the line.

September 2025 General Fund - YTD Revenue Vs. Budget



September 2025 Actual vs. September 2024 Actual



Notes on comparisons:

Taxes and Licenses: The September 2025 total is lower because several tax payments, such as sales tax from Prince Edward County, communications tax, and car rental tax, have not yet been received and recorded. By contrast, in September 2024 these payments had already been collected and posted, which is why last year's figure appears higher.

**TOWN OF FARMVILLE
REVENUE REPORT
AS OF SEPTEMBER 30, 2025**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1101-0001	CURRENT REAL PROP TAXES	494	1,072	1,770,000	0.0600
10-1102-0001	CURRENT PUBLIC SERVICE CORP TA	-	-	62,590	0.0000
10-1103-0001	CURRENT PERSONAL PROPERTY TAX	231	281	273,030	0.1000
10-1106-0001	PENALTIES-TAXES	33	260	1,500	17.3200
10-1106-0002	INTEREST-TAXES	185	413	1,500	27.5400
10-1106-0003	PENALTY-PP TAX	-	5	500	1.0100
10-1106-0004	INTEREST-PP TAX	-	2	150	1.2400
10-1107-0001	DELINQUENT TAXES	456	3,109	5,000	62.1700
10-1200-0001	CONSUMPTION TAX	-	5,460	27,000	20.2200
10-1201-0001	SALES TAX	-	40,382	455,000	8.8800
10-1202-0001	UTILITY TAX	-	68,730	360,000	19.0900
10-1203-0001	BUSINESS LICENSE TAX	5,497	14,408	1,620,000	0.8900
10-1203-0099	PENALTY-BUSINESS LICENSES	-	39	5,000	0.7900
10-1204-0001	BANK FRANCHISE TAXES	-	-	235,000	0.0000
10-1204-0004	RIGHT OF WAY ACCESS FEE	-	3,747	16,000	23.4200
10-1205-0001	MOTOR VEHICLE LICENSES	(3,852)	(2,806)	87,000	-3.2200
10-1206-0001	COMMUNICATION SALES & USE TAX	-	29,282	360,000	8.1300
10-1210-0001	LODGING TAX	67,467	221,565	800,000	27.7000
10-1211-0001	FOOD TAX	329,189	929,724	3,800,000	24.4700
10-1211-0099	PENALTY/INT-FOOD/LODGING TAX	1,126	2,114	2,000	105.7100
10-1220-0001	SANITATION FEE	32,015	99,692	390,000	25.5600
10-1301-0001	FERN BEAUTIFICATION PROJECT	1,000	1,000	2,900	34.4800
10-1302-0002	BRANCH OUT TREE PROGRAM	1,000	1,000	5,000	20.0000
10-1302-0003	VFIC GRANT	-	-	15,000	0.0000
10-1303-0005	VARIANCE FEE	-	-	250	0.0000
10-1303-0006	CONDITIONAL-USE-PERMITS	-	500	500	100.0000
10-1303-0007	ZONING & RE-ZONING FEES	50	550	1,000	55.0000
10-1303-0008	BUILDING PERMITS	10,077	41,016	32,000	128.1800
10-1303-0009	SURVEYOR-SITE INSPEC-E&S,RENTAL EQUIP	-	100	200	50.0000

**TOWN OF FARMVILLE
REVENUE REPORT
AS OF SEPTEMBER 30, 2025**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1303-0010	PARTY BIKE PERMIT	-	-	365	0.0000
10-1303-0020	STATE SURCHRG-BLDG PERMIT FEE	202	820	500	164.0600
10-1303-0031	FITNESS PROGRAM REVENUE	-	-	200	0.0000
10-1303-0032	KARATE PROGRAM REVENUE	100	460	1,000	46.0000
10-1303-0033	PICKLEBALL PROGRAM REVENUE	93	144	500	28.8000
10-1303-0071	FOOTBALL PROGRAM REVENUE	792	3,877	21,250	18.2400
10-1303-0072	SOFTBALL PROGRAM REVENUE	-	-	1,500	0.0000
10-1303-0073	SUMMER CAMP REVENUE	-	420	15,000	2.8000
10-1303-0077	SPONSORSHIP-JINGLE BELL RUN	-	-	500	0.0000
10-1303-0078	REGISTRATION FEE-JINGLE BELL R	-	-	1,000	0.0000
10-1303-0079	REVENUE-ADULT BASKETBALL LEAGU	-	-	1,000	0.0000
10-1303-0081	ADULT VOLLEYBALL REVENUE	-	-	1,000	0.0000
10-1303-0099	NEW REC PROGRAMS/GRANTS	-	-	1,000	0.0000
10-1305-0001	REINSPECTION-BLDG. PERMITS	30	60	-	0
10-1307-0001	PLAN REVIEW-BLDG INSPECTOR	-	593	500	118.6000
10-1307-0002	CERTIFICATE OF OCCUPANCY-BLDG	-	-	100	0.0000
10-1308-0001	FINGERPRINT FEE	-	-	20	0.0000
10-1309-0001	SURVEYOR-PLAN REVIEW	-	-	500	0.0000
10-1311-0001	BURN PERMIT	-	-	400	0.0000
10-1401-0001	COURT FINES & COSTS	-	18,669	90,000	20.7400
10-1401-0002	PARKING FINES	1,237	3,291	25,000	13.1600
10-1401-0003	Parking Fines-Payments	-	-	(9,000)	0.0000
10-1401-0004	LIENS ON REAL ESTATE	40	120	500	24.0000
10-1402-0003	E-CITATION	-	1,497	5,000	29.9400
10-1501-0001	INTEREST-REPO	5,665	17,331	110,000	15.7600
10-1501-0002	INT-BENCHMARK-ARPA-COVID-RESTRICTED	502	1,545	30,000	5.1500
10-1501-0003	INTEREST-MEDICAL COMPENSATION	54	170	3,000	5.6600
10-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	9	14	100	14.2800
10-1501-0006	INTEREST-MM-BENCHMARK-E911	8	30	50	60.4600

**TOWN OF FARMVILLE
REVENUE REPORT
AS OF SEPTEMBER 30, 2025**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1501-0013	INTEREST-SET ASIDE ACCOUNT	10,490	34,047	150,000	22.7000
10-1501-0015	INTEREST-E911 RESERVE	1,236	3,820	7,239	52.7700
10-1501-0016	INTEREST-GO BOND REINVESTED	-	-	375,000	0.0000
10-1501-0021	INT-CK ACCT-BENCHMARK-E-CITATION	4	13	40	33.0000
10-1501-0072	INT-CHECKING-BENCHMARK	13,949	49,083	100,000	49.0800
10-1502-0001	RENT-BURN BUILDING	-	-	500	0.0000
10-1502-0002	RENT-WILCK LAKE	600	1,200	2,500	48.0000
10-1502-0005	SALE OF FIXED ASSETS	2,445	38,595	19,500	197.9200
10-1502-0006	SALE OF MATERIAL	1,764	6,257	1,500	417.1500
10-1502-0008	SALE OF COPIES	63	193	500	38.6000
10-1502-0009	CEMETERY LOTS	-	800	17,000	4.7100
10-1502-0010	SALE OF POSTAGE	9	9	25	34.6400
10-1502-0011	SALE OF ROLL OUT CARTS	-	-	1,000	0.0000
10-1502-0012	RENT-TRAIN STATION	700	1,400	14,000	10.0000
10-1502-0013	RENT-PARKING-VENABLE ST	240	720	2,700	26.6700
10-1502-0014	RENT-TOWN PKG-NORTH ST	-	300	300	100.0000
10-1502-0018	LEASE-SOUTH ST CONF-FIRE PROG	-	2,559	15,353	16.6700
10-1502-0020	RENT-RIVERFRONT PARK	-	-	250	0.0000
10-1502-0021	FARMER'S MARKET REVENUE	900	2,715	7,720	35.1700
10-1502-0022	FARMER'S MARKET SPONSORSHIP	-	-	7,280	0.0000
10-1502-0024	RENT-SPORTS ARENA	1,300	2,600	15,500	16.7700
10-1502-0025	RENT-PROB/PAROLE BLDG	-	8,169	47,650	17.1400
10-1502-0026	RENT-BALL FIELD-SPORTS ARENA	-	-	1,000	0.0000
10-1607-0003	PARKING METERS REVENUE	2,987	14,866	50,000	29.7300
10-1610-0001	RENTAL PARKING SPACES	475	1,200	8,700	13.7900
10-1620-0001	RESIDENTAL PARKING	50	596	2,000	29.8000
10-1620-0002	LONGWOOD STREETS	-	-	35,000	0.0000
10-1620-0099	PENALTY-SANITATION FEE	453	1,684	5,100	33.0200
10-1630-0001	CIGARETTE TAX	7,500	30,000	200,000	15.0000

**TOWN OF FARMVILLE
REVENUE REPORT
AS OF SEPTEMBER 30, 2025**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-1899-0002	SALE OF SERVICE-ADMIN	-	-	1,000	0.0000
10-1899-0004	MISC REVENUE	-	299	100	298.9700
10-1899-0005	SALE OF SERVICE-PUBLIC WORKS	-	-	5,000	0.0000
10-1899-0006	SALE OF SERVICE-GRAVE OPENINGS	-	3,800	22,000	17.2700
10-1899-0007	SALE OF SERVICE-DUMP TK	-	-	500	0.0000
10-1899-0010	SERVICE CHARGE-BAD CHECKS-A/R	-	-	100	0.0000
10-1899-0014	SALE OF SER-DISPATCH-HAMPDEN S	-	-	6,000	0.0000
10-1899-0017	SALE OF SER-FALSE BURG ALARM	360	620	2,000	31.0000
10-1899-0033	SALE OF SERVICE-POLICE	-	-	1,000	0.0000
10-1899-0035	SALE OF SERVICE-LIBRARY MAINT	-	-	600	0.0000
10-1899-0097	DONATIONS-FOURTH OF JULY CELEBRATION	-	-	20,000	0.0000
10-1901-0003	AMINISTRATIVE SERV-FUND 15	-	-	10,000	0.0000
10-1901-0004	REIMB-FUND 10-ADMIN SERV	65,310	195,930	838,146	23.3800
10-1901-0005	RECOVERY-JURY DUTY FEES	141	400	501	79.8400
10-1901-0010	RECOVERY-VML INS-DAMAGE VEHICLES/PROP	5,597	19,239	50,000	38.4800
10-1902-0001	DAMAGE TO TOWN PROPERTY	-	1,602	5,000	32.0400
10-1903-0001	REFUNDS - CO-OPS	-	-	500	0.0000
10-2201-0003	ROLLING STOCK TAXES	-	117	100	117.3400
10-2201-0005	MOBILE HOME TITLING TAX	-	435	1,000	43.5000
10-2201-0006	CAR RENTAL TAX	-	6,579	75,000	8.7700
10-2201-0009	GRANT-RECREATION DEPT	-	-	12,000	0.0000
10-2401-0029	GRANT-DISPATCH-VDEM	-	-	4,000	0.0000
10-2401-0031	VDEM-GIS & DATA	-	-	13,000	0.0000
10-2401-0033	GRANT-NG911-ADDITIONAL FUNDING	-	-	150,000	0.0000
10-2401-0034	VDEM CONSOLIDATION GRANT-DISPATCH	10,000	10,000	100,000	10.0000
10-2402-0001	WIRELESS	-	20,582	117,000	17.5900
10-2404-0007	LITTER & RECYCLING GRANT	-	-	2,500	0.0000
10-2404-0010	AID TO LAW ENFORCEMENT	-	55,596	220,000	25.2700
10-2404-0011	FIRE ALLOCATION	41,826	41,826	-	0

**TOWN OF FARMVILLE
REVENUE REPORT
AS OF SEPTEMBER 30, 2025**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
10-2404-0032	GRANT-VML-SAFETY	-	-	4,200	0.0000
10-2405-0004	MARKETING/TOURISM LOCAL REVENU	-	139	2,000	6.9500
10-2501-0022	GRANT-VDEM-SHSP-SURVEILLANCE EQUIP	109,381	109,381	-	0
10-2501-0023	GRANT-WELLNESS-FIRST RESPONDERS	-	-	6,729	0.0000
10-2501-0024	GRANT-VDFP-BURN BLDG GRANT PROJECT	-	-	25,000	0.0000
10-2504-0019	GRANT-DMV-ALCOHOL-25	-	-	18,800	0.0000
10-2504-0020	GRANT-BULLETPROOF VEST-FED	-	-	3,700	0.0000
10-2504-0027	GRANT-DMV-SPEED-25	-	-	18,800	0.0000
10-4104-0008	FROM FIDA-BOND PYMT-2012 ISSUE	2,224	2,224	36,553	6.0800
10-4104-0015	FM LIBRARY-APPROP LEASE RENT	-	180,000	180,000	100.0000
10-4104-0016	FM CKING-MEDICAL COMPENSATION BENEFIT	-	-	98,000	0.0000
10-4104-0018	FM SETASIDE ACCT-BONDS	-	-	1,072,113	0.0000
10-4104-0022	LEASE PROCEEDS	-	150,314	956,000	15.7200
10-4104-0025	FM SETASIDE ACCT-CIP PROJECTS	-	-	575,000	0.0000
10-4104-0027	FM SETASIDE ACCT-ABM PROJECT - BOA	-	-	117,822	0.0000
10-4104-0029	GO BOND ISSUANCE	-	-	16,000,000	0.0000
10-4107-0004	FM-PE CO-INstant ALERT	3,240	3,240	2,000	162.0000
10-4107-0006	FM-LONGWOOD-DISPATCH SERV	350,000	350,000	350,000	100.0000
10-4107-0007	FM-PRINCE EDARD'S-DISPATCH SERV	-	-	404,266	0.0000
10-4113-0003	FROM-911 RESERVE	-	-	327,228	0.0000
10-4113-0004	FROM FARMVILLE FIRE DEPT-PAYME	-	-	35,000	0.0000
TOTAL GENERAL FUND (FUND 10)		1,086,943	2,863,834	33,606,719	8.52%
15-2404-0007	HIGHWAY FUNDS	589,456	589,456	2,285,000	25.8000
15-4100-0050	USE OF PY FUND BALANCE	-	-	336,672	0.0000
TOTAL HIGHWAY MAINTENANCE FUND (FUND 15)		589,456	589,456	2,621,672	22.48%
40-1501-0001	Interest - Unrestricted	2,981	10,339	40,000	25.8500
40-1501-0002	Interest - RESTRICTED	1,040	3,200	40,000	8.0000
40-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	47	149	2	7,441.0000
40-1502-0005	SALE OF FIXED ASSETS	-	100	-	0

**TOWN OF FARMVILLE
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AS OF SEPTEMBER 30, 2025**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
40-1502-0007	LEASE-JACKSON HTS WATER TANK	2,323	6,970	27,848	25.0300
40-1502-0009	LEASE-ANDREWS DR WATER TANK	3,583	10,748	40,468	26.5600
40-1620-0001	WATER SERVICE	184,611	530,409	1,882,000	28.1800
40-1620-0002	WATER TAPS	-	32,331	30,000	107.7700
40-1620-0003	SURCHARGE-MULTIPLE METERS	7,750	23,266	93,000	25.0200
40-1620-0004	SALE OF WATER	1,028	1,787	10,000	17.8700
40-1620-0005	LEAD/COPPER SURVEY CREDIT	(1,560)	(1,560)	-	0
40-1620-0010	METER CREDIT ONE TIME	-	-	18,000	0.0000
40-1620-0099	PENALTY-WATER SERVICE	1,087	4,190	18,000	23.2800
40-1899-0010	SERVICE CHARGES	1,440	4,860	10,000	48.6000
40-1899-0011	SERVICE CRG-BAD CHECK	150	400	750	53.3300
40-1899-0012	SALE OF SERVICE-TESTING	1,800	6,040	10,000	60.4000
40-4100-0050	USE OF PY FUND BALANCE	-	-	400,140	0.0000
40-4102-0001	FM PE CO-APPOMATTOX RIVER-USGS	-	-	8,930	0.0000
40-4104-0025	FM SETASIDE ACCT - CIP AND DEBT	-	-	547,320	0.0000
TOTAL WATER FUND (FUND 40)		206,281	633,229	3,176,458	19.94%
42-1501-0001	Interest - Unrestricted	12,048	38,296	25,000	153.1800
42-1501-0004	INTEREST-ACCOUNTS RECEIVABLE	47	164	-	0
42-1502-0005	SALE OF FIXED ASSETS	-	-	-	0
42-1502-0006	SALE OF MATERIAL	-	7,600	-	0
42-1620-0099	PENALTY-SEWER SERVICE	1,291	4,804	17,500	27.4500
42-1630-0001	SEWER SERVICE	203,255	602,525	2,258,400	26.6800
42-1630-0002	SEWER TAPS	-	20,000	28,800	69.4400
42-1899-0005	SALE OF SERVICE-PUBLIC WORKS	-	-	400	0.0000
42-1899-0012	SALE OF SERVICE-LEACHATE-CUMBERLAND	-	8,190	25,000	32.7600
42-1899-0013	SALE OF SERVICE-SEWER TREAT	600	3,600	10,000	36.0000
42-1901-0010	RECOVERY-VML INS	3,375	12,500	-	0
42-2404-0005	VML SAFETY GRANT	-	-	2,000	0.0000
42-4100-0050	USE OF PY FUND BALANCE	-	-	339,909	0.0000

**TOWN OF FARMVILLE
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AS OF SEPTEMBER 30, 2025**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
TOTAL SEWER FUND (FUND 42)		220,616	697,679	2,707,009	25.77%
44-1520-0001	PASSENGER FARES	846	2,570	8,800	29.2000
44-1521-0002	CONTRIBUTION-LONGWOOD [1500]	-	89,400	178,800	50.0000
44-1521-0003	CONTRIBUTION-P E COUNTY	-	6,250	25,000	25.0000
44-1901-0010	RECOVERY-VML INS-VEHICLE DAMAGE	-	-	10,000	0.0000
44-2403-0001	MISC GRANTS	-	-	10,000	0.0000
44-2410-0003	STATE FORMULA GRANT	-	196,085	215,000	91.2000
44-2410-0006	STATE GRANT-BUSES/VANS	-	-	26,723	0.0000
44-2411-0007	STATE GRANT-3 BUS SHELTERS	-	-	124,164	0.0000
44-2510-0001	GRANT-STATE PASS THRU-FED	-	-	400,000	0.0000
44-2510-0006	FED GRANT-BUS/VANS	-	-	133,614	0.0000
44-4100-0050	USE OF PY FUND BALANCE	-	-	27,644	0.0000
TOTAL TRANSPORTATION FUND (FUND 44)		846	294,305	1,159,745	25.38%
45-1501-0001	INT-CK ACCT-BENCHMARK	42	128	400	31.9800
45-1502-0001	RENT-HANGER SPACE	-	-	6,660	0.0000
45-1502-0002	AIRPORT MAINTENANCE FEE	-	-	2,040	0.0000
45-1690-0001	SALE OF AV GAS	4,335	16,886	44,000	38.3800
45-1691-0001	SALE OF JET FUEL	12,959	16,720	51,000	32.7800
45-1899-0001	DONATIONS-PRINCE ED COUNTY	-	3,800	7,600	50.0000
45-2401-0008	STATE GRANT-AWOS MAINT	1,140	2,280	3,600	63.3300
45-2401-0013	STATE GRANT-MAINTENANCE	-	1,352	31,500	4.2900
45-2401-0014	STATE GRANT-WEED KILL	-	-	1,000	0.0000
45-2402-0001	GRANT-STATE-PAPI DESIGN PHASE	-	-	7,440	0.0000
45-2403-0001	MISC GRANTS	-	-	50,000	0.0000
45-2502-0001	GRANT-FED-PAPI DESIGN PHASE	-	-	176,700	0.0000
45-4100-0050	USE OF PY FUND BALANCE	-	-	183,625	0.0000
TOTAL AIRPORT FUND (FUND 45)		18,476	41,166	565,565	7.28%
70-1501-0001	INTEREST	2	5	-	0
70-2405-0001	STATE FORFEITURES UNDER \$500	-	97	-	0

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AS OF SEPTEMBER 30, 2025**

Account Id	Description	Current Revenue	YTD Revenue	Anticipated	% Realized
	TOTAL NARCOTICS FUND (FUND 70)	2	102	-	0
	<i>Final Totals</i>	<i>2,122,619</i>	<i>5,119,771</i>	<i>43,837,169</i>	<i>11.68%</i>

September 2025 Salary Report

Below are the departments with explanations that are over their 3 Month Actual to Budget.

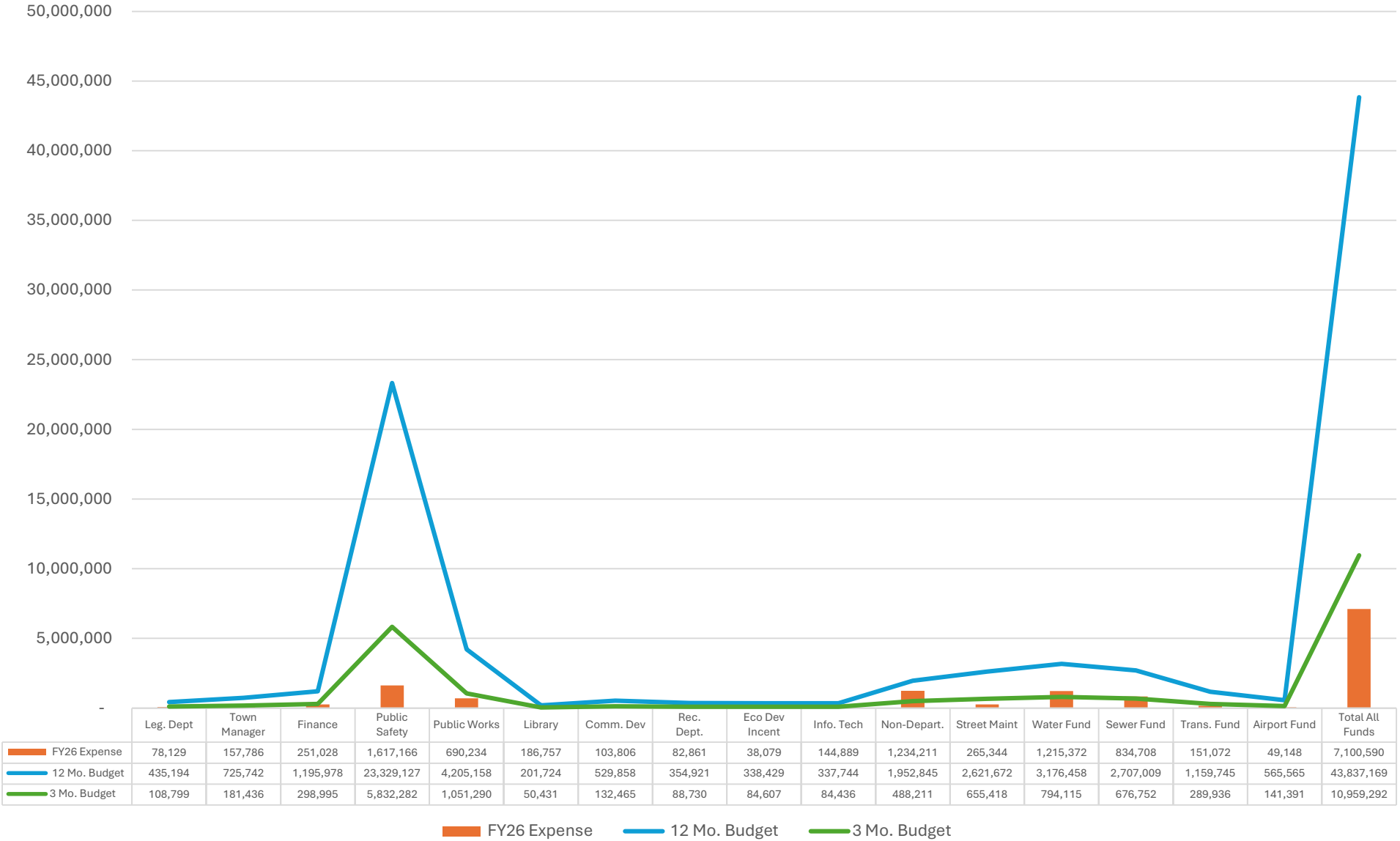
This percentage should be at 100% or below.

		<u>Actual/Budget</u>	<u>\$ Overage</u>	
10-312	Salaries-Overtime-Police	260.00%	30,259	Shift Coverage & Special Events Coverage.
10-710	Summer Camp	268.00%	9,514	Camp Counselors paid in July 2025
40-110	Salaries - Overtime	210.00%	2,162	Water Leaks & storm related issues

FY26 INFORMATION	<u>Total All Funds</u>	
	Expended YTD	1,814,253
	3 Mo Budget Amt	<u>2,001,504</u>
		(187,251)
Expended through September for Salaries is \$187,251 less than our		
3 Month Budget Amount.		

FY25 INFORMATION (PRIOR YEAR)	<u>Total All Funds</u>	
	Expended YTD	1,763,507
	3 Mo Budget Amt	<u>1,903,368</u>
		(139,861)
Expended through September for Salaries is \$139,861 less than our		
3 Month Budget Amount.		

September 2025 - YTD Expenses Vs. 12 Month Budget and 3 Month Budget

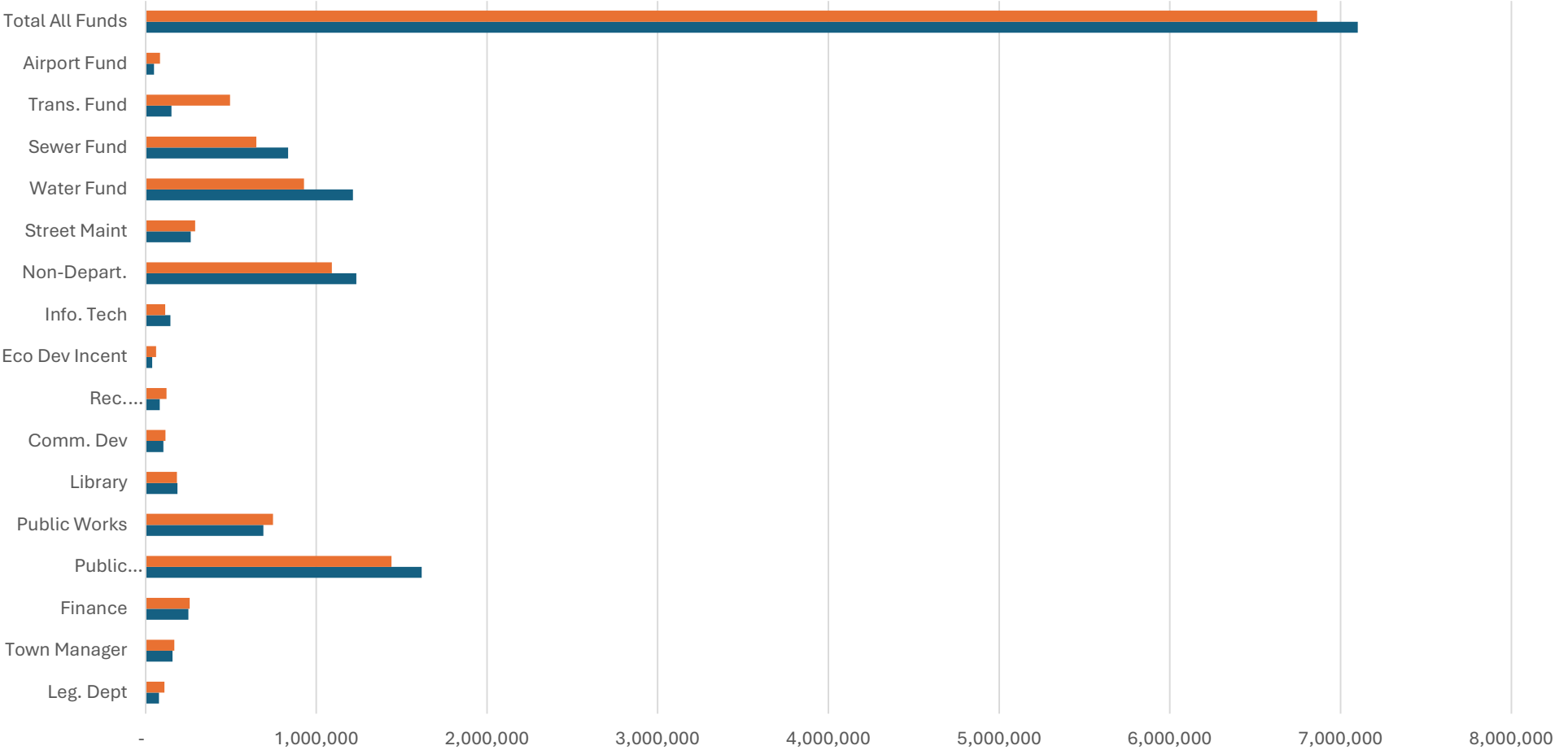


Current Year Vs. Budget Notes:

Library: The Library appropriation was paid in July 2025; the budget assumes this is paid evenly each month.

Non-Departmental: The October bond payment was made in September 2025; the budget assumes this is paid evenly each month.

Current Year Expenses Vs. Prior Year Expenses - September 2025



FY25 Expense FY26 Expense

Current Year Vs. Prior Year Notes:

Public Safety: FY26 includes significant one-time costs not present in September 2024: approximately \$110,000 in dispatch grant expenses, \$140,000 for new fire radios, and \$94,000 for two police vehicles.

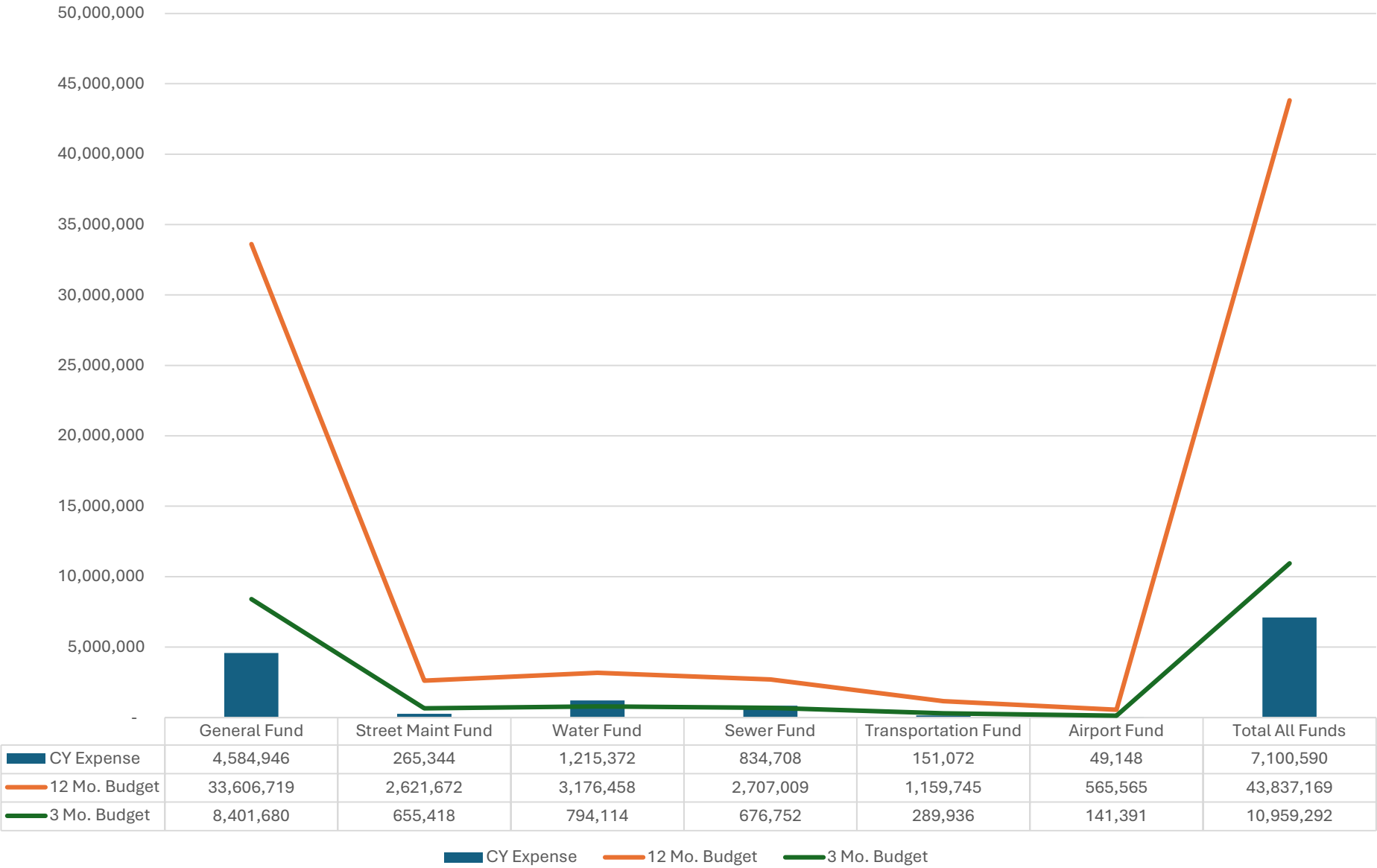
Nondepartmental: Expenses increased in FY26 primarily because of the addition of a new lease-financing payment.

Water Fund: The increase in expenses in FY26 is primarily attributable to the one-time purchase of a capital asset, a front loader, for approximately \$300,000.

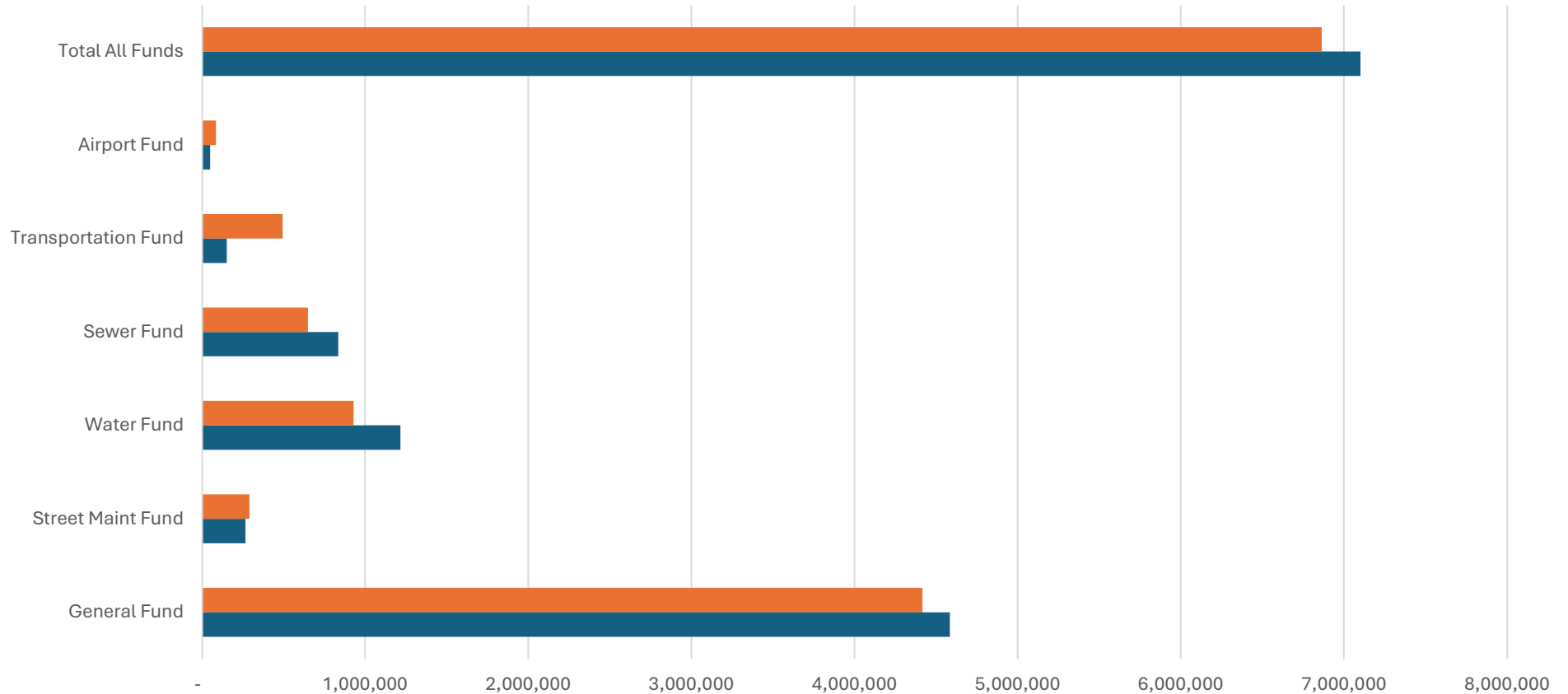
Transportation Fund: The higher expenses in July 2024 reflect the purchase of buses that were received and paid for during that period. No bus purchases have been made in FY 2026.

Airport Fund: In July 2024, a tractor was purchased for the Airport Fund. No comparable purchases were made in FY 2026.

September 2025 YTD Expenses Vs. Budgeted - by Fund



Fund Total Expenses Current Year Vs. Prior Year - September 2025



	General Fund	Street Maint Fund	Water Fund	Sewer Fund	Transportation Fund	Airport Fund	Total All Funds
■ PY Expenses	4,415,972	290,692	928,851	648,387	494,313	85,251	6,863,466
■ CY Expense	4,584,946	265,344	1,215,372	834,708	151,072	49,148	7,100,590

■ PY Expenses ■ CY Expense

Notes on comparisons:

General Fund: Please see the Expense Department Breakdown chart for additional details on variances within the General Fund.

Water Fund: The increase in expenses in FY26 is primarily attributable to the one-time purchase of a capital asset, a front loader, for approximately \$300,000.

Transportation Fund: The higher expenses in FY 2025 reflect the purchase of buses that were received and paid for during that period. No bus purchases have been made in FY 2026.

Airport Fund: In FY 2025, a tractor was purchased for the Airport Fund. No comparable purchases were made in FY 2026.



Town of Farmville

Agenda Item Summary

MEETING DATE: November 5, 2025

ITEM NUMBER: 6.a. – Proposed Emergency Operations Plan

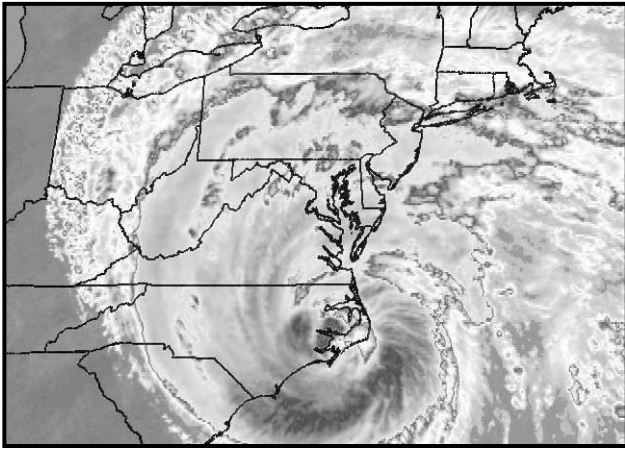
BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Town EOP - Revisions 2025



The Town of Farmville Emergency Operations Plan (EOP)

Revised November 2025



PREFACE

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

The *Virginia Emergency Services and Disaster Laws* require 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 Town of Farmville 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 a structure for coordinating with the state government in the delivery of disaster assistance. The Plan improves the Town of Farmville’s capability to respond to and recover from threatened or actual natural disasters, acts of terrorism or other man-made disasters.

COMPONENTS OF THE TOWN OF FARMVILLE 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 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 Functions (ESFs) provide the structure for interagency emergency operations in support of disaster-affected communities. ESF annexes describe the roles and responsibilities for departments and agencies and non-governmental organizations (NGOs). The Plan identifies eighteen (18) emergency support functions; assigns primary support and cooperating agencies and organizations for each function; and explains in general terms how the Town of Farmville will organize and implement those functions. ESF #5 Emergency Management is the lead ESF in any activation or augmentation of the Emergency Operations Center (EOC) and responsible for command and control and overall coordination of all assets and resources.

Support Annexes address those functions that are applicable to every type of incident and that provide support for all ESFs. 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.

Incident Annexes address contingency or hazard situations requiring specialized response and recovery procedures. They describe policies, situations, concepts or operations and responsibilities pertinent to incidents such as hurricanes, winter storms acts of terrorism.

Record of Changes

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

Record of Distribution

Group	Agency/Department	Title of Recipient	How Distributed (electronic or hard-copy)

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Introduction

Purpose

The Plan is an overview of the Town's emergency response and recovery organization and policies. It provides for emergency operations in response to any type of disaster or large-scale emergency affecting the Town of Farmville. It assigns duties and responsibilities to departments, agencies and organizations for disaster mitigation, preparedness, response and recovery. It also provides a framework within which more detailed emergency plans and procedures can be developed and maintained.

To ensure the Town's capability to implement this plan, each department tasked with essential emergency management responsibilities, as identified in the Plan, ESF, Support or Incident Annexes, shall develop a continuity of operations (COOP) plan that identifies the critical and time-sensitive missions, applications, processes and functions to be recovered and continued in an emergency response and recovery operations shall have priority for protection and restoration.

Scope

The Plan covers the full range of complex and constantly changing requirements in anticipation of or in response to threats or acts of terrorism, major disasters and other emergencies within or affecting the Town of Farmville. Therefore, this plan is applicable to all departments of the Town of Farmville, each of which might be requested to provide assistance or conduct operations when the mayor determines that emergency management coordination is required in order to save lives, minimize damage, or otherwise assist in response to a disaster. Moreover, this plan also provides the foundation for the organization and coordination of community recovery and mitigation activities.

Planning Assumption and Situation

The Plan is based on the planning assumptions, situations, consideration and risk assessments presented in this section.

Assumptions

1. Incidents are typically managed at the local level.
2. Incident management activities will be initiated and conducted using the principals contained in the National Incident Management System (NIMS).
3. Departments' capabilities to carry out response and recovery tasks are enhanced through the creation and testing of adequate department continuity of operations plans and procedures.
4. The combined expertise and capabilities of government at all levels, the private sector and the nongovernmental organizations will be required to prevent, prepare for, respond to and recover from incidents of major or catastrophic proportions.
5. Incidents including major emergencies or catastrophic events will require full coordination of operations and resources and might:
 - a. Occur at any time with little or no warning;
 - b. Require significant information-sharing across multiple jurisdictions and between the public and private sectors;
 - c. Involve single or multiple jurisdictions and/or geographic areas;
 - d. Require significant inter-governmental resource coordination and/or assistance;
 - e. Span the spectrum of incident management to include prevention, preparedness, response, recovery and mitigation;
 - f. Involve multiple, highly varied hazards or threats on a local, regional, statewide or national scale;
 - g. Result in numerous casualties, fatalities, displaced people, property loss, significant damage to the environment and disruption of economy and normal life support systems, essential public services and basic infrastructure;
 - h. Attract a sizeable influx of independent, spontaneous volunteers and supplies; and
 - i. Require prolonged, sustained incident management operations and support activities requisite to long term community recovery and mitigation.
6. Top priorities for incident management are to:
 - a. Save lives and protect the health and safety of the public, responders and recovery workers;
 - b. Ensure security of the town;
 - c. Protect and restore critical infrastructure and key resources;
 - d. Protect property and mitigate damages and impacts to individuals, communities and protect the environment;
 - e. Facilitate recovery of individuals, families, businesses, communities and the environment; and
 - f. Manage public expectations regarding response activities.
7. Requests for assistance from entities including, but not necessarily limited to, nursing homes, colleges and universities and authorities will be submitted to the Coordinator of Emergency Management. Requests for assistance will be submitted to the Virginia

Emergency Operations Center by the Coordinator only when the town's capabilities are exceeded.

8. The severity of the impact on state and local resources might necessitate a request for federal assistance; factors that might determine the need for federal involvement in response and recovery might include:
 - a. State and local needs that exceed available resources;
 - b. The economic ability of the state and affected localities to recover from the incident;
 - c. The type or location of the incident;
 - d. The severity and magnitude of the incident; and
 - e. The need to protect the public health or welfare or the environment.
9. Special facilities (schools, nursing homes, adult day care and child care facilities) are required to develop emergency plans.
10. Regulated facilities (Superfund Amendments and Re-authorization Act sites – SARA Title III) posing a specific hazard will develop, coordinate and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.

Situation and Considerations

The Town of Farmville is located in South Central Virginia, approximately 65 miles from Richmond, Virginia at latitude 37°17'52" and longitude 78°23'45". It covers approximately 7.4 square miles and has a population of approximately 7,473 as of the 2020 Census. Farmville ranges from 300 feet to 450 feet in elevation. The Appomattox River is the major waterway in the Town.

The Appomattox River divides the northern portion of the Town of Farmville. This area lies in the flood plain and can hinder emergency services from reaching the northern portion of Farmville should flooding occur. It also poses access issues for residents living north of the river, as they may not be able to reach supplies or services needed within the Town.

The major transportation routes in the Town of Farmville are State highways 460 and 15.

Hazard Identification and Risk Analysis

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the Town of Farmville. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard. These assessments are described in the Piedmont Regional Hazard Mitigation Plan.

Based on a hazard analysis of the area, the primary natural hazards in the Town of Farmville are:

- Flood
- Hurricanes and Tropical Storms
- Severe Thunderstorms and Tornadoes
- Drought / Extreme Heat
- Winter Storms

Sources: The Local Community Assessment for Readiness.

This process is used to determine community capabilities and limits in order to prepare for and respond to the defined hazards. The Local Capability Assessment for Readiness (LCAR) is updated on an annual basis. It provides a snapshot of the jurisdictions preparedness capabilities. The LCAR can be an essential tool and be used to identify resources and also used to identify areas where MOA, MOU, and Mutual Aid Agreements can be developed.

Organization and Assignment of Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 as amended, provides that emergency services organizations and operations are structured around existing constitutional government.

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

Elected officials

- Protect the lives and property of citizen;
- Establish the local emergency management program;
- Appoint the local emergency manager; and
- Adopt and promulgate the Emergency Operations Plan (EOP).

Director of Emergency Management (Town Manager)

- Determine the need to evacuate and endangered areas;
- Exercise direction and control from the EOC during disaster operations; and
- Hold overall responsibility for maintaining and updating the plan.

Coordinator of Emergency Management (Fire Chief)

- Ensure the local EOC is in a constant state of readiness;
- Develop and maintain EOP;
- Assume certain duties in the absence of the Director of Emergency Management;
- Ensure that the EOP is reviewed, revised and adopted every four years;

Local government agencies

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

Organization

- A. The Town maintains the following emergency services organizations to deal with normal day-to-day emergencies:

1. Police Department
2. Fire Department
3. Rescue Squad
4. Public Works Department

B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies which have been assigned emergency duties in addition to their primary day-to-day functions:

1. Town Council
2. Town Manager
3. Fuqua School System
4. Prince Edward County Health Department
5. Prince Edward County Social Services Department
6. Town of Farmville Public Works
7. Other County Departments
8. American National Red Cross, Petersburg Chapter
9. Quasi-public relief organizations

Assignment of Responsibilities

The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that emergency services organizations and operations be structured around existing constitutional government. Following is a list of duties and assigned responsibilities for emergency operations in the Town of Farmville:

1. Director of Emergency Services
 - Coordinator of Emergency Services
 - Deputy Coordinator of Emergency Services (Police Chief)
 - Public Information Officer
 - a. Continuity of government
 - b. Direction and control of emergency operations
 - c. Submission of state-required reports and records
 - d. Initial warning and alerting
 - e. Emergency public information
 - f. Damage assessment
 - g. Coordination of disaster assistance and recovery
2. Police Department
 - a. Law enforcement
 - b. Communications
 - c. Crowd control
 - d. Initial warning and alerting
 - e. Security of emergency site, evacuated areas, shelter areas, vital facilities, and supplies

- f. Traffic control
- g. Evacuation and access control of threatened areas
- h. Assist the Health Department with identification of the dead

3. Farmville Fire Department

- a. Fire prevention and suppression
- b. Communications
- c. Emergency medical treatment
- d. Hazardous materials incident response and training
- e. Radiological monitoring and decontamination
- f. Assist with evacuation
- g. Search and rescue
- h. Temporary shelter for evacuees at each fire station
- i. Assist in initial warning and alerting

4. Fuqua School System

- a. Administrator
- b. Provide facilities for the reception and care of evacuees
- c. Mass feeding
- d. Evacuation transportation

5. Prince Edward County Social Services

American National Red Cross, Petersburg Chapter The Salvation Army

- a. Reception and care of evacuees
 - (1) Provide registration and record keeping
 - (2) Provide mass feeding
 - (3) Provide crisis counseling services as required
- b. Provide emergency welfare services for displaced persons
- c. Coordinate services of quasi-public and volunteer relief organizations
- d. Provide special assistance for the elderly and handicapped as required

6. Prince Edward County Health Department

- a. Coordinate hazardous waste management and enforcement
- b. Epidemic control measures
- c. Assist with medical support to persons in shelters
- d. Issue health advisories
- e. Emergency mortuary and interment coordination
- f. Insect and rodent control
- g. Inspection of food, milk, and water supply. Assure the continued supply of potable water
- h. Coordination and control of biologicals and radiologicals
- i. Identification of the dead, assisted by the local and State Police
- j. Coordination with area hospitals
- k. Assure the provision of minimum essential sanitation services

7. Prince Edward Volunteer Rescue Squads/Career EMS Division

- a. Rescue operations, to include emergency medical transportation and first aid (Rescue Squad SOP)
- b. Assist with the evacuation of endangered areas
- c. Assist with the dissemination of warnings
- d. Assist with radiological monitoring
- e. Other functions as set forth in the Virginia Association of Volunteer Rescue Squads Operations Plan
- f. Search and rescue

8. Town of Farmville Public Works Department

- a. Coordinate the maintenance and continued operations of utilities.
- b. NOTE: The Public Works Department will handle water and sewer
- c. Assist in identifying essential facilities
- d. Debris removal
- e. Assist with assuring the continued supply of potable water
- f. Assist with providing minimum essential sanitation service
- g. Assist with damage assessment
- h. Assist with hazardous material clean up

9. Town of Farmville Engineering, Inspection, Planning and Zoning (Department of Public Works, Surveyor, Building Official and Town Manager)

- a. Ensure that all construction that occurs within the town complies with the town's comprehensive plan, zoning, and land-use regulations
- b. Conduct inspections to enforce and carry out the jurisdiction's building codes (i.e., structural, mechanical, electrical, etc.)
- c. Provide maps, charts, and population data as necessary
- d. Assist with damage assessment following a disaster
- e. Inspect buildings following a disaster for structural, electrical, gas, plumbing, and mechanical damage before permitting preoccupation
- f. Ensure that all repairs and rebuilding complies with the Town's building codes, zoning, and land-use regulations
- g. Debris removal

10. Town of Farmville Public Works (Also Water Treatment Department and Wastewater Treatment Department)

- a. Provide potable water
- b. Provide sanitary sewer service
- c. Assist with damage assessment

11. Southside Community Hospital

- a. Provide emergency medical services
- b. Assist in expanding medical and mortuary services to other facilities if required

12. Town Attorney

- a. Advise the town concerning legal responsibilities, powers, and liabilities regarding emergency operations and post- disaster assistance
- b. Assist Town Manager and the Town Council with maintaining continuity of government

13. Town Real Estate Assessment (Community Development)

Coordinate damage assessment with all departments following a disaster

14. VPI-SU Extension Division

Act as primary assistant to the Coordinator of Emergency Services in the collection, compilation, and forwarding of damage assessment information.

Private Sector

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

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

The private sector has the responsibility to:

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

Concept of Operations

General

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, provide that emergency services organizations and operations will be structured around existing constitutional government. The Town of Farmville organization for emergency operations consists of existing government departments and private emergency response organizations.
2. The Director of Emergency Services is the Town Manager. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Services who currently is the Fire Chief. The Director, in conjunction with Coordinator of Emergency Services, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness. The Director of Emergency Services will be responsible for emergency public information.
3. The Coordinator of Emergency Services, assisted by department heads, will develop and maintain a primary Emergency Operations Center (EOC) from which to direct operations in time of emergency. The primary EOC is currently located in the Farmville Town Hall, Third Floor, 116 North Main Street, Farmville, VA 23901. The alternate EOC facility is located 814 Longwood Avenue, Farmville, VA 23901.
4. The day-to-day activities of the emergency management program, for which the Coordinator of Emergency Services is responsible, include developing and maintaining an Emergency Operations Plan, maintaining the town EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.
5. The Director of Emergency Services, with the consent of the Town Council, is the constituted legal authority for approving Emergency Operations Plans and declaring a local state of emergency.
6. A local emergency may be declared by the Director of Emergency Services with the consent of the Farmville Town Council (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. 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.
 - a. The Farmville Town Council, by resolution, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering. A local emergency may be declared by the Director of Emergency Management with the consent of the Town Council. If the Town Council cannot

convene due to the disaster or other exigent circumstances, the Director or in his absence the Coordinator shall declare the existence of an emergency, subject to the confirmation by the governing body within 14 days of the declaration.

- b. A declaration of a local emergency activates the response and recovery programs of all applicable local and inter-jurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event Council cannot convene due to the disaster, the Director of Emergency Management, or any other Emergency Management staff in his absence, may declare a local emergency to exist subject to confirmation of the entire Board, within fourteen days. The Director of Emergency Services or, in his absence, the Coordinator will advise the State EOC immediately following the declaration of a local emergency.
 - c. When local resources are insufficient to cope with the effects of a disaster and the Town requests state assistance, the following procedures will apply. The Director of Emergency Services, will notify VDEM VEOC Watch Center or the VDEM Region 3 Coordinator that a local emergency has been declared, available resources have been committed, state assistance is being requested. If the VEOC is activated submission of a SitRep will be submitted.
- 7. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Police Department will implement evacuation and provide security for the evacuated area. See Evacuation Support Index. In the event of a hazardous materials incident, the Farmville Fire Chief or his representative on the scene should implement immediate protective action to include evacuation as appropriate. See ESF #10 and SARA Plan.
 - 8. Succession to the Director of Emergency Services will be the Deputy Director (Deputy Town Manager), the Coordinator of Emergency Services, the Deputy Coordinator (Police Chief) respectively.
 - 9. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services will notify the Virginia Department of Emergency Services immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
 - 10. The heads of operating agencies will maintain plans and procedures in order to be prepared to accomplish effectively their assigned responsibilities. Reference the annexes and appendices to this plan. Additional guidance is contained in the SARA Title III Plan.
 - 11. The Coordinator of Emergency Services, will assure compatibility between the Town's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the Town as appropriate.

12. The Town must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator.
13. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services, with the support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters.
14. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to accomplish effectively their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be needed. In time of emergency, the heads of town offices, department, 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.
15. 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.
16. The State Emergency Operations Plan requires the submission of the following reports by local government in time of emergency:
 - Daily Situation Report
 - Damage Assessment Report
 - After-Action Report
17. The Director of Emergency Services may request support by military units through the State EOC. The State EOC determines if the Virginia National Guard is best suited to fulfill the need.

Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Services or his designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.
18. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from the Town of

Farmville 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 Director of Emergency Services or, in his absence, the Coordinator of Emergency Services when he/she determines that such assistance is necessary and feasible.

19. The Town of Farmville Director of Emergency Services, the Coordinator of Emergency Services, and the Prince Edward County Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
20. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - Any disaster threatens or occurs in the county and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 2000.
 - A state of emergency is declared by the Governor.
21. The Director of Emergency Services, assisted by the Coordinator of Emergency Services, has overall responsibility for maintaining and updating this plan. It should be updated, improved 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. The Virginia Department of Emergency Services provides guidance and assistance. A plan distribution list must be maintained. See Appendix 6. Responsible individuals and officials should recommend to the Director of Emergency Services or the Coordinator of Emergency Services appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

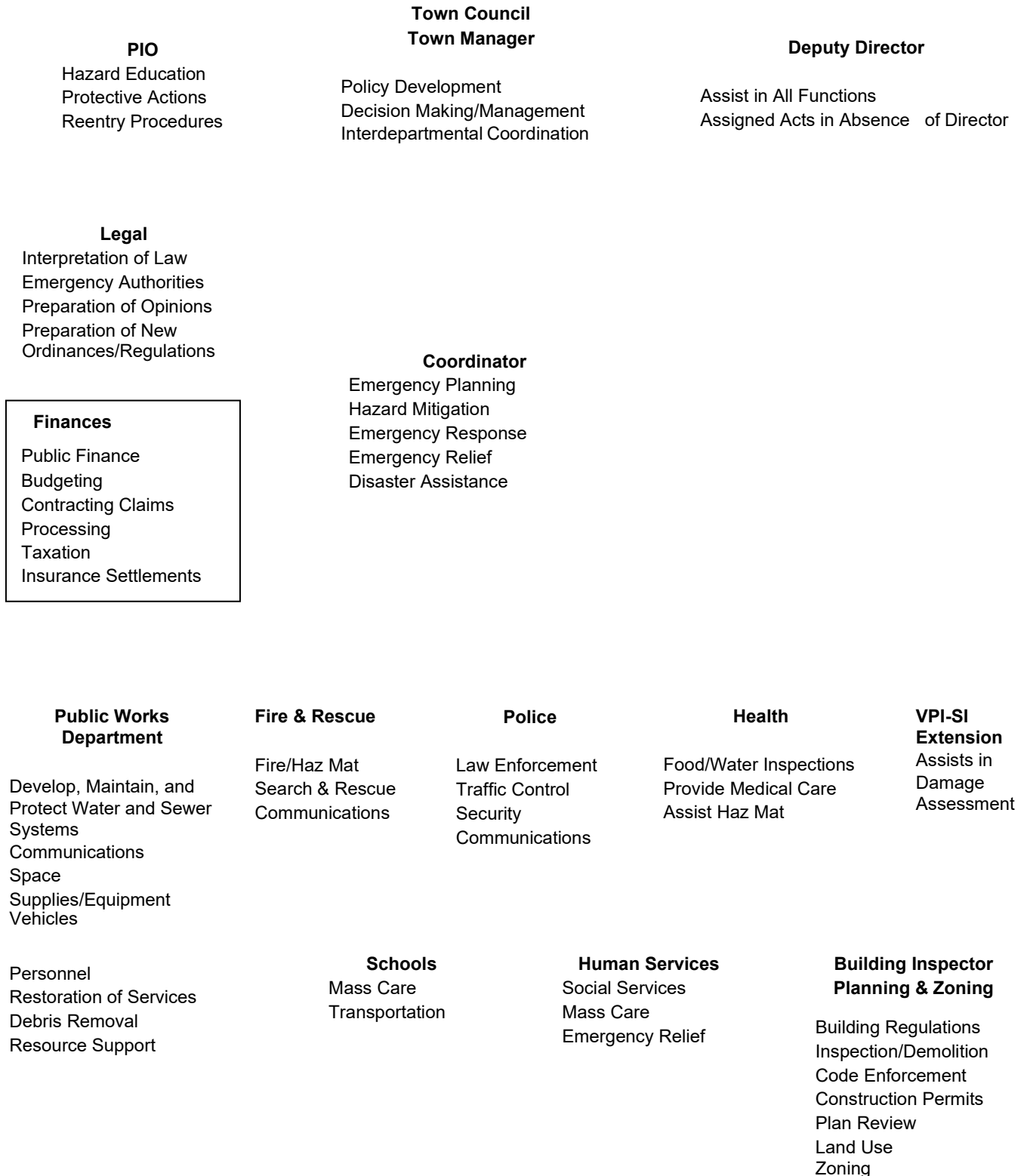
Emergency Support Functions (ESFs)

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

The ESFs:

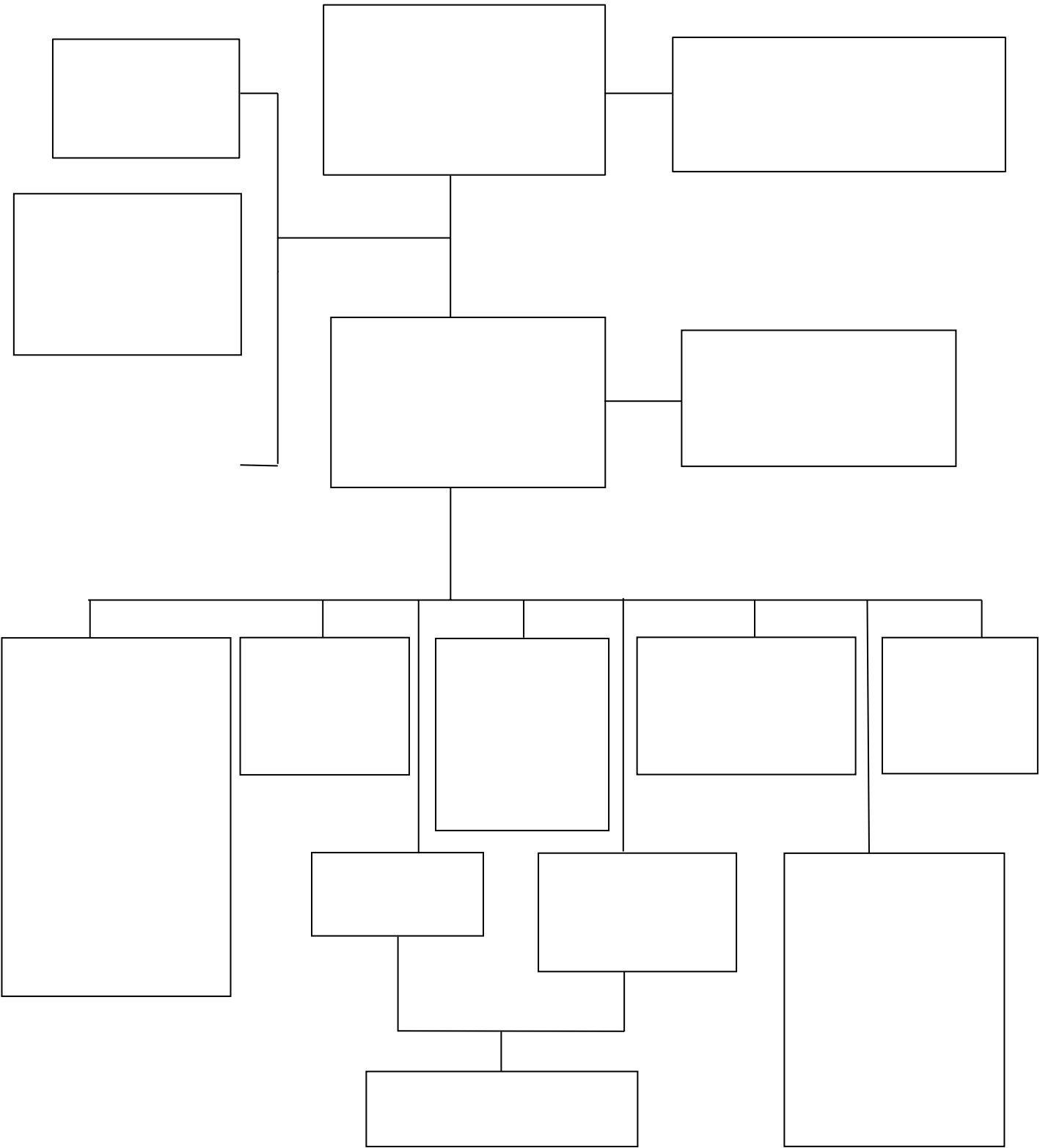
- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible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

Attachment 1
EMERGENCY SERVICES ORGANIZATION



**Quasi-Public & Volunteer
Relief Organizations**

Variances
Environmental Review



Operations Periods

1. Normal Operations

Emergency operations plans and procedures will be developed and maintained. Training and test exercises will be conducted periodically as required to maintain readiness.

2. Increased Readiness

When a peacetime disaster threatens, all agencies having responsibilities will take action as called for in their respective functional annex. (Example: flash flood watch)

3. Emergency Operations

Full-scale operations and a total commitment of staff and resources are required to mobilize and respond in time of emergency. The Town of Farmville EOC must direct and control all emergency operations. A local emergency should be declared. Damage assessment begins. There are two phases of emergency operations:

Mobilization Phase

Conditions worsen requiring full-scale mitigation and preparedness activities. (Example: flash flood warning)

Response Phase

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

4. Recovery

Recovery is both a short-term and a long-term process. Short-term operations restore vital services to the community and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal, or to an improved, state of affair. Examples of recovery actions are the provision of temporary housing and food, the restoration of non-vital government services, and the reconstruction of damaged areas.

Sequence of Action

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

Non-Emergency/Normal Operations

Normal Operations

- A. Complete a hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed.
- B. Develop and maintain an operational capability for emergency operations and reflect same in the Town of Farmville Emergency Operations Plan.

- (1) Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations. Maintain a notification roster of these key personnel and their alternatives.
 - (2) Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s).
 - (3) Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and The Salvation Army.
 - (4) Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Consummate official working agreements with local EBS radio stations.
 - (5) Identify and maintain a list of essential services and facilities which must continue to operate and may need to be protected during an emergency.
 - (6) Test and exercise plans and procedures with periodic exercise and drills. Revise plans and provide training as indicated by test or exercise results.
- C. Assure compatibility between this plan and the emergency plans and procedures for key facilities and organizations within the county.
- D. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000, as amended.
- E. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and / or reduce its effects.

Pre-Incident Actions

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

- a) Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.
- b) Alert appropriate personnel of the situation and assure that appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required.
- c) Implement record keeping of all incurred expenses, if applicable.
- d) Prepare to provide emergency information to the public.

Response Actions

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

- a) Direct and control emergency operations. Ensure that previous checklist items have been completed or initiated.
- b) Provide emergency information and protective action guidance to the public.
- c) Declare a local emergency if the situation warrants.
- d) Provide periodic situation reports and requests for assistance to the State EOC as the situation requires.
- e) Ensure that an accurate record of expenses is maintained.
- f) Make an Initial Damage Assessment and forward to the State EOC

Recovery Actions

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

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

Mitigation Actions

Mission

The mission of The Town of Farmville is to identify the hazards which pose a threat to its citizens and develop, implement, and enforce mitigation management measures which will prevent a disaster or reduce its effects.

Organization

The organization for developing and implementing effective hazard mitigation measures in the Town of Farmville is much the same as the organization for disaster preparedness and response.

However, the regulatory agencies and governing bodies play a more important role as they must pass and implement the rules, regulations, codes, and ordinances which would reduce the impact of a disaster. The Coordinator of Emergency Services is charged with the overall responsibility of coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

Departments and agencies of town government and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining procedures and the capability to perform their function in response to an emergency. They are also responsible for bringing to the attention of the Town Manager and the Town Council, in coordination with the local Emergency Services Coordinator, any areas where codes, regulations, and ordinances may mitigate a particular hazard.

Private businesses are responsible for:

- (1) Adhering to codes, ordinances, and accepted procedures as may apply to them.
- (2) Applying technical expertise to develop and use new technologies that further hazard mitigation.
- (3) Keeping public officials informed of self-generated technological hazards and methods of mitigating emergencies emanating from them.
- (4) Providing technical expertise in drafting regulations and standards to design monitoring systems and monitor compliance with such standards.

The public responsibilities in hazard mitigation are to:

- (1) Support mitigation measures and initiatives, provide alternative proposals, and bring pressure on those who do not comply with codes, ordinances, and regulations.
- (2) Be aware of the hazards to which they are vulnerable and knowledgeable of personal mitigation measures.

Activation of the Emergency Operations Center (EOC)

The Emergency Manager or coordinator may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multi-agency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster affects multiple political subdivisions within counties or cities that rely on the same resources to resolve major emergency events; and/or

- The local emergency ordinances are implemented to control the major emergency or disaster event.

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

Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be used as available.

Administration, Finance and Logistics

Mission

To ensure that the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

Organization

The Town of Farmville Finance Director who oversees the budget and finances is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure an accurate accounting of disaster expenditures during all phases of disaster operations. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance.

The Finance Director will coordinate with all departments, government entities, and representatives from the private sector that support disaster operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc.

Concept of Operations

In an emergency situation, as defined by the Emergency Operations Plan, the Town Finance Director will be responsible for expediting the process of procuring the necessary goods and services to support emergency operations; designating disaster account number(s) that disaster expenditures will be charged to, coordinating with department heads and the real estate assessor during the damage assessment and recovery phases of disaster operations; assisting in the development and review of vendor contracts; developing, documenting, and providing financial data to the proper authorities, as necessary.

The Town Finance Director will meet with department directors to inform them of emergency authorities that will be delegated to them in order to make the necessary expenditures to address the situation in a timely manner. Department Directors will also be informed of any assistance the Finance Office will provide. Department Directors will be responsible for developing and maintaining accurate records and documentation to support all expenditures related to the disaster (e.g., personnel, equipment, facilities, contracts etc.)

Department Directors will be responsible for keeping an accurate inventory of resources and identify potential needs for emergency/disaster situations. A listing of potential resource providers will be developed and maintained for anticipated equipment and service needs, as required. Mutual aid agreements and sample contract agreements will be developed to facilitate the receipt of assistance and expedite the procurement process during the response and recovery phases of disaster operations. The accounting process followed by all departments will be standardized. All departments must adhere to establish disaster accounting and finance procedures to minimize the potential for waste, fraud, and delays in processing requests, maximize state and federal

assistance, and facilitate the documentation of disaster expenditures, the development of disaster cost statistics, and audits following the disaster.

The Town Finance Director will be responsible for developing and providing their own logistical support to carry out their assigned emergency duties. The Finance Office will also be responsible for developing, maintaining, and implementing the necessary measures to protect vital records and critical systems to ensure their continued operation during a disaster as well as facilitate their restoration if impacted by the disaster.

Plan Development and Maintenance

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

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

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

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

Examples of plan participants:

- Director of Emergency Services
- Coordinator of Emergency Services
- Deputy Coordinator of Emergency Services
- Public Information Officer
- Chief of Police

Representatives from external groups:

Farmville Fire Department
Prince Edward Rescue Squad
Prince Edward Sheriff's Department
Centra Southside Community Hospital

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

It is the responsibility of the Coordinator or Emergency Management to assure that the plan is tested and exercised on a scheduled basis.

The Coordinator will maintain the schedule and assure that the appropriate resources are available to complete these activities.

After each drill, exercise or actual event, a hot wash and/or after-action review will take place. Any findings from these post-event reviews will be incorporated into an update of the plan.

Exercise and Training

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

The ESC is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Farmville. 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 Farmville.

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

The ESC will develop, plan, and conduct table top, functional and/or full-scale exercises annually. These exercises will be designed to not only test the Farmville Emergency Operations Plan and sub-plans, but to train all appropriate officials, emergency response personnel, Town of Farmville employees, and improve the overall emergency response organization and capability of Farmville. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

Appendix I - Glossary of Key Terms

Amateur Radio Emergency Services

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

American Red Cross

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

Command Section

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

Command Post

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

Comprehensive Resource Management

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

Coordination

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

Emergency

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

Decontamination

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

Emergency/Disaster/Incident

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

Emergency Alert System

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

Emergency Operations Center

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

Emergency Operations Plan

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

Emergency Management

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

Emergency Support Function

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

Exercise

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

Evacuation

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

Federal Disaster Assistance

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

Geographic Information System

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

Hazardous Materials

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are

solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

Hazardous Materials Emergency Response Plan

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

Incident Command System

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

Incident Commander

The individual responsible for the management of all incident operations.

Initial Damage Assessment Report

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

Integrated Communications Plan

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

Local Emergency

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

Local Emergency Planning Committee

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

Mitigation

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

Mobile Crisis Unit

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

Mutual Aid Agreement

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

National Response Framework

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

National Weather Service

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

Preparedness

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

Presidential Declaration

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

Primary Agency

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

Regional Information Coordination Center

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

Situation Report

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

Span of Control

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

State of Emergency

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

Superfund Amendments and Reauthorization Act of 1986

Established Federal regulations for the handling of hazardous materials.

Unified Command

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

Weapons of Mass Destruction

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

Appendix 2 – List of Acronyms

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center
MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission

SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System
WMD	Weapons of Mass Destruction

Appendix 3 – Authorities and References

Federal

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

State

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, December 2021

Local

1. Town of Farmville Emergency Operations Plan
2. Town of Farmville Comprehensive Plan

Appendix 4 – Matrix of Responsibilities

	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF #4 Fire Fighting	ESF #5 Emergency Management	ESF #6 Mass Care	ESF #7 Resource Support	ESF #8 Health & Medical	ESF #9 Search & Rescue	ESF #10 Hazardous Materials	ESF #11 Agriculture & Natural Resources	ESF #12 Energy	ESF #13 Public Safety	ESF #14 Long-Term Recovery	ESF #15 External Affairs
Emergency Management															
Fire															
EMS/Health															
Law Enforcement															
Public Works															
Building/Zoning/ Planning															
County//City Government															
Red Cross															
Information Technology															
Social Services															
Finance															
Transportation															
Public Schools															
Community Services Board															
Water Authority															
County Attorney															
Public Affairs															
VVOAD															
Local Recovery Task Force															

Appendix 5 – 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 of service function is listed below by position in decreasing order.

Organization/Service Function Authority in Line of Succession

Director of Emergency Management

1. Town Manager
2. Deputy Town Manager

Emergency Coordinator

1. Fire Chief
2. Police Chief

Police Department

1. Chief of Police
2. Captain
3. Lieutenants

Fire Department

1. Fire and Rescue Chief
2. Assistant Chief
3. Captain

School System

1. Administrator
2. Director of Facilities and Operations
3. Supervisor of Maintenance

Public Works Department

1. Director of Public Works
2. Superintendents

Engineering and Inspections

1. Director of Community Development
2. Building Official

Health Department

1. District Health Director
2. Administrator
3. District Nursing Supervisor

Rescue Departments

1. Prince Edward Rescue Operations Chief
2. Volunteer Chief
3. On-Duty Crew Chief

VPI-SU Extension Service

1. Unit Director
2. Extension Agent
3. Senior Secretary

Social Services

1. Director
2. Social Work Supervisor
3. Eligibility Supervisor

Appendix 6 – Emergency Operations Plan Distribution List

Director of Emergency Management
Coordinator of Emergency Management
Police Department
Sheriff's Department
Fire Departments
Utilities
Building Official
Town Finance
Director of Social Services
Health Department
Town Attorney
Communications Center
Town Council
Public Information Office
Rescue Squads
Virginia Department of Emergency Management
Local Emergency Planning Committee (LEPC)

Appendix 7 – Virginia Criminal Injuries Compensation Funds (VCICF)

In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia the Town of Farmville will contact the Virginia Department of Virginia Criminal Justice Services(DCJS) and the Virginia Criminal Injuries Contact Fund(VCICF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims.

Criminal Injury Compensation Fund

Mary Vail Ware, Director, CICF
Criminal Injuries Compensation Fund (CICF) Department
Virginia Workers' Compensation Commission
1000 DMV Drive
Richmond, VA 23220
CICF Toll Free: 1-800-552-4007
Phone: (804) 367-1018
Email: maryvail.ware@vwc.state.va.gov
804-399-8966 (after hours)

Shannon Freeman (alternate).
800-552-4007 (normal business hours)
804-614-5567 (after hours)

Virginia Department of Criminal Justices Services

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

“The plan shall include, but not be limited to, responsibilities of all local agencies and shall establish a chain of command, and a provision that the Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund shall be contacted immediately to deploy assistance in the event of an emergency as defined in the emergency response plan when there are victims as defined in § 19.2-11.01. 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 the plan shall also contain current contact information for both agencies.”

Appendix 8 – NIMS Resolution

Declaration of Adoption National Incident Management System

BE IT RESOLVED by the Farmville Town Council as follows:

WHEREAS, at the request of the President, the Department of Homeland Security has developed the National Incident Management System (NIMS) for the purpose of unifying and coordinating all emergency responders' efforts during disasters; and

WHEREAS, the Department of Homeland Security has directed all Federal, State, Territorial, Tribal, and local entities involved in emergency response to adopt NIMS; and Whereas the Governor of the State of Virginia has similarly endorsed NIMS by proclaiming it the official basis for management of incident response in Virginia; and

WHEREAS, the NIMS will enable responders at all levels to work together more effectively and efficiently to manage domestic incidents no matter what the cause, size or complexity, including catastrophic acts of terrorism and natural disaster; and

WHEREAS, Farmville Department of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

WHEREAS, Farmville Department of Emergency Management recognizes the need for a single Incident Management System to be used by all local agencies and disciplines;

BE IT THEREFORE RESOLVED, that Farmville Town Council adopts the National Incident Management System. That this system will be used at all incidents and drills, taught in all Farmville local DEM training courses, and reflected in all DEM emergency mitigation, preparedness, response and recovery plans and programs.

Mayor
Farmville Town Council

ATTEST:

Clerk of Council

Adopted this _____ day of _____

Appendix 9 – Resolution of Adoption of EOP

Resolution Emergency Operations Plan

WHEREAS, the Town Council of the Town of Farmville, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS, the Town of Farmville has a responsibility to provide for the safety and well- being of its citizens and visitors; and

WHEREAS, the Town of Farmville has established and appointed a Director and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Farmville, Virginia, this Emergency Operations Plan as revised is officially adopted, and

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

Mayor
Farmville Town Council

Attest: _____
Clerk of Council
Town of Farmville

Adopted this _____ day of _____

Appendix 10 – Declaration of Local Emergency

WHEREAS, the Director of Emergency Management of the Town of Farmville did hereby find:

That due to _____ (Specify Event) _____, the Town of Farmville is facing dangerous conditions;

That due to the _____ (Specify Event) _____, a condition of extreme peril to life and property necessitates/necessitated the proclamation of the existence of a local emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency does now exists throughout said Town; and

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

Date

Mayor
Farmville Town Council

Attest: _ Clerk of Council
Town of Farmville

Emergency Support Function #1 – Transportation

Introduction

Primary Agencies:

- Farmville Police Department

Support Agencies and Organizations:

- Department of Public Works

Purpose:

Emergency Support Function (ESF) #1 – Transportation ensures the provision of adequate transportation infrastructure to support response and recovery efforts in the Town of Farmville

Scope:

ESF #1 provides transportation support to assist in incident management. This support can include, but is not limited to the following:

- Reporting damage to transportation infrastructure as a result of the incident.
- Coordinating the restoration and recovery of the transportation infrastructure.
- Coordinate traffic control issues

The local and regional transportation network is comprised of roads and bridges. These networks are maintained by one or more levels of governments. Consequently, the traffic control security responsibility will be shared and coordinated among local, state, and federal authorities. Local manpower requirements will be based on the characteristics of the evacuation routes

The major transportation routes in the Town of Farmville are State highways 460 and 15.

Due to the higher than usual volume of vehicular traffic on the road network, there will be a higher incidence of disabled vehicles.

The higher risk areas evacuated will be very vulnerable to theft and looting during the evacuation and reentry phases of emergency operations.

Concept of Operations:

- A. Any parts of the transportation network or any facilities not fully operational due to the emergency or disaster situation should be reported. Any existing or potential factors or conditions impairing efficient operations should be identified.
- B. Access routes should remain clear to permit a sustained flow of emergency relief.

- C. All departments with transportation-related responsibilities will provide emergency services within their modal scope of operations.

Organization & Assignment of Responsibilities:

The Town of Farmville Police Department will be the lead coordinating agency department for the traffic control and security actions. Traffic control measures will be developed and implemented by the police department, traffic engineers, the public works department, and emergency management personnel, in conjunction with Virginia State Police, Virginia Department of Transportation, and adjacent jurisdictions, as necessary.

In case of an emergency within the Town of Farmville, the Police Department will use all of its personnel and equipment to divert the traffic desiring entrance to Town. It will also use any of its personnel and equipment necessary to seal off affected areas of Town due to any emergency.

In case of an emergency within the Town of Farmville, the Police Department will use all of its personnel and equipment to divert the traffic desiring entrance to Town. It will also use any of its personnel and equipment necessary to seal off affected areas of Town due to any emergency.

Each local, state, and federal department will be responsible for developing the necessary traffic control measures for their components of the transportation system and coordinating their actions with officials responsible for maintaining the contiguous segments. A preliminary evaluation of all critical links and intersections along evacuation routes will be conducted to determine the type of traffic control measures likely to be required at these designated locations. The estimated resource requirements needed to implement the necessary traffic control measures within the Town of Farmville components of the road network will be developed.

Traffic control measures may include, but not necessarily limited to, such actions as modifying signal controls at key intersections, manually influencing traffic flow with barriers/cones, or by stationing manpower along critical roadways or intersections, restricting or prohibiting the movement of mobile homes, campers, and boat trailers along evacuation routes.

All critical links and intersections identified and designated by local, state, and federal authorities as being important to facilitate traffic flow from high risk areas, will be controlled and patrolled by the appropriate local, state, or federal law enforcement officials.

Disabled vehicles must be removed promptly from the road network, to maximize vehicular flow and roadway capacity, while minimizing bottlenecks or delays from occurring. Tow trucks will be on call or strategically located along critical routes to ensure a prompt response to these situations.

Access to the evacuated areas must be controlled to prevent or minimize theft or looting prior to, during, or following evacuation and particularly during the reentry phase.

Security teams will be established by the Police Department. The estimated manpower and resource needs for these security teams are indicated in Tab #2 of the Evacuation Support Index.

The Public Works Department will be responsible for securing and providing the necessary resource material and expertise to prioritize the clean-up of roadways and damaged infrastructure, through public as well as private means, to effectively perform their duties in the event of an emergency.

Tab 1 to Emergency Support Function #1 Action Checklist

Routine Operations

- Develop and maintain this annex in coordination with all primary and support agencies.
- Prepare and maintain resource listings.
- Develop and maintain plans, policies and procedures.
- Educate staff and the public on evacuation routes.
- Maintain and update GIS maps.

Increase Readiness

- Review plans, resource listings and procedures. Update as needed. Review applicable codes and regulations.
- When requested, provide persons with public works expertise to staff Needs Assessment Teams and Damage Assessment Teams.
- Assure that personnel and equipment are operationally ready and available.

Response Operations

Mobilization Phase

- Assemble teams and prepare for deployment.
- Procure needed supplies and arrange for logistical support. Designate potential staging areas.
- Encourage mitigation efforts.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event

Emergency Phase

- Dispatch teams to the disaster area as needed and as requested by the EOC. Maintain communications and operation control.
- Modify traffic patterns along evacuation routes and impacted areas.
- Provide directional signs on roadways.
- Analyze Needs Assessment and Initial Damage Assessment to determine the extent of damage to the transportation infrastructure and equipment.
- Clear debris from primary roads and evacuation routes.
- Coordinate with state and federal officials to provide additional manpower and equipment.

Recovery Operations

- Determine structural damage to roadways and transportation infrastructure.
- Determine re-entry routes.
- Provide traffic control support and security on re-entry routes.
- Assist in clearing debris from roadways.

- Facilitate contract arrangements.

**Tab 2 to Emergency Support Function #1
Control Recommendations and Resource Requirements**

Resource	Organization	Address	Contact	Phone Number(s)
Traffic Cones, Signage & Traffic Consulting	VDOT	Dillwyn Residency Post Office Box 10 Dillwyn, VA 23936		434-983-2017
ADA Para-Transit Van Service	Town of Farmville	502 Doswell Street Farmville, VA 23901	Julie Adams	434-392-7433
Para-Transit Vehicles	Delta Response Team	2202 W. Third Farmville, VA 23901		434-392-4199

Emergency Support Function #2 – Communications

Introduction

Primary Agencies:

- Farmville Emergency Communication Center

Support Agencies and Organizations:

- Prince Edward County Sheriff Office – Dispatch Office
- Cumberland County Sheriff Office – Dispatch Office
- Buckingham County Sheriff Office – Dispatch Office
- Virginia State Police
- Radio Amateur Civil Emergency Service
- Civil Air Patrol

Purpose:

Emergency Support Function (ESF) #2 – Communications – ensures the provision of adequate communications to support response and recovery efforts in the Town of Farmville.

Scope:

ESF #2 coordinates wireless, landline and IT actions are consistent with the Office of Emergency Management/Emergency Operations Center. These services will support Town departments in the procurement and coordination of all telecommunications essentials in the form of telecommunications and (IT) hardware, software and support during an incident.

Concept of Operations:

Warning and emergency communications will be provided from the Farmville Communications Center located on the second floor of the Town Hall Building, 116 N. Main Street, Farmville, Virginia. This facility is operated 24 hours a day, 7 days a week. Communications office staff, State Police, Radio Amateur Civil Emergency Services (RACES), Civil Air Patrol (CAP), commercial telephone companies, Internet Service Providers and Broadband providers along with telecommunications personnel and assets, will augment public services dispatchers.

Organization and Assignment of Responsibilities:

The Farmville Communications Center is the point of contact for receipt of all warnings and notification of actual or impending emergencies or disaster. The dispatchers on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).

From the Farmville 911 Communication Center, the Town will be able to communicate messages to emergency groups and citizens via the Everbridge instant alert system. This system will allow messages to be transmitted to home phones, cell phones, text messaging to cell phones, two-way pagers and email. In addition, the Town will be able to instantly notify specific groups of people such as emergency services organizations (police, hospital, schools, etc.) The 911 Communication Center is able to disseminate information to persons with special communication needs by use of the 911 TDD and the VoIP systems. In addition, multiple jurisdictions can communicate by use of the Sytech RIOS system.

The Town of Farmville also has in place an E911 system linking land phones and cell phones to locations of emergencies. This system is called Geo911. Geo911's primary function is to locate the position of a caller when they dial 911. This is made possible through mapping.

The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines will be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number will be reserved for "rumor control" to handle citizen inquiries. The Coordinator of Emergency Services will coordinate with the telephone company to provide these services.

Amateur radio operators will provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted (see Tab 3). They will also provide communications with some in-the-field operators.

Tab 1 to Emergency Support Function #2 Action Checklist

Routine Operations

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

Increased Readiness

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

- Alert on-duty personnel, chiefs, and department heads, as required, by the type of incident and standard operating procedures
- Continue to monitor the situation

Response Operations

Mobilization Phase

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

- Alert all personnel
- Ensure the operational capability of the EOC. Test communications systems and backup electrical power
- Alert special facilities, if appropriate, that would require assistance to evacuate from threatened areas
- Ensure that amateur radio operators are on standby to provide emergency backup radio communications in the event normal communications are disrupted

Emergency Phase

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

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

Recovery Operations

- Continue to maintain essential emergency communications through the established emergency communications network or through the use of amateur radio operators, if necessary, until the emergency has subsided
- Continue to provide rumor control communications equipment and personnel until the fears and concerns of the public have been alleviated

Tab 2 to Emergency Support Function #2 Emergency Notification Procedures

Until the EOC is activated, the 911 Communications Center of the Town of Farmville will notify the following officials upon receipt of a severe weather flash flood or tornado watch or warning, or in case of other impending or actual disaster, or when directed by an on-scene incident commander:

Director of Emergency Services

C. Scott Davis

Work Phone: 434-392-5686

Cell Phone: 804-691-7215

Deputy Director of Emergency Services

Julie Moore

Work Phone: 434-392-3333

Cell Phone: 434-548-1350

Coordinator of Emergency Services

Daniel Clark

Work Phone: 434-392-6543

Cell Phone: 434-603-1250

Deputy Coordinator of Emergency Services

Anthony Q. Ellington

Work Phone: 434-392-9259

Cell Phone: 434-603-2016

Public Information Officer

Sam Bowles

Work Phone: 434-392-9259

Cell Phone: 434-603-2006

Once operational, the EOC will receive messages directly from the State EOC. It is then the responsibility of the Farmville-Prince Edward Communication Center to monitor message traffic and ensure that messages reach the Director of Emergency Services or his designee.

Tab 3 to Emergency Support Function #2 Emergency Media Contact

Newspapers

Farmville Herald (newsroom)	(434) 392-4151
Richmond Times-Dispatch (news office)	(804) 649-6990
Crewe-Burkeville Journal	(434) 645-7534
Southside Messenger	(434) 736-0152

Radio Stations

WFLO AM & FM (Farmville)	(434) 392-4195
WSVS AM & FM (Crewe)	(434) 645-7735
WPAK (Farmville)	(434) 392-8114
WXJK-FM (Farmville)	(434) 392-9955
WBNN FM (Dillwyn)	(434) 983-6621
WVHL FM (Farmville)	(434) 392-9393

Television

WTVR, Channel 6, (Richmond)	(804) 254-3600
WRIC, Channel 8, (Richmond)	(804) 330-8888
WWBT, Channel 12, (Richmond)	(804) 233-1212
WSET, Channel 13, (Lynchburg)	(434) 528-1313
WCVE (PBS), Channel 23, (Richmond)	(804) 320-1301

Tab 4 to Emergency Support Function #2
Available Methods of Communication:

Amateur Radio Emergency Service

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

The Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of ARES throughout the town, exercises the Town of Farmville leadership within Ares. The ARES Emergency Coordinator of the Town of Farmville reports to the South Piedmont Emergency Coordinator who, in turn, reports to the Virginia Section Emergency Coordinator.

A Memorandum of Understanding (MOU) between the Commonwealth of Virginia Department of Emergency Services and the Amateur Radio Emergency Service for the Radio Amateur Emergency Civil Service was signed on June 1, 1991, and remains in effect.

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

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

It shall be the responsibility of the Town of Farmville ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases delineated in Annex C. He shall keep the EOC fully advised of the state of readiness of ARES in the Town of Farmville.

Use of Cable Television During Emergency Situations

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response that emergency personnel are making to the situation. In addition to using other media outlets, cable television should be used to disseminate this type of information as follows:

- *Emergency Override* - The emergency override on the Shentel Cable system allows the Emergency Services Coordinator and the Public Information Officer to inform the public of immediate crisis situations. The override operates over all channels and anyone watching Shentel Cable will see the message. It is to be used only where instant notification is essential.
- *Government Access Bulletin Board* - The government access bulletin board is available to transmit written messages through the Shentel Cable system. Through the use of a character generator, messages can be typed onto the screen and broadcast through the cable company's facility.
- *Government Access Video Equipment* - The equipment maintained at the Government Access Studio will be available for mobile use when necessary, either to tape information for later broadcast or for live broadcast from one of the insertion points located throughout the Farmville area. The insertion points in Farmville are:
 - Town Manager's Office
 - Police Department
 - Fire Station
- *Government Access Studio* - The studio will be available for broadcasting live programming or for taping for later broadcast of messages and information to the public.

All of the above resources are to be used in conjunction with the cable station manager and/or the Town Public Information Officer.

Emergency Support Function #3 – Public Works and Building Official

Introduction

Primary Agencies:

- Department of Public Works
 - Department of Water Treatment
 - Department of Wastewater Treatment
- Building Official
- Inspections, Planning and Zoning

Purpose:

Emergency Support Function (ESF) #3 – Public Works coordinates and organizes the capabilities and resources of the Town of Farmville to facilitate the delivery of essential services, technical assistance, construction management and operation of water and sewage treatment facilities to prevent, prepare for, respond to and/or recover from an incident.

Scope:

ESF #3 is structured to provide support for the changing requirements of all-hazards incident management. Activities include, but are not limited to, conducting pre and post incident assessments of public facilities and infrastructure, executing emergency contract support for life- saving and life-sustaining services, providing technical assistance to include construction management and real estate services; providing emergency repair of damaged infrastructure and critical facilities; and implementing and managing the cost recovery programs for public works and infrastructure.

Concept of Operations:

- A. An incident may cause severe property damage. Structures may be destroyed or severely weakened. Homes, public buildings and other facilities may have to be reinforced or demolished to ensure safety.
- B. Town resources may not be adequate to meet emergency requirements. The Town may need to assistance with damage assessments, structural evaluations, emergency repairs to essential public facilities, stabilizing or demolishing of structures to reduce hazards and provision of water for human health needs and firefighting.
- C. The Emergency Operations Center (EOC) will organize and deploy Damage and/or Need Assessment Teams to impaired areas.
- D. Statewide Mutual Aid (SMA), Emergency Management Assistance Compact (EMAC) and Virginia WARN will be used to request additional assistance

- E. Access to the impacted area will be dependent upon the re-establishment of ground routes. Debris clearance and emergency road repairs will be given top priority.
- F. All water-related problems will be evaluated for their impact on public health. The most serious threats to public health will be corrected first. In the absence of other guidelines, the following priorities will apply:
 - First – Provision of safe drinking water.
 - Second – Ensuring sanitary human-waste disposal
 - Third – Contain flooding.
 - Fourth – Maintaining general sanitation.
- G. Water outage emergencies are caused by a failure at some point(s) within the distribution system. Usually, the drinking water supply to a known service area is stopped until the facility or system break can be repaired.
- H. A failure of the sewage treatment or human waste disposal system is usually repaired before it constitutes an emergency situation. Likewise, a sewage overflow usually recedes before it becomes an emergency.
- I. When a water contamination emergency is localized, the Town must, in coordination with state authorities (VDH and the Virginia EOC) take action to restrict use during the emergency period. All departments should continue to monitor the activities of their personnel when they have an emergency assignment. Accurate records must be maintained of all disaster related expenses in order to receive any potential disaster reimbursement aid.

Organization and Assignment of Responsibilities:

Public Works Department -

The Department of Public Works will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Direct and coordinate all public works mitigation, response and recovery strategies leading up to, during and following a disaster situation.
2. Coordinate resource allocation to support damage assessment and provide technical support.
3. Provide necessary equipment and resources needed to address the incident.
4. Identify and prioritize debris removal.
5. Post appropriate signage to address road closures and closed buildings.

Water and Wastewater Treatment Departments-

The Water and Wastewater Treatment Departments will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their initiative and authorization as applicable:

1. Direct and coordinate all water and sewer mitigation, response and recovery strategies leading up to, during and following a disaster situation.
2. Coordinate resource allocation to support damage assessment and provide technical support.
3. Identify and address essential water needs (potable water).

4. Implement appropriate measures regarding the efficient utilization and distribution of limited water resources (conservations measures).
5. Maintain and enforce regulatory standards for the treatment and disposal of waste, as necessary.
6. Develop and maintain plans and procedures to address water-related emergency situations to include provisions for repairing system failures quickly and for mandatory conservation in the event of water shortages.
7. Keep the EOC informed about the status of any potential or occurring water system-related problem in the Town and recommend appropriate actions, such as an emergency declaration, when necessary.
8. Assist the EOC in identifying and obtaining needed resources to supplement the supply of safe drinking water and ensure sanitation.
9. Provide the required interface with state and federal agencies during emergency operations.
10. Determine the potential impact of the disaster on water and waste water systems.

Building Official Department -

The Building Official Department will provide the following services as appropriate. They too, will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Provide technical assistance in the identification, evaluation, stabilization, rehabilitation and/or demolition of buildings and facilities.
2. Assist in the management and coordination of emergency contracting services.
3. Ensure that all construction and redevelopment complies with the appropriate building codes, zoning and land use regulations, as well as local and regional comprehensive plans.
4. Assess existing building codes and standards and recommend revisions to mitigate future damage.
5. Develop procedures to effectively license and monitor the work of building contractors.
6. Develop procedures to effectively process the large number of building permits which may be required.

Tab 1 to Emergency Support Function #3 Action Checklist

Routine Operations

- Develop and maintain this annex in coordination with all primary and support agencies.
- Prepare and maintain resource listings.
- Designate individuals with public works expertise to serve on Needs Assessment Teams and Damage Assessment Teams.
- Pre-identify critical public works facilities.

Increased Readiness

- Review plans, resource listings and procedures, Update as needed. Review applicable codes and regulations.
- Establish liaison with the EOC.
- When requested, provide persons with public works expertise to staff Needs Assessment Teams and Damage Assessment Teams.
- Assure that personnel and equipment are operationally ready and available.

Response Operations

Mobilization Phase

- Assemble teams and prepare for deployment.
- Procure needed supplies and arrange for logistical support. Designate potential staging areas.
- Encourage mitigation efforts such as movement of materials and equipment to higher ground.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Dispatch teams to the disaster area as needed and as requested by the EOC. Maintain communications and operational control.
- Review recovery procedures and resources listings. Update as needed.
- Analyze Needs Assessment and Initial Damage Assessment to determine the extent of damage to public works facilities and equipment.
- Clear debris from primary roads and other essential facilities.
- Coordinate with state and federal officials to provide additional manpower and equipment as needed to bring essential public works facilities back on line.

Recovery Operations

- Provide appropriate oversight to emergency repairs to critical infrastructure and to debris clearance and management.
- Assist in clearing debris and restoring public works facilities and equipment.
- Assure the implementation of codes and regulations
- Make permanent repairs to damaged facilities, implementing improvements and mitigation measures, if appropriate.

**Tab 2 to Emergency Support Function #3
Action Checklist - Department of Public Works
Water and Wastewater Departments**

Routine Operations

- Plan for emergency water and wastewater operations.
- Train personnel to quickly coordinate the repair of damages to the drinking water system.
- Participate in mitigation and preparation activities.

Increased Readiness

- Start documenting all actions.
- Identify key personnel for assignments to response and assessment of duties.
- Provide technical advice as requested for the protection of lifeline water systems.
- Review emergency response plans.

Response Operations

Mobilization Phase

- Determine the potential magnitude of the disaster.
- Expedite administrative procedures to allow rapid deployment of personnel when needed.
- Encourage mitigation efforts.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Coordinate activities with other key infrastructure response departments.
- Assign additional staff and resources as needed.
- Support damage and needs assessment,
- Provide technical advice and resource coordination to deal with water and wastewater problems.
- Assist the EOC in obtaining appropriate resources to restore services.
- Assist ESF #15 in the development and dissemination of public information relating to water and wastewater restoration.

Recovery Operations

- As needed, plan for long term recovery and restoration of services to pre-disaster levels,
- Continue to provide technical support in the recovery of facilities and services.
- Fully document all recovery actions.

Tab 3 to Emergency Support Function #3 Organizations and Resources

Organization

Department of Public Works includes the responsibilities of the following departments:

- Administration
- Construction
- Maintenance
- Water and Sewer
- Sanitation

Personnel

- Administration - 8
- Construction - 7
- Maintenance - 9
- Sanitation - 10
- Water & Sewer - 11
- Mechanics - 5

(Construction and Maintenance are both involved in installation of water & sewer services & maintenance, support personnel included in each category)

Vehicles

- Public Works:
- Administration vehicles - 6 with radios
- Maintenance vehicles - 31 with 29 radios
- Construction vehicles - 15 with 15 radios
- Refuse vehicles - 3 with 3 radios

Equipment

- Dump trucks 10 with 15 radios
- Grader 1
- Loaders 3
- Dozer 2
- Backhoe 4
- Generators 12
- Water Truck 1
- Pickups-Utility 29
- Pump 5
- Street Sweeper 1
- Box Truck 1
- Camera Van 1
- 1 Ton Dump 2

Tab 4 to Emergency Support Function #3 Water & Wastewater Treatment Resources

(Available to Provide Water & Sewer Services and other Emergency Services)

Personnel

- 59

Equipment (with radio communication)

- Dump trucks 15
- Utility trucks 10
- Bucket van/truck 2
- Pickup trucks 17
- Other trucks 3
- Vehicle (passenger) 1
- Backhoes 5
- Front end loaders 3
- Bulldozers 2
- Forklift 1
- Graders 1
- Tractors 8
- Water Tank Truck 1
- Garbage Truck 3
- Street Sweeper 1
- Tractor Trailer 1

Street Repair Equipment

- Trailer mounted generator 3
- Small generators 3
- Fuel tank trailer 1
- Air compressors 2

Tab 5 to Emergency Support Function #3 Action Checklist – Inspections, Planning and Zoning

Routine Operations

- Ensure that all construction that occurs within the Town is in compliance with the Town's comprehensive plan.
- Develop plans and strategies to prevent and/or mitigate damage resulting from potential emergency events that have occurred locally in the past or have the potential of occurring in the future.
- Maintain and update as appropriate Town maps and population estimates.
- Conduct inspections to enforce and carry out the jurisdiction's building codes.
- Review engineering plans prior to construction as a means of preventing an undesirable situation from occurring or a disaster from arising.
- Identify and maintain liaison with local building, electrical, plumbing, and mechanical contractors to obtain their services if necessary.
- Develop procedures to effectively license and monitor the work of building contractors.
- Develop procedures to effectively process the large number of building permits which may be required.

Increased Readiness

- Start documenting all actions.
- Identify key personnel for assignment to response and assessment duties
- Review emergency response plan.

Response Operations

Mobilization Phase

- Determine the potential magnitude of the disaster.
- Coordinate resource allocation to support damage assessment and provide technical assistance in the identification, evaluation, stabilization, rehabilitation, and/or demolition of building and facilities
- Encourage mitigation efforts.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Contact and maintain liaison with state and federal agencies, as well as private industry, to ensure that backup resources are available and can be quickly dispatched, if necessary.
- Furnish population data, charts, development plans and personnel, as required.
- Coordinate response with fire and police departments as well as other service departments

Recovery Operations

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

**Tab 6 to Emergency Support Function #3
Inspections, Planning and Zoning Resources**

Personnel

- 4

Vehicles

- 1

Inspections includes the responsibilities for the following departments:

<u>Department</u>	<u>Responsible Individual</u>
Zoning	Community Development
Reviews	Community Development
Officials/Inspections	Community Development
Water/Sewer	Community Development & Director of Public Works
Drafting, Maps, etc...	Community Development

**Tab 7 to Emergency Support Function #3
Public Works Department Call in Roster**

Director of Public Works

Stephen Edwards
Cell: 434-414-8264

Superintendent

Brian Vandergrift
Cell: 434-607-3855

Superintendent

Tim Atkins
Cell: 434-248-6887

Superintendent

Jeremy Mayhan
Cell: 434-414-8874

Water Treatment Plant Superintendent

Kathy Gagen
Cell: 434-547-8016

Wastewater Treatment Plant Superintendent

Ken Cook
Cell: 434-315-3351

Called in at the request of the Emergency Operations Coordinator:

Building Official

John Ramsey
Cell: 434-808-5829

Emergency Support Function #4 – Firefighting

Introduction

Primary Agency:

- Farmville Fire Department

Support Agencies and Organization:

- Prince Edward Volunteer Rescue Squad
- Hampden Sydney Volunteer Fire Department
- Prospect Volunteer Fire Department
- Rice Volunteer Fire Department
- Randolph Volunteer Fire Department
- American Red Cross

Purpose:

Emergency Support Function (ESF) #4 – Firefighting – enables the detection and suppression of fires resulting from or occurring coincidentally with an incident.

Scope:

ESF #4 manages and coordinates firefighting activities, including detection and suppression and provides resource support to firefighting operations.

ESF #4 addresses three priorities: (1) life safety (for the public and response personnel); (2) incident stabilization; and (3) property conservation consistent with the principles of the Incident Command System (ICS) outlined by the National Incident Management (NIMS).

Concept of Operations:

- A. The Farmville Fire Department provides firefighting equipment, personnel, resources and technical expertise to prevent, control and suppress structure fires with the Town.
- B. Should outside assistance be required, neighboring jurisdictions will assist. Should a fire situation exceed all locally available capabilities, the Town may request additional support through the Virginia Emergency Operations Center.
- C. Farmville's firefighting capabilities should be maintained in accordance with established standards such as those in the NIMS.

- D. Fire personnel who are not otherwise engaged in emergency response operations may assist in warning and alerting the public, evacuation and communications as is necessary and appropriate during and emergency situation.
- E. The Coordinator of Emergency Management in coordination with the Incident Commander and the Emergency Management Director will determine the need to evacuate and issue order for evacuation or other protective action as needed. The Incident Commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means.

Organization and Assignment of Responsibilities:

The Farmville Fire Department will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Develop and maintain plans and procedures to provide fire services in time of emergency.
2. Carry out provisions of this annex and prepare and maintain supporting plans and SOPs to support this annex.
3. Provide available equipment, water supply, etc. to support suppression operations.
4. Provide available personnel for fire suppression operations to include security measures.
5. A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of the emergency operations.
6. Assist with any needed evacuations,
7. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services

Tab 1 to Emergency Support Function #4 Action Checklist

Routine Operations

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

Increased Readiness

- Start documenting all actions.
- Identify key personnel for assignment to response and assessment duties.
- Review conditional readiness tests for all response equipment.

Response Operations

Mobilization Phase

- Ensure all personnel are familiar with the on-site disaster plan.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Coordinate activities with other key infrastructure response departments.
- Support damage and needs assessment
- Assist the EOC in obtaining appropriate resources to restore services.

Recovery Operations

- Continue to provide essential services as required.
- Continue search and certain rescue operations, if required.
- Assist with cleanup operations.
- Assist with the inspection of damaged facilities, if applicable.
- Compile and submit records of disaster-related expenses incurred by the fire service to the Coordinator of Emergency Services.

Tab 2 to Emergency Support Function #4 Fire Services Resources

Farmville Volunteer Fire Department

Personnel:

49 Total

- 40 Active Members

Equipment:

2014 Ford Brush Truck

2014 F-250 Support Vehicle

2018 Pierce Enforcer Pumper

2007 Pierce Quantum Pumper

2005 Special Operations Trailer

1995 Pierce Freightliner Pumper

2005 Pierce Quantum Ladder Truck

2024 Chevrolet Tahoe

2023 Kawasaki Mule

Emergency Support Function #5 – Emergency Management Introduction

Introduction

Primary and Support Agencies:

- Town Manager's Office
- Farmville Fire Department
- Farmville Emergency Communications Center
- Farmville Police Department
- Farmville Public Works Department

Purpose:

Emergency Support Function (ESF) #5 – directs, controls and manages emergency operations to include coordinating with Longwood University and the neighboring jurisdictions.

Scope:

ESF #5 coordinated the response of all departments with the Town and the use of Town resources to provide emergency response. Coordination can include, but is not limited to the following:

- Identifying actions to be taken in the pre-incident prevention phase.
- Communicating with additional internal and outside agencies and organizations when capabilities are exceeded.
- Identifying post-incident response phase activities.
- Facilitating information management and requests for assistance.

Concept of Operations:

- A. Emergency operations will be directed and controlled from the Town of Farmville Emergency Operations Center located in the Town Hall, 116 North Main Street, Third Floor, Farmville, Virginia 23901. The alternate EOC is located at 814 Longwood Avenue, Farmville, Virginia 23901. Both locations are equipped with back-up generators. The EOC staff will consist of the Director, Deputy Director, Coordinator, and Deputy Coordinator of Emergency Services, and key department heads or their designated representatives. Support personnel to assist with communications, designated logistics, and administration will also be designated. The Director of Emergency Services will be available for decision making as required.
- B. The Coordinator of Emergency Services will assure the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements are listed in each respective functional annex.

- C. When an emergency threatens, available time will be used to implement increased readiness measures as listed in each annex to this plan. The Coordinator of Emergency Services will assure that all actions are completed as scheduled.
- D. The EOC support staff (Town administrative personnel) will include a recorder, message clerk, and other support personnel as required in order to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained. Suggested forms are included at Tabs 6-11. An EOC wall map should be prepared and be readily accessible.

Organization and Assignment of Responsibilities:

The Office Emergency Management in coordination with the Town's Administrative Office and the Farmville Emergency Operations Center will provide the following services as appropriate. They will perform tasks as required by the event and their own initiative and authorities as applicable:

1. Maintain a notification roster of EOC personnel and their alternates.
2. Establish a system and procedure for notifying EOC personnel.
3. Coordinate with neighboring jurisdictions and applicable relief organizations.
4. Work with ESF #15 to maintain plans and procedures for providing timely information and guidance to the public in time of emergency.
5. Review emergency plans and procedures of key facilities and private organizations within the community.
6. Test and exercise the Plan and associated procedures.
7. Define and encourage hazard mitigation activities to help reduce the impact of disasters.
8. Maintain emergency communications through the established communications network.
9. Provide reports and requests for assistance to the Virginia EOC.
10. Develop and maintain the Emergency Operations Plan (EOP) pursuant to §3.2 44-146 of the Code of Virginia.
11. In instances when there are criminal victims as defined by the Code of Virginia §19.2-11.01, in the Town, ESF #13 must contact the Department of Criminal Justice Services and the Virginia Criminal injury Compensation Fund Immediately.

Tab 1 to Emergency Support Function #5 Action Checklist

Routine Operations

- Manage training and disaster preparedness activities.
- Manage federal and state emergency preparedness grant awards.
- Develop plans and procedures for providing timely information and guidance to the public in time of emergency.
- Test and exercise plans and procedures with periodic exercises and drills. Review plans and provide training as indicated by test or exercise results.

Increased Readiness

- Brief Director of Emergency Management or Designee
- Establish set up of EOC, if necessary
- Review emergency plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.
- Alert appropriate department heads and/or designated department representatives of the situation and assure that appropriate mitigation and preparedness measures are being taken. Review functional annexes in the EOP.
- Begin to provide periodic reports internal and external via conference calls and emails.
- Prepare to provide emergency information to the public (ESF#15)

Response Operations

Mobilization Phase

- Brief the Director of Emergency Management or Designee
- Make recommendation to Director of Emergency Management or Designee to activate the EOC. Staff the EOC as required.
- Provide logistic support to on-site emergency personnel.
- Conduct a meeting of department heads/or designated department representatives. Review actions already taken and expedite those necessary to conduct in-the field mitigation and preparedness activities.
- If appropriate, via ESF #15, disseminate emergency information and protective action guidance to the public.
- Establish and maintain communication with the Virginia EOC/WebEOC and neighboring jurisdictions. As necessary, provide daily situation report to the Virginia EOC/WebEOC.
- If situation warrants, assist with local emergency declaration.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Direct and control emergency operations.
- Provide situational awareness to Director of Emergency Management or Designee.
- Provide situation reports and requests for assistance to the Virginia EOC/webEOC as the situation requires.
- Ensure that an accurate record of expenses and assisting resources is maintained.
- As appropriate, ensure that an initial damage assessment is completed and forwarded to the Virginia EOC within the established timeline.

Recovery Operations

- Continue to provide situations awareness to Director of Emergency Management or Designee.
- Coordinate the restoration of essential facilities and services.
- Identify needs of citizens and provide assistance as required.
- Continue to maintain a record of disaster related expenditures.
- Coordinate activities with the Virginia EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
- Continue to provide information to the public about on-going recovery efforts via ESF #15.

**Tab 2 to Emergency Support Function #5
Emergency Services Organization and Telephone Listing**

POSITION	NAME	WORK PHONE	HOME PHONE
Emergency Services Director (Town Manager)	C. Scott Davis	434-392-5686	804-691-7215
Deputy Director (Deputy Town Manager)	Julie Moore	434-392-3333	434-548-1350
Coordinator (Fire Chief)	Daniel Clark	434-392-6543	434-603-1250
Deputy Coordinator (Police Chief)	Andy Ellington	434-392-9259	434-603-2016
Police Chief	Andy Ellington	434-392-9259	434-603-2016
Fire Chief	Daniel Clark	434-392-6543	434-603-1250
Finance Director	Julie Moore	434-392-3333	434-548-1350
Public Works Director	Stephen Edwards	434-392-3331	434-414-8264
Emergency Communications Manager	Crystal Barton	434-392-3332	434-547-7499
Rescue Squad Executive Director	Shawn Harman	434-392-6973	434-214-0045
Health Director	Maria Almond	434-392-3984	434-392-3984
Director of Social Services	Kimberley Allen	434-392-3113	
Town Attorney	Gary Elder	434-392-6647	434-603-1805
Public Information Officer	Sam Bowles	434-392-3332	434-603-2006

Tab 3 to Emergency Support Function #5 Local Situation Report

Submit within 24 hours after the initial emergency. Update daily after initial report.

VDEM FAX NUMBER (804)674-2419 or www.vdem.state.va.us

1. Political Subdivision: _____
2. Date/Time Report Prepared: _____
Type of Report: _____
3. Prepared: _____
Call Back Number: _____
Fax Number: _____
E-mail Address: _____
4. Emergency Type: _____
5. Local Emergency Declared: Yes _____ No _____ Date/Time: _____
6. Local EOC: Open _____ Closed _____ Date/Time: _____
7. Resources have been officially requested by State Wide Mutual Aid: Yes _____ No _____
8. Number of People in Impacted Area: _____ Number Evacuated _____
9. Shelters: Current Number of Shelters: _____ Number Open: _____
10. Number of People: Injured: _____ Missing: _____ Dead: _____

DAMAGE ESTIMATES

YOU MUST ALSO SUBMIT AN INTIAL DAMAGE ASSESSMENT REPORT TO WEOC WITHIN 72 HOURS OF EVENT.

11. Single Family Homes/Manufactured Homes:
Number Destroyed: _____
12. Apartment Units:
Number Destroyed: _____
13. Business/Industry:
Number Destroyed: _____
14. Public Buildings:
Number Destroyed: _____

Number with Major Damage: _____

Number with Major Damage: _____

Number with Major Damage: _____

Number with Major Damage: _____

EVENT IMPACT ON LOCAL RESPONSE

REQUEST FOR ASSISTANCE: CALL VEOC AT 804-674-2400 OR 800-468-8892 ASSISTANCE IS ALSO AVAILABLE BY CONTACTING THE WEBEOC.

MAJOR PROBLEMS: Emergency event has severely limited and hampered the capability of the local government and community to conduct or provide timely and effective emergency services and human services, or has caused significant damage to the physical infrastructure. Indicate impact on following critical activities:

15. Sheltering Activities:

Major Problems: _____ Minor Problems: _____ No Impact: _____

16. School Buildings:

Major Problems: _____ Minor Problems: _____ No Impact: _____

17. Food Supplies:

Major Problems: _____ Minor Problems: _____ No Impact: _____

18. Medical Facilities:

Major Problems: _____ Minor Problems: _____ No Impact: _____

19. Debris Clearance:

Major Problems: _____ Minor Problems: _____ No Impact: _____

20. Public Safety Answering Point:

Major Problems: _____ Minor Problems: _____ No Impact: _____

21. Broadcast Media (TV, Radio):

Major Problems: _____ Minor Problems: _____ No Impact: _____

22. Commercial Telephone Service:

Major Problems: _____ Minor Problems: _____ No Impact: _____

23. Waste Water Treatment Systems:

Major Problems: _____ Minor Problems: _____ No Impact: _____

24. Water Supply Systems:

Major Problems: _____ Minor Problems: _____ No Impact: _____

25. Electric Utilities:

Major Problems: _____ Minor Problems: _____ No Impact: _____

26. Airport:

Major Problems: _____ Minor Problems: _____ No Impact: _____

- Major Problems: _____ Minor Problems: _____ No Impact: _____

- Major Problems: _____ Minor Problems: _____ No Impact: _____

- Major Problems:_____Minor Problems:_____No Impact: _____

- Major Problems:_____Minor Problems:_____No Impact: _____

- Major Problems:_____Minor Problems:_____No Impact: _____

- Major Problems:_____Minor Problems:_____No Impact: _____

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Tab 4 to Emergency Support Function #5 EOC Procedures

The Town of Farmville primary EOC is located on the Second Floor, in the Town Hall, 116 North Main Street, Farmville, VA. Adequate space is available for all key service chiefs and the EOC support staff. The alternate EOC is located at 814 Longwood Avenue, Farmville, VA 23901. Both facilities have back-up generators.

The Communications Center is a 24-hour operation which handles incoming calls for emergency services to include law enforcement, fire, and rescue. All message traffic is tape recorded and logged. Dispatchers notify the Coordinator of Emergency Services and other officials in the event of flooding, a hazardous materials incident, or other threatening emergency situation.

The primary EOC should be operational within two hours of official notification or alert (normally received by Central Dispatch). The GIS Coordinator with assistance from the Department of Public Works will set up the EOC when directed to activate the EOC by the Director of Emergency Management or Designee. Skeletal staffing is listed at Tab 5. The Coordinator of Emergency Services or his designee will ensure the operational capability of the EOC by providing adequate working space and materials for each member of the EOC staff. Wall maps and a status board with damage assessment information will also be provided. The Message Clerk will begin an official log and begin to process and monitor all emergency message traffic. A photocopier is available in the EOC.

Also, when the EOC becomes operational, a Dispatcher has been assigned to assure adequate communications. Town staff will install adequate phone servicemen, either for a skeletal or for a full-staffing operation, depending on the situation. The phone system must be geared up to handle a large number of incoming calls. There are ten working phone numbers within the EOC. Each department head needs a separate phone, preferably within the EOC. Back-up radio communications should be established from the local EOC to the State EOC, to in-the-field emergency services, and to adjacent jurisdictions. A licensed RACES operator will be designated to man the radio in the EOC. The 220-kw back-up generator will be tested and only handles the communication center and telephones. A portable generator will run lights only in the EOC.

An operations log should be maintained. Suggested procedures for handling messages are outlined at Tab 8. Periodic briefings should be provided to the EOC staff. A status board with damage assessment information should be displayed.

The Coordinator of Emergency Services, assisted by the Director of Emergency Services, will direct and control all emergency operations. The succession of authority for all key positions is listed in Appendix 5 of the Basic Plan. Back-up personnel should be dispatched to the alternate EOC as appropriate.

An EOC reports section should be established to monitor the emergency situation, provide special reports and briefings as required; and to process and officially record damage assessment information. The Public Information Officer will be responsible for public information and rumor control. This operation will be established in a separate location. Adequate phone lines,

personnel, security, and a news media briefing room must be provided. The Town PIO will handle all news media and public inquiries concerning injured or missing persons.

Tab 5 to Emergency Support Function #5
Alternate EOC Staffing Incident Level Management System
(To be completed during Increased Readiness.)

In order to enhance on-scene response to natural and technological emergencies at the local level, there is a need to have an incident level management system in place that provides a standardized organizational framework that responders can quickly recognize and adapt to. The management system will provide the necessary tools to effectively manage and efficiently coordinate local and regional resources, utilizing common terminology and standard operating procedures.

The incident level management system must be designed to quickly organize and integrate multiple disciplines into one functional organization that has the flexibility to adapt to and meet the demands of any emergency / disaster situation involving one or more jurisdictions. The strength and effectiveness of such a system will be based upon written procedures that reflect department policies, and provide incident management with standardized and effective response strategies to diverse emergency situations that vary in terms of their size, scope, and nature of the hazard(s) they pose to the community. These procedures, which will be implemented routinely to address any given situation, can also be used as a training tool for department staff, as well as provide a baseline for assessments and critiques of emergency operations following an actual incident or exercise to test the plan.

The Town of Farmville recognizes the critical importance of having such an organizational structure in place and has adopted the Incident Command System (ICS). This command system is comprised of five functions which include the following: command, operations, planning, logistics, and finance / administration. An Incident Commander is responsible for ensuring that all functions identified above are effectively working in a coordinated manner to fulfill the established objectives and overall management strategy that were defined for the emergency situation at hand. An Operations Section Chief, who reports directly to the Incident Commander, is designated to conduct the necessary planning to ensure operational control during emergency operations. This system has been proven nationally to be capable of adapting to a variety of situations with relative ease, while allowing the Incident Commander to effectively maintain a continuous and reasonable span of control and operational efficiency throughout the emergency response.

Incidents that involve multiple jurisdictions will be managed under a Unified Command management structure composed of individuals designated by their jurisdictions or by departments within a single jurisdiction, who are jointly responsible for the development of objectives, strategy, and priorities to effectively address the emergency situation at hand. All agencies involved in the emergency response report to one Incident Command Post and follow one Incident Action Plan similar to a single command structure. Also, as in a single command structure, the Operations Section Chief, who is designated by the Unified Command, will be responsible for the implementation of the plan. The designation of the Operations Section Chief is based on a variety of factors which may include, but not limited to, such things as which jurisdictions has the greatest involvement, the amount of resources involved, existing statutory authority, or mutual knowledge of the individual's qualifications.

Tab 6 to Emergency Support Function #5 Primary EOC Staffing

Skeletal Staffing

Coordinator of Emergency Services
Deputy Coordinator of Emergency Services
Police Chief or Designated Person
Message Clerk
Phone Operator

Full Staffing

Coordinator of Emergency Services
Deputy Coordinator of Emergency Services
Director of Emergency Services
Police Department
Fire and Rescue Chief or Designated Person
Superintendent of Schools or Designated Person
Health Department Representative
Social Services Representative
Red Cross
Message Clerks (2)
PIO Officer
Director of Public Works or Designated Person
Director of General Services or Designated Person (Director of Public Works)
Town Attorney

Messengers (2)

Status Board/Map Assistant (2) Plotter Security
Phone Operators (2)

Public Information/Rumor Control

Public Information Officer
Phone Operators
Message Clerk Messenger
Security

Tab 7 to Emergency Support Function #5
EOC Message Form

EOC MESSAGE			URGENT ROUTINE INFO ONLY _
MESSAGE NO.:	_____	DATE: _____	TIME: _____
TO:	_____		
FROM:	_____		
ORGANIZATION:	_____	ORGANIZATION:	_____
TELEPHONE:	_____	TELEPHONE:	_____
SITUATION/INCIDENT DESCRIPTION:			

ACTION TAKEN/RESPONSE/REPLY:			

EOC ACTION OFFICER: _____			

Form Revised 1/30/14

Tab 8 to Emergency Support Function #5
EOC Message Flow

EOC MESSAGE LOG

EOC: _____

DATE: _____

Message No.	Time		Incident / Message	To	From
	In	Out			

Form Revised 2/1/2014

Tab 9 Emergency Support Function #5 EOC Message Flow Chart

Dispatcher/Phone Operator:

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

Coordinator/Fire, Rescue and Emergency Services Department Head:

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

Message Clerk:

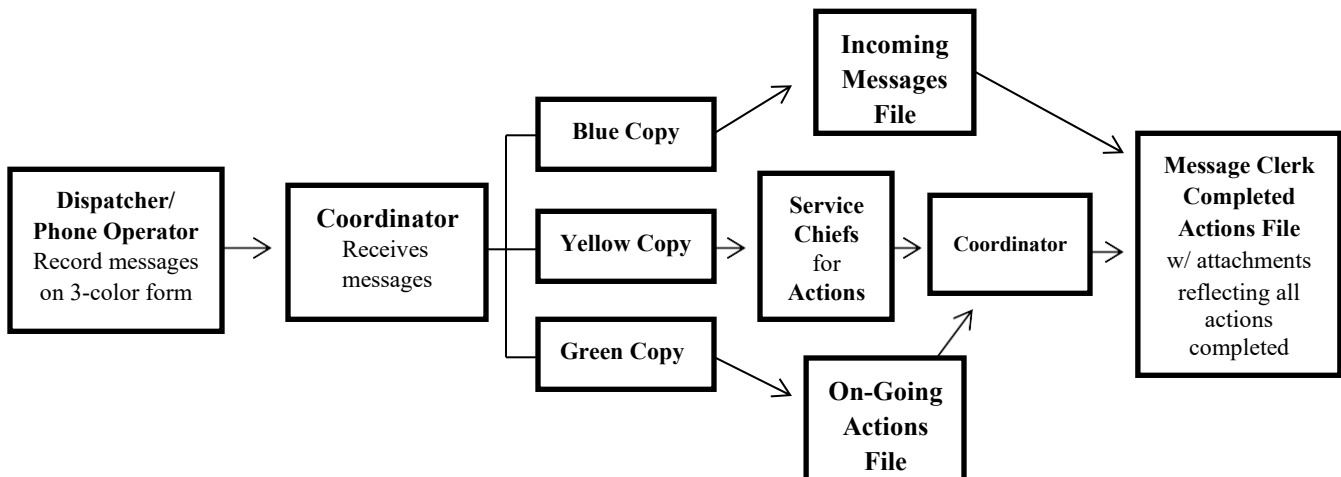
Maintain the official files for the Coordinator "Incoming Messages" "On-going Actions" and "Completed Actions". Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs:

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

Messengers:

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



Tab 10 to Emergency Support Function #5
EOC Security Sign-in/out Log

EOC SECURITY SIGN-IN/OUT LOG

EOC: _____
Visitors and Staff Please Sign In and Out

[illegible]

Form Revised 2/1/2014

**Tab 11 Emergency Support Function #5
EOC Staff Schedule**

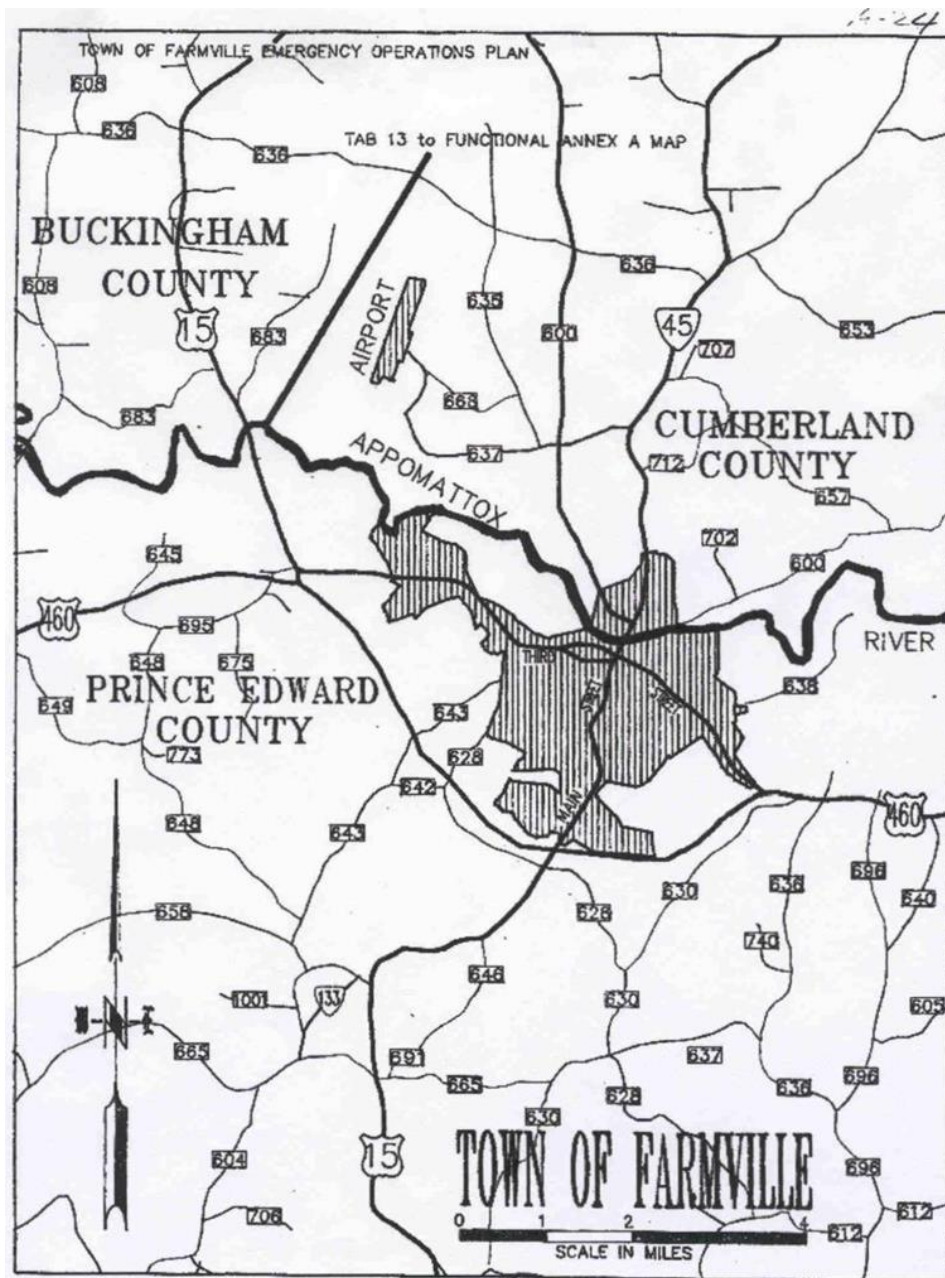
[illegible]

**Tab 12 Emergency Support Function #5
EOC Status Board**

[illegible]

Form Revised 2/1/14

Tab 13 to Emergency Support Function #5
Map of Area



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

Introduction

Primary/Support Agencies:

- Prince Edward County Public Schools
- Prince Edward County Administrator's Office
- Prince Edward County Department of Social Services
- American Red Cross
- Prince Edward County Sheriff's Department
- Piedmont Health District

Purpose:

Emergency Support Function (ESF) #6 – Mass Care, Housing and Human Services – addresses the non-medical mass care, housing and human services needs of individuals and/or families impacted by natural and/or technological incidents.

Scope:

ESF #6 promotes the delivery of services and the implementation of programs to assist individuals, households and families impacted by potential or actual incidents.

Concept of Operation:

Potential hazards, such as flooding and hazardous materials incidents, may require the evacuation of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

In the event of an evacuation, the Coordinator will contact the Prince Edward County Administrator's Office, which will then contact the necessary agencies to activate the shelter. The primary shelter shall be the Prince Edward County Middle School, with the Prince Edward County High School serving as the secondary shelter.

Organization & Assignment of Responsibilities:

1. Shelter Management: The Prince Edward County Department of Social Services with assistance from the American Red Cross and the Prince Edward County Administrator's Office;
2. Registration: Prince Edward County Department of Social Services
3. Food Preparation: Prince Edward County Public Schools and American Red Cross

4. Security: Prince Edward County Sheriff's Department
5. Health Care: Piedmont Health District
6. Building Maintenance: Prince Edward County Public Schools;
7. Public Information: Prince Edward County Administrator's Office

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets. Upon arrival, registration forms will be completed for each family.

The Department of Social Services will assure that the special needs population are provided for in time of emergency. A current roster and a resources list should be maintained. (See Tab 3) Public information materials should be modified for these populations so that they will be aware of the primary hazards and of mitigation and response actions to be taken.

Should crisis counseling services be required the Department of Social Services will contact the Mental Health Services to provide trained mental health professionals.

Daily situation reports should be provided to the EOC about the status of evacuees and of operations at the shelter center(s). Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

Tab #1 to Emergency Support Function #6 Action Checklist -

Routine Operations

- Develop plans and procedures to receive and care for an indeterminate number of evacuees.
- Designate shelter center(s). Determine maximum capacities for each
- Designate manager(s) and other key staff personnel.
- Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons.

Increased Readiness

- Confirm task assignments and alert key personnel to stand-by status.
- Prepare the necessary forms
- Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- Begin record keeping of disaster-related expenses and continue for the duration of the emergency

Response Operations

Mobilization Phase

- When advised that evacuation order has been issued, activate the shelter center or activate agreements for other lodging, as required
- Provide mass transportation, as required
- Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
- Provide periodic reports to the EOC.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Continue to receive and care for displaced persons. Provide mass feeding as required.

Recovery Operations

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

**Tab #2 to Emergency Support Function #6
SHELTER OPERATIONS**

**AMERICAN RED CROSS
SHELTER REGISTRATION FORM**

Please print all sections

Incident / DR Number & Name: _____

Shelter Name: _____

Shelter City, County/Parish, State: _____

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

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

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

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

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

Signature _____ Date: _____

CONFIDENTIALITY STATEMENT

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

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

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

I agree to release my information to governmental agencies providing disaster relief _____

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

Signature _____ Date: _____

Shelter Worker Signature _____

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

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

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

Tab #3 to Emergency Support Function #6
SPECIAL NEEDS POPULATION
SPECIAL CARE IN TIME OF EMERGENCY

The Prince Edward County Department of Social Services maintains a listing of such persons with special needs. Whenever the Emergency Operations Center (EOC) is in operation, this listing will be on hand with the Department of Social Services' representative.

**Tab #4 to Emergency Support Function #6
RESOURCES FOR PROVIDING SPECIAL CARE
TO THE HANDICAPPED AND ELDERLY**

Transportation:

- Farmville Area Bus - Handicapped Accessible Bus

Emergency Support Function #7 - Resource Support

Introduction

Primary Agencies:

- Town Manager's Office
- Finance Office

Purpose:

Emergency Support Function (ESF) #7 – Resource Management – manages resources in support of the Town of Farmville prior to, during and/or after an incident in coordination with other ESF's in the Emergency Operations Center (EOC). "Resource Management" refers to logistics, people, places and things.

Scope:

Resource management consists of emergency relief supplies, facility space, office equipment, office supplies, telecommunications, contracting services, transportation services, security services and personnel required to support immediate response activities. ESF #7 provides support for requirements not specifically identified in other ESFs, including excess and surplus property. Resource management will continue until disposition of excess and surplus property, if any, is completed. ESF #7 responds to resource needs by looking first to the resources of neighboring jurisdictions and the state, then to commercial contracts.

Critical resources will be in short supply or unavailable in the disaster stricken area. In order to fulfill the immediate needs of the stricken population, as well as to fulfill local and regional recovery priorities, resources will have to be bought in from outside the disaster area.

The Director of the Social Services Department, assisted by public relief organizations, will be in charge of coordinating the relief effort to meet the immediate needs of the stricken population in terms of food, water, housing, medical, and clothing. See Tab #3 to ESF #7.

Concept of Operation:

The Town of Farmville will use its own resources and equipment during incidents and will maintain control over the management of the resources as needed to respond to the situation. If additional assistance is required, the Town will request assistance from the Virginia EOC in accordance with the Virginia Department of Emergency Management's Request Management Standard Operating Procedure.

Resource lists will be developed and maintained by each department that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Resources can be categorized alphabetically, by hazard, or by response action. However, the process should be standard throughout all local departments to facilitate the development of a master resource listing. Redundancy will be built into the provider lists to ensure the availability of the resource when it is needed. The necessary Memoranda of Understanding, Mutual Aid Agreements and sample contracts will be developed prior to the disaster to facilitate access and delivery of critical resources (see Tab #1 to ESF #7).

Potential sites for local and regional resource collection, storage, and distribution centers will be identified and strategically located to facilitate recovery efforts. Standing operating procedures will be developed to manage the processing, use, inspection, and return of resources coming into the area. Priorities will have to be set regarding all allocation and use of the available resources and training will be provided, as required, in the use of the specialized equipment.

Organization and Assignment of Responsibilities:

The Town Manager's Office in coordination with the Finance Office will provide the following services as appropriate. They will perform these tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Coordinate the framework for Town resource management activities that include logistics planning, preparedness, implementation and evaluation in support of disaster operations.
2. Develop and maintain a Resource Management Plan that details type, location, contact arrangements and acquisition procedures (SOPs) to manage the processing, use, inspection, store and distribute resources (government, private, donated).
3. Develop internal training and exercises to test the plan and to ensure maximum use of available resources and understanding policies to obtain resources from outside the locality.
4. Develop and maintain a detailed list of available community resources.
5. Manage contracts for disaster goods and services, to include water.
6. Identify policies and personnel responsible for obtaining resources

Tab 1 to Emergency Support Function #7 Action Checklist

Routine Operations:

- Identify essential resources to carry out mission in each functional area and to support operation of critical facilities during the disaster
- Designate Town department(s) responsible for resource management
- Identify personnel requirements and training needs to effectively carry out mission
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources.
- Prepare mutual aid agreements with surrounding jurisdictions to augment local resources.
- Review compatibility of equipment of Town departments and surrounding jurisdictions and identify specialized training or knowledge required to operate equipment.
- Develop SOPs to manage the processing, use, inspection, and return of resources coming into the area.
- Identify actual or potential facilities to receive, store, and distribute resources (government, private, donated).
- Develop training/exercises to test plan, and to ensure maximum use of available resources.
- Coordinate and develop prescript announcements with Public Information Office regarding potential resource issues and instructions (e.g. types of resources required, status of critical resource reserves, recommended contingency actions, etc.).

Increased Readiness:

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

Response Operations:

Mobilization Phase

- Transition to the Emergency Operation Center (EOC) for ESF #7 Operations.
- Expedite administrative procedures to allow rapid deployment of personnel and resources when needed.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Logistics providers are formally activated, The field infrastructure for receiving personnel and goods will be developed, with distribution and staging area centers being identified or established and property management personnel identified and notified of needed.
- Assign additional staff and resources as needed.
- All agencies should exhaust their own channels of support before turning to the resource management function.
- Ensure that the essential information is extracted from those who report a need. Information is received using the SALT principle (Size, Amount, Location, Type needed, Time needed) to determine what is needed and why since different items might work as well or better and be readily available through alternate sources.

Recovery Operations

- Upon standing down, the resource requestor and provider are responsible for coordination of the demobilization of the resource.
- As needed, plan for long-term recovery and restoration of services to pre-disaster levels,
- Fully document all recovery actions.
- Establish priorities regarding allocation and use of available resources.

**Tab 2 to Emergency Support Function #7
Elements of a Resource List**

1. IDENTIFICATION OF RESOURCE
 - Type of equipment, service, personnel, and facilities
2. COMPANY, ORGANIZATION, OR AGENCY THAT CONTROLS THE RESOURCE
 - Address
3. CONTRACT ARRANGEMENTS
 - 24-hour primary and back-up contact points (work, home, pager, cellular numbers, accessible by radio)
4. ACQUISITION PROCEDURES
 - Response time
 - Identify any special training requirements to operate equipment
 - Identify personnel or contract personnel to operate equipment
 - Develop procedures to receive, inspect, inventory, and return resources
5. DEVELOP THE NECESSARY MEMORANDUMS OF UNDERSTANDING, MUTUAL AID AGREEMENTS, AND CONTRACTS (See attached)
6. BUILD REDUNDANCY INTO RESOURCE LIST
 - One provider may lack the capability to provide volume of goods, services, or personnel requested
7. UPDATE INFORMATION
 - Date resource was last verified, date next verification due
 - Develop form letters for updating information

**Tab 3 to Emergency Support Function #7
RESOURCE DISTRIBUTION SITE LIST**

LOCAL

Farmville Unit
VA National Guard Armory
813 Longwood Avenue
Farmville, VA 23901
(434) 392-3335

REGIONAL

Farmville Unit
VA National Guard Armory
813 Longwood Avenue
Farmville, VA 23901
(434)392-3335

Tab #4 to Emergency Support Function #7
MAJOR USERS OF RESOURCES IN THE COMMUNITY

LONGWOOD UNIVERSITY
201 HIGH STREET
FARMVILLE, VA 23901
(434) 395-2000

SOUTHSIDE COMMUNITY HOSPITAL
800 OAK STREET
FARMVILLE, VA 23901
(434) 392-8811

THE WOODLAND, INC.
2003 COBB STREET
FARMVILLE, VA 23901
(434) 392-6106

Farmville Health and Rehab
1575 SCOTT DRIVE
FARMVILLE, VA 23901
(434) 392-8806

FUQUA SCHOOL
605 FUQUA DR
FARMVILLE, VA 23901
(434) 394-3402

COMFORT INN
HWY 15, SOUTH MAIN STREET
FARMVILLE, VA 23901
(434) 392-8163

SUPER 8 MOTEL
2108 S MAIN ST, US 15 & US 460 BYPASS
FARMVILLE, VA 23901
(434) 392-8186

FARMVILLE MOTEL
1911 WEST THIRD ST
FARMVILLE, VA 23901
(434) 392-9035

DAYS INN
2015 SOUTH MAIN STREET
FARMVILLE, VA 23901
(434) 392-6611

LONGWOOD VILLAGE SHOPPING CENTER
SOUTH MAIN STREET
FARMVILLE, VA 23901

SOUTHGATE SHOPPING CENTER
SOUTH MAIN STREET
FARMVILLE, VA 23901

THE SHOPPES AT COLLEGE PLAZA
SOUTH MAIN STREET
FARMVILLE, VA 23901

WAL-MART SUPER CENTER
PERRY DRIVE
FARMVILLE, VA 23901
(434) 392-5334

SUNCHASE
501 SUNCHASE BOULEVARD
FARMVILLE, VA 23901
434-808-1560

HAMPTON INN
300 SUNCHASE BOULEVARD
FARMVILLE, VA 23901
434-392-8826

Tab #5 to Emergency Support Function #7
MAJOR SUPPLIERS OF RESOURCES TO THE COMMUNITY

DOMINION-VIRGINIA POWER
1609 EAST THIRD STREET
FARMVILLE, VA 23901
(434) 392-2804

ELLINGTON ENERGY
1812 WEST THIRD STREET
FARMVILLE, VA 23901
(434) 392-3176

WATER TREATMENT PLANT
510 WATERWORKS ROAD
FARMVILLE, VA 23901
(434) 392-8774

FOOD LION STORE #282
1592 SOUTH MAIN STREET
FARMVILLE, VA 23901
(434) 392-9468

PARKER OIL
2000 W. THIRD STREET
FARMVILLE, VA 23901
(434) 392-6061

Emergency Support Function #8 – Public Health and Medical Services

Introduction

Primary Agencies:

- Prince Edward County Health Department
- Prince Edward Volunteer Rescue Squad
- Centra Southside Community Hospital
- Dialysis Service Group of Farmville

Purpose:

Emergency Support Function (ESF) #8 – Public Health and Medical Services –provides the mechanism for coordinated assistance in response to public health and medical care needs. Coordination of fatality management operations is included, when appropriate.

Scope:

ESF #8 identifies and meets the public health and medical needs of victims of an incident. Emergency health services will be coordinated by the Prince Edward County Health Department. Centra Southside Community Hospital provides emergency medical care to all area residents. There is one rescue squad serving the town which will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes may assist the Health Department and the Medical Examiner's Office in disasters involving mass casualties.

Concept of Operations:

During a threatened or actual emergency, coordinated health, medical, and rescue services will be directed from the EOC by the Public Health Director or their designated representative. Coordination will be effected with adjacent jurisdictions as required.

Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and rescue squads in neighboring jurisdictions. The crisis augmentation of trained health and medical volunteers may also be appropriate. (See Tab #1 to ESF #8.)

Essential public health services, such as food and water inspections, will be provided by the Health Department as augmented by state-level resources and manpower. Public health advisories will be issued only after coordination with the Town EOC.

During an evacuation in which a large number of evacuees are sheltered in the shelter center, local rescue squads will set up and staff an emergency medical aid station in the shelter center.

In disasters involving a larger number of casualties, assistance will be requested from local funeral homes. A large building may need to be designated to serve as a temporary morgue. The Office of the Chief Medical Examiner will provide equipment, supplies, and manpower as needed for such a localized disaster. (See Tab #2 to ESF #8.)

Organization and Assignment of Responsibilities:

Health Department –

1. Issuing Health Advisories

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

2. Epidemic Control Measures

- a. Maintain records of diseases reported and remain aware of conditions, which could lead to a disease outbreak.
- b. Establish liaison with the State Department of Health and establish procedures for immunization teams and a pooling of drugs and medications.
- c. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies.

3. Sanitary Engineering of Sewage and Waste Disposal

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

4. Inspection of Food, Milk, and Water Supplies

- a. During and after emergencies, test water supplies for portability, including municipal systems and wells.
- b. Assist in assessing damage to water treatment facilities.
- c. Issue guidelines on the maintenance of a safe water supply and request, through the Director of Emergency Services, the acquisition of portable distribution and disinfecting equipment, if required.
- d. Determine the safety and wholesomeness of available food and milk supplies.
- e. Embargo damaged and contaminated food supplies and coordinate with the State Department of Agriculture and Consumer Services concerning destruction or disposal.

- f. Request assistance through the Director of Emergency Services for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination.
- 5. Control of Hazardous Substances
 - a. Identify affected (or suspected) contamination area(s) and request the Police Department to cordon off the area(s) to protect citizens.
 - b. Request special assistance through the Director of Emergency Services if the situation caused by hazardous materials is of the magnitude and seriousness, which exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel.
- 6. Identification of the Dead and Mortuary Operations
 - a. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
 - b. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations.
 - c. Obtain a suitable facility for use as a temporary morgue, if required.

Organization and Assignment of Responsibilities:

The Piedmont Health District Office will coordinate the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Prevention of disease, to include surveillance and investigation of diseases and other conditions, implementation of intervention measures and environmental and water quality response.
2. Coordinate provision of medical supplies, equipment and dispensing of life-saving pharmaceuticals.
3. Mass patient care to include prehospital emergency medical services.
4. Emergency mental health services including crisis counseling.
5. Fatality management operations and coordination to include post mortem disease surveillance, death scene management operations, forensic examinations and collections, victim identification services and ante mortem data collection with oversight provided by the OCME.
6. Provide guidance and technical assistance regarding emergency evacuation of people with special medical needs.
7. Assessment of public health and medical needs to include the needs of at-risk population groups such as accommodations and services for individuals with special needs.
8. Assist with planning for and coordination of transportation seriously ill or injured patients and medical needs populations from casualty collections points in the impacted areas to designated reception facilities, as needed.

9. Together with ESF #6 (Mass Care), ESF #9 (Search and Rescue) and ESF #15 (Animal Care and Control) ensure an integrated response to provide for the safety and well-being of household pets and service and companion animals.

The Prince Edward Volunteer Rescue Squad will coordinate the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Patient evacuation in cooperation with Federal, State and private organizations.
2. Assist state and Federal responders with a coordinated response in support of emergency triage and pre-hospital treatment, patient tracking and distribution.
3. Technical assistance regarding emergency evacuation of people with special medical needs.

Tab 1 to Emergency Support Function #8 Action Checklist

Routine Operations:

- Develop and maintain procedures for providing a coordinated response.
- Maintain a roster of key officials in each medical support area.
- Establish a working relationship and review emergency roles with the local hospital and rescue squads.

Increased Readiness

- Start documenting all actions.
- Review and update emergency response.

Response Operations

Mobilization Phase

- Alert personnel.
- Implement mutual aid agreements and incorporate rescue squad resources from adjacent jurisdictions, as appropriate.
- Aid in the development of the Incident Action Plan by providing timely information to ESF #5.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- The Director of the Health Department or their representative should report to the EOC.
- Coordinate medical, health and emergency medical transportation services.
- Assist the EOC in obtaining appropriate resources to restore services.
- Provide health services such as testing food and controlling communicable disease, as required.

Recovery Phase

- Maintain records and monitor the status of persons injured during the emergency.
- Assist the State Medical Examiner's Office in the identification and disposition of the deceased.
- Continue to provide technical support in the recovery of facilities and services
- Fully document all recovery actions.

**Tab 2 to Emergency Support Function #8
HEALTH AND MEDICAL RESOURCES**

Centra Southside Community Hospital

Beds: 116

Prince Edward County Health Department

Acting District Director	Office 434-392-3984 x131
Environmental Health Manager	Office 434-392-3984 x138
Environmental Health Specialists	Office 434-392-8187 x102
Nursing Supervisor	Office 434-392-3984 x133
Public Health Nurses	Office 434-392-8187 x105
Office Support Supervisor	Office 434-392-3984 x144
Emergency Planner	Office 434-392-3984 x101

***Note:**

Employees with work number 434-392-8187 are located in the Prince Edward Health Department, 111 South St., Ground Floor, Farmville.

Employees with a work number 434-392-3984 are located in the Piedmont Health District Office, 111 South St., First Floor, Farmville.

**Tab 3 to Emergency Support Function #8
Emergency MEDEVAC Services**

Inova Medical Air Care

Inova Fairfax Hospital
3300 Gallows Road
Falls Church, VA 22042-3300
1-800-258-8181

Aeromedical Transport Specialists

Box 1520
Manassas, VA 20108-1520
(703) 791-6644
(703) 701-3496 fax
atsinc@mnsinc.com

Fairfax County Police Department

4604 West Ox Road
Fairfax, VA 22030
(703) 830-3105
(703) 815-9632 fax

United States Park Police

Aviation Section
1100 Ohio Drive, SW
Washington, D.C. 20024
(202) 610-7500
(202) 401-7734 fax

MedStar

Washington Hospital Center
110 Irving Street, NW
Washington, D. C. 20010
(202) 877-7000
(202) 877-7401 fax

Pegasus

UVA Health System
Box 10014
Charlottesville, VA 22906-0014
(434) 297-7081
(804) 924-8715 fax

Med-Flight 1

Department of State Police
7411 Airfield Drive
Richmond, VA 23237
Hanger: (804) 743-2232
Dispatching: 1-800-468-8892

Tab 4 to Emergency Support Function #8 Mortuary Disaster Plan Organization

Virginia Funeral Directors Associations Inc.

Mission:

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

Organization:

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

The State Medical Examiner's Office is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk. (See Tab #5 to ESF #8.)

Concept of Operations:

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

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

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

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
OFFICE OF THE CHIEF MEDICAL EXAMINER**
400 East Jackson Street, Richmond, VA 23219-3694
(804) 786-3174



OFFICES OF THE MEDICAL EXAMINER

Central District (Richmond)
400 East Jackson Street
830 Southampton Avenue
Richmond, VA 23219-3694
(804) 786-3174

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

Northern District (Fairfax)
10850 Pyramid Place, Suite 121
Monassas, VA 20110
(703) 530-2600

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

Tab 6 to the Emergency Support Function #8
CRISIS COUNSELING AND EMERGENCY MENTAL HEALTH SERVICES
FOR VICTIMS OF DISASTERS

Crossroads Services
214 Bush River Drive
Farmville, VA
(434) 392-5920
(800) 548-1688 (Emergency 24 Hrs.)

Virginia Baptist Hospital
Mental Health Services
3300 Rivermont Avenue
Lynchburg, VA
(434)947-4444

Community Memorial Pavilion
133 Buena Vista Circle
South Hill, VA
(434) 447-3990

Tucker Pavilion
7101Jahnke Road
Richmond, VA
(804) 323-8846

Tab 7 to Emergency Support Function #8 MASS CARE-PUBLIC HEALTH ADMINISTRATION

The purpose of this Tab is to provide an administrative and operational framework to coordinate between the Piedmont Health District and Prince Edward County for provision of medication, vaccination, or other therapy to the public in anticipation of or in response to a public health emergency involving an identified toxin or pathogen including events that may be the result of a potential terrorist action. This tab will provide the organizational structure and primary responsibilities of staff from the county as well as other resources for the timely and efficient delivery of the resources and services needed to prevent or treat a widespread health threat.

The management and administration of a public health care treatment facility (clinic) may be one component of a larger organizational structure implemented to protect the public and property before, during, or after a major public health threat has been identified. It is developed, in part, on the assumption that an antidote, vaccination, or prophylaxis has been identified for the specific suspect toxin or pathogen and is available for administration to the general public.

The Virginia Department of Health has been tasked by the Governor and the Centers for Disease Control and Prevention (CDC) to supervise and administer any therapy prescribed for public health care. Generally, the CDC will provide the medications, most likely through the Strategic National Stockpile or other system, to the Commonwealth. In turn the Virginia Department of Health will repackage and distribute the supplies and medications to regional and district health departments in the affected area(s). It will be the responsibility of the District Health Department offices through the Local/County Health Department to distribute or administer the designated therapy or service. In order for this process to be completed in a timely and efficient manner, it will be essential that county resources support, assist, and perform a wide range of tasks related to dispensing the medications. Pre-packaged quantity of supplies and materials included in the Strategic National Stockpile (SNS), including medications appropriate for the threat or identified health hazard will be shipped to a pre-determined regional Recipient, Storage, and Staging (RSS) site by the most efficient means (air or ground transport). At the RSS, the supplies and medications will be inventoried, repackaged in suitable quantities and containers for the affected area population (usually the entire county or counties) and shipped to the designated distribution/treatment facility in the county. In the event more than one county must be served, the materials will be shipped to the designated central location in the District where they will be re-distributed for delivery to each designated location. The designated site for dispensing medication or providing services for the public shall be set up and staffed in accordance with the Piedmont Health District Plan for Vaccination or distribution of the SNS. Appropriately trained staff assigned by the District Office shall work in conjunction with county-designated staff to perform all tasks necessary to complete the process in a timely and efficient manner. To the extent possible, District and county personnel assigned to the functions of the treatment or dispensing facility will be cross-trained to provide greater flexibility in assignment of tasks during operations.

1. Location of Facilities

Designation of facilities for use as vaccination or dispensing sites should be based upon the following factors:

- Accessibility for motor vehicles, traffic flow control, and ample parking
- Accessibility for physically challenged persons
- Operability throughout the year; adequate climate control
- Refrigerator(s) for certain medications (if applicable)
- Communications systems-telephoned essential, intercom desirable
- Able to be secured (site access control and lockable during non-operating hours)
- Back-up power source
- Areas to separate client services from rest areas for staff
- Areas to separate ill patients from other clients
- Waste retention or disposal
- Physical facilities to separate administrative/clerical functions from treatment or dispensing of medications and from consultation and exit services

****Note:** It is generally undesirable to co-locate treatment or dispensing facilities with public mass-care/shelter facilities. In the event an incident requires conjunctive sheltering and medical treatment or dispensing activities, it is preferable to conduct the operations in separate locations. If there are no options available in the county, it will be necessary to separate these functions physically and administratively.

A. Primary County Site for Vaccination or Dispensing Medicines:

Name:

Physical Address:

GIS or other mapping designation:

Directions From Nearest Major Highway:

Description of Site and Accommodations:

Primary POC for Access (24/7/365):

****Insert conceptual diagram for Facility layout. Amend to show anticipated floor plan and site layout when completed.**

B. Alternative Sites: (List in order of priority and provide same information as for primary site. Also if possible show anticipated floor plan for each facility)

2. Facility Staffing (including Tasks Likely to Be Assigned to Local Staff)

Security - Staffing for onsite facility security will be designated by the County Sheriff/Police. It will be supported by other law enforcement resources at the discretion and under the direction of the county law enforcement leadership, the number of staff needed to provide interior and exterior site security as well as traffic control, if applicable, will be determined by the (chief law enforcement officer) of the county in conjunction with the Piedmont Health District Director. In addition the

security function will be responsible for controlling access and entry of all persons including the media, if applicable. In the event sworn law enforcement services cannot be obtained, the District Director (PHD) may contract with private security firms for necessary security support.

Staff Contact:

Chief Law Enforcement Officer: Tony Epps, Sheriff, Prince Edward County
Office Telephone: 434-392-8101
Emergency Telephone:
Other Contact Information: Fax: 434-392-6730

Alternate for Security: Name:
Telephone:
Emergency Telephone: Other:

Admission/Clerical Support – Under the direction of the Center Manager or lead admissions officer, staff will greet each client entering the facility. This position will also assist clients, one-to-one, with completion of any forms and documents needed for admission and processing. Staff assigned to this function may also be asked to conduct a preliminary pre-admission visual (external, non- contact) screening to prevent or limit admission of persons who may be ill by related or unrelated causes from direct contact with the center population. Any patients exhibiting visual indications of illness should be referred to appropriate staff for further screening or services. The number of staff assigned will be dependent upon anticipated clients, amount of staff and volunteers from the community; and the discretion of the Team Leader of District Director.

Education & Information to Clients – Staff appropriately trained and qualified to supervise or assist with provision of information and education relative to the incident concerns will be assigned to monitor clients viewing prepared video programs or printed literature. If appropriate and approved by the Center Manager or Team Leader, the assigned staff may answer basic questions or may refer clients to the Medical Consultant on site. Generally this should be staffed by at least two or three persons.

Pretreatment Preparations Monitor – Staff appropriately trained and qualified may provide pretreatment counseling and assistance to clients prior to entry to the treatment/dispensing station. At least one staff member in this station should be a public health professional, particularly if it is necessary to perform or assess any pre-treatment preparations. The number of staff assigned will be dependent upon the number of anticipated clients, amount of time allocated for center operations (urgency of the incident); number of available staff and volunteers from the community; and the discretion of the Team Leader or District Director.

Treatment, Vaccination, Dispensing Technician and Attendant – Staff appropriately trained, qualified, and if applicable, immunized shall administer treatments or dispense medicine to clients on a one-to-one basis. There should be two persons assigned to each family or client setting. The technician will perform the treatment or dispense the medication. The attendant will provide

administrative assistance and support the technician in providing services for the client(s). The number of staff assigned will be dependent upon the number of anticipated clients, amount of time allocated for center operations (urgency of the incident); number of available staff and volunteers from the community; and the discretion of the Team Leader or District Director.

Post Treatment Evaluation – Staff appropriately trained, qualified, and if applicable, immunized shall serve as monitors for clients who have completed treatment. If post treatment monitoring is required, staff assigned to this station should be public health or medical professionals. Generally one to three persons will be needed to staff this station. At the discretion of the District Director or Team Leader, this station may be staffed by qualified mental health care providers from the area Community Services Board or other appropriate source. The number of staff assigned will be dependent upon the number of anticipated clients, amount of time allocated for center operations (urgency of the incident); number of available staff and volunteers from the community; and the discretion of the Team Leader or District Director.

Exit Interview – Staff assigned to this station shall trained in completion of the required documentation and knowledgeable about any printed guidance to be given to all clients completing the center procedures. At the discretion of the Center Manager, Team Leader or District Director, these staff may be required to be appropriately immunized. Staff will receive completed forms, validate their completeness, and provide final advice for clients. The number of staff assigned will be dependent upon the number of anticipated clients, amount of time allocated for center operations (urgency of the incident); number of available staff and volunteers from the community; and the discretion of the Team Leader or District Director.

****Note:** The Post Treatment and Exit Interview Stations may be combined if staff constraints require or in cases when medicines are dispenses for later use by clients.

Staff Support for non-technical functions and tasks:

- Local Staff Source
- County Administrative Staff
- School Administration Support Staff
- Other/Volunteers
- Department of Social Services
- Division of Motor Vehicles
- Other:

Medical Consultant Services – This station will be staffed by licensed health or medical professionals trained in and knowledgeable of the procedures, constraints, and related information for the incident. This station will address client concerns, obtain medical information when appropriate, and determine eligibility for services for any referred from any station center. Staff in this station will also diagnose for post-treatment effects for any client referred from any station in the center. Staff in this station will also diagnose for post-treatment effects of any client exhibiting adverse consequences while in the center. If necessary, staff may recommend

emergency mitigation or transport by EMS to the hospital or other medical care facility. The number of staff assigned will be dependent upon the number of anticipated clients, amount of time allocated for center operations (urgency of the incident); number of available staff and volunteers from the community; and the discretion of the Team Leader or District Director.

Center Manager – The individual assigned to this function shall coordinate all staff and functions provided at the center. This person will monitor center operations to ensure efficient flow control for operations and in case additional staff are needed or adjustments necessary to staff assignments, will inform the Team Leader or District Director. Generally this position will be staffed by the Public Health Nurse Senior for the county or a designated alternate. The person assigned to this function shall ensure the proper and timely completion of all reports and documentation of activities. The Center Manager shall also be responsible for obtaining and forwarding to the Team Leader or District Director information regarding any home-bound individuals who may be unable to report to the center for assistance. The Team Leader may also serve as the Center Manager.

Emergency Medical Services – An ambulance staffed by local EMS/Rescue Squad personnel capable of providing BLS (preferably ALS) care is desirable on site during all operating hours of the center. However, recognizing the limitation of volunteer EMS providers, an acceptable alternate will be to have an ambulance on call in the county during all operating hours for the center. In the event acceptable arrangements cannot be agreed upon with local EMS providers, the District Director may determine the need to contract for on-call or on-site EMS/ambulance services from private sources.

EMS Support Services: Emergency
Contact: Prince Edward Rescue
Telephone Contact: 434-392-6973

Alternate:
Emergency Contact: Delta Response Team
Telephone Contact: 434-392-4199

Other Staff positions that may be required:

Supply Officer – Responsible to maintain adequate quantities of supply including all medications and related materials, general supplies, forms, printed materials for distribution, and equipment needed for efficient operations.

Local Staff Liaison – Responsible to serve as the principal point of contact between county officials and local staff and volunteers working in the center and Center Manager may also serve as primary scheduler for local staff and volunteers in conjunction with Center Manager.

Flow Controllers/Escorts – Responsible during heavy traffic periods to assist staff and clients maintain adequate flow of functions. Also will provide direct assistance to handicapped persons and others needing assistance while processing through the facility.

Translators – Responsible to assist non-english-speaking clients during procedures in the facility. Translators may be obtained through Longwood University, Hampden-Sydney College or by contracting Verizon Telecommunications Translator Assistance Center.

Safety Officer – Responsible to oversee all operations and functions as well as facility physical conditions to ensure safe operating conditions.

Facility Maintenance – Responsible to ensure sanitary conditions and perform routine and other maintenance services to ensure facility integrity and functionality. This position may be staffed by a person designated by the facility owner/operator.

Staging Area Supervisor - Responsible for establishing and enforcing parking and traffic flow requirements as well as ensuring efficient access and egress for facility staff and delivery vehicles.

Information Systems Technician – Responsible for maintenance for information systems including computers or other technological systems. Assists in data entry as appropriate.

3. Center Hours of Operation

Hours of operation for the center shall be determined, in part, by the urgency of the event, the number of exposed or at-risk clients and other variables. In general, unless otherwise indicated the center will operate during the following hours: 0600 to 2100

There will generally be two (2) shifts of staff assigned working the following hours:

1st Shift: 0500 to 1400 (includes pre-opening set up and preparations)

2nd Shift: 1300 to 2200 (includes post operations break-down and wrap- up)

There will be a one hour overlap between shifts to permit a smooth transition from the first shift to the second shift.

Adjustments to scheduling and shift assignments will be made on an as-need basis.

4. Hospital Support to Operations

It is assumed that most hospitals serving the Piedmont Health District and the County will be subjected to increased activity and inquiries related to any event involving large numbers of the public. Further, some hospitals may be forced to divert patients either to facilities more suitable for medical assessment and treatment for because their inpatient and ED capabilities are overwhelmed. In the event of a large scale public health emergency affecting a locality in the Piedmont Health District, the closest hospital may not be capable of providing direct support for District activities.

It may also be necessary to coordinate with the Old Dominion EMS Alliance to determine what hospital(s) will be designated as the primary reception locations for the county in the event of medical emergencies related to the services at the center.

Centra Southside Community Hospital
(Primary hospital facility for Piedmont Health District)
800 Oak Street
Farmville, VA 23901
Phone (general access): 434-392-8811

Other Hospitals Serving the County
Medical College of Virginia Hospitals (regional Medical Control Center)

5. Transport Support

During certain events, general travel may be discouraged, particularly by personally-owned vehicles. In addition, parking at any site designated for use as a public health care mass administration facility may be restricted or limited for personal vehicles. Consequently satellite parking facilities may be established or public access transportation routes established. In the event it is necessary to implement alternative transportation procedures to provide access to public health services, the Superintendent of Public Schools will be responsible for coordinating all arrangements for transportation services including but not limited to: Selection of appropriate vehicles and operators, scheduling and routing for maximum efficiency. Coordination of all activities for public transportation should be effected between the School Superintendent or his designee and the District Health Department Director.

School Board Administration
School Superintendent, Prince Edward County Public Schools
Telephone Number: 434-315-2100 ext: 5

Alternate: School Transportation Director
Telephone Number: 434-315-2100 ext: 6

Emergency Support Function #9 - Search and Rescue

Primary Agency:

- Farmville Fire Department
- Farmville Police Department
- Prince Edward Volunteer Rescue Squad
- Farmville Public Works

Support Agencies and Organizations:

- Department of Public Works
- GIS Department
- Virginia State Police
- Volunteer Search and Rescue Groups

Propose:

Emergency Support Function (ESF) #9 – Search and rescue (SAR) – rapidly deploys to provide specialized lifesaving assistance during any type of incident. Search and Rescue activities include locating, accessing, stabilizing, and transporting lost, missing, stranded or trapped subjects to a place of safety or another provider within the chain of the emergency response system.

A Search and Rescue incident can occur regardless of a declared emergency.

Scope:

Fire, EMS, law enforcement, public works and environmental services will assist when required for structural evaluation of buildings and structures. The Farmville Police Department will be the primary agency in any ground searches. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Farmville Fire Department, as a secondary role, will provide equipment and expertise

Concept of Operation:

- A. SAR missions may occur as the result of a wide-area, natural or man-made disaster in which case, the SAR operation(s) may be one aspect within the whole of an emergency. More frequently however, SAR operations occur as a single, geographic point specific incident. Regardless of the cause or size of the incident, SAR operations are conducted to

affect the rescue and/or recovery of overdue, lost, missing, stranded, injured or trapped persons.

- B. The Farmville Fire Department is the primary agency during most SAR operations.
- C. The Farmville Police Department is the primary agency in any ground searches. In a secondary role, the Farmville Police Department will assist with perimeter security, communications and personnel resources as necessary.
- D. The Building Official and the Director of Public Works may assist in structural evaluation of buildings and infrastructure. GIS may assist with equipment and mapping.

Organization and Assignment of Responsibilities:

The Farmville Fire Department and the Prince Edward Volunteer Rescue Squad will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Development and maintenance of plans and procedures to implement search and rescue operations in time of emergency.
2. Provide emergency medical treatment and pre-hospital care to the injured.
3. Assist with the warning, evacuation and relocation of citizens during a disaster.
4. Management of search and rescue task force deployment to, employment in, and deployment from the affected area.
5. Coordinate logistical support for search and rescue during field operations.
6. Development of policies and procedures for effective use and coordination of search and rescue.
7. Provide status reports on search and rescue operations throughout the affected area.

Tab 1 to Emergency Support Function #9 Action Checklist

Routine Operations

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency.
- Train personnel to quickly coordinate a Search and rescue mission.

Increased Readiness

- Alert the on-duty personnel.
- Determine availability of special team members.

Response Operation

Mobilization Phase

- Review and update plans and procedures.
- Alert personnel to stand-by status.
- Check rescue and communications equipment.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the durations of the event.

Emergency Phase

- Follow established procedures in providing rescue services, emergency medical treatment and pre-hospital care to the injured.
- Continue to assist with warning and alerting, evacuation, communications as well as any other emergency response operation, as required.

Recovery Operations

- Continue to provide essential services, as required.
- Continue search and certain rescue operations, if required.
- Provide resources for recovery operations.
- Assist with the inspection of damaged facilities, if applicable.
- Recover equipment and return it to service, replace where necessary.
- Compile and submit records of incurred disaster related expenses.

**Tab 2 to Emergency Support Function #9
Search and Rescue Resources**

Resource List

Resource Provider	Address	Phone Number(s)	Contact Person
Farmville Fire Department	1000 W. Third Street Farmville, VA 23901	Emergency -911 Non-Emergency 434-392-6543	Daniel Clark Fire Chief
Prince Edward Volunteer Rescue Squad	500 Doswell Street Farmville, VA 23901	Emergency - 911 Non-Emergency 434-392-6973	Shawn Harman Ops Chief
Farmville Police Department	116 N. Main Street Farmville, VA 23901	Emergency -911 Non-Emergency 434-392-3332	A.Q. Ellington Chief of Police
Farmville Public Works	814 Longwood Ave. Farmville, VA 23901	434-392-3331	Stephen Edwards Director of Public Works

Emergency Support Function #10 - Oil and Hazardous Materials

Introduction

Primary Agency:

- Farmville Fire Department

Support Agencies and Organizations:

- Piedmont Health District

Purpose:

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

Scope:

ESF #10 provides for coordinated and directed support in response to an actual or potential discharge and/or uncontrolled release of oil or hazardous materials during incidents.

ESF #10 includes the appropriate response and recovery actions to prepare for, prevent, minimize, or mitigate a threat to public health, welfare or the environment caused by actual or potential oil and hazardous materials incidents. Appropriate response and recovery actions can include efforts to detect, identify, contain, clean-up or dispose of related oil and hazardous materials.

ESF #10 coordinates the division and specification of responsibilities among on-site response organizations, personnel and resources and state agencies that may be used to support response actions. ESF #10 is applicable to all departments and organizations with responsibilities and assets to support response to actual or potential oil or hazardous materials incidents. ESF #10 may also coordinate with private entities as appropriate.

In addition, ESF #10 may be used to respond to actual or threatened releases of materials not typically considered hazardous under NCP but that, as a result of an incident, pose a threat to public health or welfare of the environment.

Concept of Operations:

- i. The VDEM Local Emergency Planning Commission Hazardous Material Response Plan serves as the basis for all actions taken by ESF #10
- ii. All oil and hazardous materials releases will be reported to the Virginia Emergency Operations Center (VEOC) and the Virginia Department of Environmental Quality

Organization and Assignment of Responsibilities:

See the LEPC Hazardous Material Response Plan –
www.vaemergency.gov/em-community/hazmat

Tab 1 to Emergency Support Function #10 Action Checklist

Routine Operations:

- Develop and maintain plans and procedures to implement HAZMAT operations in time of emergency.
- Train personnel to quickly coordinate a HAZMAT response.

Increased Readiness:

- Alert the on-duty personnel.
- Determine availability of special team members.

Response Operations:

Mobilization Phase

- Review and update plans and procedures.
- Alert personnel to stand-by status
- Check response and communications equipment.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event

Emergency Phase

- Follow established procedures in providing HAZMAT response.
- Continue to assist with warning and alerting, evacuation, communications as well as any other emergency response operation, as required.

Recovery Operations

- Continue to provide essential services, as required.
- Continue to search and certain rescue operations, if required.
- Provide resources for recovery operations.
- Assist with the inspection of damaged facilities, if applicable.
- Recover equipment and return it to service, replace where necessary.
- Compile and submit records of incurred disaster related expenses

Emergency Support Function #11

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Emergency Support Function #12 – Energy

Introduction

Primary Agency:

- Department of Public Works

Support Agencies:

- Dominion Virginia Power

Purpose:

Emergency Support Function (ESF) #12 – Energy supports restoration of damaged energy systems and components during a potential or actual incident.

Scope:

ESF #12 collects, evaluates and shares information on energy system damage and estimations on the impact of energy systems outages within the affected areas. Additionally, ESF #12 provides information concerning the energy restorations process such as projected schedules, percent completion of restoration, geographic information on the restoration and other information as appropriate.

The incident may impact the community only or it may be part of a larger incident that impacts the locality or the region. In the latter, the Town of Farmville will follow its plans, policies and procedures but ensure that regional and plans are also followed.

Concept of Operations:

- A. Virginia Dominion Power maintains a list of critical facilities and continuously monitors those resources to identify vulnerabilities.
- B. Restoration of normal operations at critical facilities will be a priority.
- C. The supply of electrical power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations. Other energy shortages, such as interruptions in supply of petroleum products for transportation and industrial uses, may result from extreme weather, strikes, international embargoes or terrorism.
- D. The suddenness and devastation of a catastrophic disaster or other significant event can sever key energy lifelines, constraining supply in impacted area or in areas with supply links

to impacted areas and can also affect transportation, communications and other lifeline needed for public health and safety. There may be widespread and prolonged electric power failures. Without electric power, communications will be interrupted, traffic signals may not operate and surface movement will become gridlocked. Such outages may impact public health and safety services. Thus, a major, prolonged electrical system failure could be very costly and disruptive.

- E. In the wake of such a major disaster, available state-level assets will be used to assist with emergency efforts to provide fuel and power and other essential resources as needed.
- F. While restoration of normal operations at electrical facilities is the primary responsibility of the electrical facility, ESF #12 provides the appropriate supplemental assistance and resources to enable restoration in a timely manner. Collectively, the primary and support agencies that comprise ESF #12:
- G. Serve as the focal point within the Town for receipt of information on the actual or potential damage to electrical supply and distribution systems and requirements for system design and operations, and on procedures for preparedness, prevention, recovery and restoration,
- H. Advise authorities on priorities for power restoration, assistance, and supply.
- I. Assist by locating fuel for transportation, communications and emergency operations.
- J. Recommend actions to conserve fuel and electric power.

Organization and Assignment of Responsibilities:

The Department of Public Utilities will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities applicable:

1. Provide for the health and safety of individuals affected by the event.
2. Comply with local and state actions to conserve fuel, if needed.
3. Coordinate with the ESF #15 to provide power emergency information, education and conservation guidance to the public.
4. Coordinate with local, state and federal officials and electrical suppliers about available power supply assistance.
5. Relay information from Dominion Virginia Power regarding customers without power and restoration timelines to ESF #15.
6. Send requests to the Virginia EOC for fuel and power assistance, based on current policy.
7. Coordinate regionally if the power outage affects an area beyond the Town of Farmville.

Tab 1 to Emergency Support Function #12 Action Checklist

Routine Operations

- Plan for emergency operations.
- Train personnel to quickly coordinate the repair of damages to Public Works.
- Participate in mitigation and preparation activities.

Increased Readiness

- Start documenting all actions.
- Identify key personnel for assignment to response and assessment duties.
- Provide technical advice as requested for the protection of the power systems.
- Review emergency response plans.

Response Operations

Mobilization Phase

- Place personnel on emergency shifts.
- Check equipment and supplies
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Respond to utility calls.
- Bring damaged Public Works facilities back on line as soon as possible,
- Assist with clean-up operations when possible.

Recovery Operations

- As needed, plan for long-term recovery and restoration of services to pre- disaster levels.
- Continue to provide technical support in the recovery of facilities and services.
- Fully document all recovery actions.

Tab 2 to Emergency Support Function #12
Utility Providers

(List all utility providers that provide services to your community)

Utility Provider	Address	Phone Number(s)	Contact Person
Dominion Virginia Power	1609 E. Third Street Farmville, VA 23901	434-392-2832 888-667-3000	
Southside Electric Cooperative	2000 W Virginia Ave Crewe, VA 23930	800-552-2118	

Emergency Support Function #13 - Public Safety and Security

Introduction

Primary Agency:

- Farmville Police Department

Support Agencies and Organizations:

- Prince Edward County Sheriff's Office
- Longwood University Police Department
- Virginia State Police

Purpose:

Emergency Support Function (ESF) #13 – Public Safety and Security – Provide public safety and security capabilities as well as necessary resources to support the full range of incident management associated with potential or actual events.

Scope:

ESF #13 coordinates and provides law enforcement, public safety and security support capabilities and resources during potential or actual events. ESF #13 supports incident management requirements including personnel and critical infrastructure protection, security planning and technical assistance and public safety in pre and post event situations. This support includes but is not limited to the following actions:

- Maintaining law and order
- Coordinating public warning
- Providing security of community facilities
- Controlling traffic under normal conditions and for special events or disruptive incidents
- Providing security of unsafe areas or potential crime scenes
- Assisting with evacuation of buildings or the Town
- Providing security at Town managed shelters

Concept of Operations:

- A. Through ESF #13, state or other law enforcement resources – when requested or required – are integrated into the incident command structure using National Incident Management System (NIMS) principles and protocols.

- B. In the event of an emergency or disaster, the Farmville Police Department will follow the procedures outlined in the Farmville Police Department Emergency Plan, published separately.
- C. There is sufficient latitude to allow the on-site supervisor to tailor the emergency operational plan to a specific operation. If needed, other law enforcement agencies will supplement manpower and resources. Farmville Police Department operating personnel in a disaster situation will utilize the Department's supplies and equipment.
- D. Mutual Aid Agreements will be recognized and utilized to the utmost of their capabilities.
- E. Law enforcement responsibilities for Search and Rescue are addressed in ESF #9.
- F. The Office of Emergency Management is the point of contact for the receipt of all warnings and notifications of actual or impending emergencies or disasters.
- G. ESF #13 uses several existing procedures, in the form of department directives, which provide the basis of response:
 - General Order 206-2, Reporting Acts of Terrorism & Hate Crimes
 - General Order 502-7, Radioactive/Hazardous Materials
 - General Order, 901-1A, Police Communications – Radio Operations
 - General Order 1101-1, Emergency Plans and Responses

Organization and Assignment of Responsibilities:

The Farmville Police Department will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authority as applicable:

1. Maintain police intelligence capability to alert government agencies and the public to potential threats.
2. Develop strategies to effectively address special emergency situations that may require distinct law procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations and bomb threats/detonations.
3. Test primary communications systems and arrange for alternate systems, if necessary.
4. Assist with the implementation of the evacuation procedures for the threatened areas, if necessary.
5. Provide traffic and crowd control as required.
6. Provide security and law enforcement to critical facilities and supplies as well as the Emergency Operations Center, evacuated area and shelters.
7. Implement existing mutual aid agreements with the other jurisdictions, if necessary.
8. Document expenses.
9. Evacuation and access control of threatened area.
10. Assist with identification of the dead.

Tab 1 to Emergency Support Function #13 Action Checklist

Routine Operations

- Develop and maintain plans to provide for effective law enforcement, prompt warning and evacuation, traffic and crowd control, search and rescue and the security of vital facilities and supplies.
- Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency,
- Develop procedures for promptly warning the public of an emergency, using any means necessary and available.
- Develop procedures for warning and evacuating residents with special needs.
- Identify potential evacuation routes in the event of a major emergency situation.
- Develop strategies to effectively address special emergency situations that may require distance law enforcement procedures.
- Review and update plans and procedures.

Increased Readiness

- Assign emergency duties and provide specialized training as needed.
- Delineate the specific areas which may need to be evacuated and designate evacuation routes.
- Alert personnel to standby status.

Response Operations

Mobilization Phase

- Alert all personnel and special facilities, as required.
- Test primary communications systems and arrange for alternate systems, if necessary.
- Implement evacuation procedures for the threatened areas, if necessary.
- Provide traffic and crowd control, as required.
- Implement necessary security.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Dispatch teams to the disaster area as needed and as requested by the EOC, Maintain communications and operational control.
- Secure the site.
- Assist with search and rescue operations, as needed.

- Implement mutual aid agreements, if necessary.
- Provide traffic and crowd control.
- Assist with providing protective action guidance.

Recovery Operations

- Complete necessary post-event investigations.
- Support clean up and recovery operations, as required.
- Assist with identification of the dead, if necessary.
- Complete disaster related expense records for services provided

**Tab #2 to Emergency Support Function #13
LAW ENFORCEMENT RESOURCES**

Farmville Police Department

Personnel:

- 4 Administration (Chief, 1 Captain, 2 Lieutenant)
- 18 Uniform Patrol (each Officer has a portable radio unit)
- 4 Investigation Officers

Equipment and Facilities:

- 27 cars, radio equipped

Special Teams:

-

Longwood Campus Police

Personnel:

- 1 Chief
- 2 Lieutenants
- 12 Officers

Tab #3 to Emergency Support Function #13
ENTRY PERMIT TO ENTER RESTRICTED AREAS

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

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

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

Method of Travel (vehicle, aircraft) _____
Description of Vehicle/Aircraft _____
Route of Travel if by Vehicle _____
Destination by legal location or landmark _____
Alternative escape route if different from above _____

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

5. Entry granted into hazard area.

Authorizing Signature _____ Date _____

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

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

Tab #4 to Emergency Support Function #13
WAIVER OF LIABILITY
(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

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

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

Signatures of Applicant and Members of His Field Party

Print full name first, then sign.

Date

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

I have read and understand the above waiver of liability.

Emergency Support Function #14 – Long Term Recovery

Introduction

Primary Agencies:

- Planning and Economic Development

Support Agencies and Organizations:

- Office of Emergency Management
- Department of Social Services
- Farmville Fire Department
- Prince Edward Volunteer Rescue
- Department of Public Works

Purpose:

Emergency Support Function (ESF) #14 – Long Term Recovery – provides a framework to facilitate both short term and long term recovery disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources then expands to the coordination of programs that assist with the comprehensive economic, social, and physical recovery and reconstruction of the Town. Both short term and long term efforts focus on recovery but also on reducing or eliminating risks and losses from future incidents.

Scope:

ESF #14 support will vary depending on the magnitude and type of incident and the potential for long-term and severe consequences.

Concept of Operations:

- A. The Director of Emergency Services will direct recovery efforts in the Town.
- B. ESF #14 will begin the recovery process for any disaster with implementation of short term disaster relief programs by non-governmental organizations.
- C. The strategy for long term recovery should encompass but not be limited to, land use, public safety, housing, public services, transportation services, education, business and industry, employment, health care, natural and cultural resources, non-governmental services providers and financial continuity and accountability.

- D. Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- E. Partnership with federal agencies will be based on the type, extent and duration of the event and long-term recovery period, and on the availability of federal resources.
- F. 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.

Organization and Assignment of Responsibilities:

Planning and Economic Development, in coordination with support agencies will provide the following construction related services as appropriate, They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Assess the social and economic consequences in the impacted area and coordinate state and Federal efforts to address long-term community recovery issues.
2. Partner with disaster assistance to implement short term recovery programs for private individuals and businesses as well as public services authorities and certain non-profit organizations.
3. Advise on the long-term recovery implications of response activities and coordinate the transition from response to recovery in field operations.
4. Work with non-governmental organizations (NGOs) and private-sector organizations to conduct comprehensive market disruption and loss analysis and develop a market-based comprehensive long term recovery plan.
5. Identify appropriate programs and agencies to support implementation of the long-term recovery plan, ensure coordination and identify gaps in available resources.
6. Avoid duplication of assistance, coordination to the extent possible program application processes and planning requirements to streamline assistance and identify and coordinate resolution of policy and program issues.
7. Provide a vehicle to maintain continuity in program delivery among all support agencies and other involved parties, to ensure follow through of recovery and hazard mitigation efforts.

Tab #1 to Emergency Support Function #14 Action Checklist

Routine Operations:

- Participate in related training and exercises to assist in the development and maintenance of disaster response capabilities.

Increased Readiness:

- Alert key personnel.
- Anticipate initial requirements based on hazard analysis, historical data and forecasted intelligence.

Response Operations:

Mobilization Phase

- Transition to the Emergency Operations Center (EOC) for ESF #14 Operations.
- Expedite administrative procedures to allow rapid deployment of personnel and resources when needed.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Assign additional staff and resources as needed.

Recovery Operations

- As needed, plan for long-term recovery and restoration of services to pre-disaster levels.
- Fully documented all recovery actions.

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Emergency Support Function #15 – External Affairs

Introduction

Primary Agency:

- Public Information Officer

Support Agencies and Organizations:

- Farmville Fire Department
- Director of Emergency Services

Purpose:

Emergency Support Function (ESF) #15 – External Affairs – provides accurate, coordinated and timely information to affected audiences, including elected officials, media, the private sector and local populace.

Scope:

ESF #15 coordinates actions to provide external affairs support to incident management prior to, during and following an emergency or disaster.

Concept of Operations:

- A. As the primary agency, the Public Information Officer is the lead for External Affairs.
- B. During normal operations, PIO coordinates with the news media and others as needed to promote emergency preparedness.
- C. In time of emergency, the PIO will coordinate the release of information on emergencies and disasters. The PIO will coordinate all such information with the Emergency Management Coordinator.
- D. Once an emergency has been declared, separate emergency response organizations will coordinate with the Public Information Officer and clear news releases with the EOC before release to the news media for public consumption.

Organization and Assignment of Responsibilities:

The Public Information Officer will provide the following services as appropriate. They will perform tasks as requested by the EOC and under their own initiative and authorities as applicable:

1. Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazard present.
2. Develop Rumor Control Procedures.
3. Preparation of advance copies of emergency information packages for release through the news media during actual emergencies.
4. Briefing of news media personnel and city officials on External Affairs policies, plans, and procedures.
5. Maintenance of current lists of radio stations, television stations, cable companies, websites, and newspapers to be utilized for public information releases.
6. Maintenance of support agreements and liaison arrangements with other agencies and the news media, if needed.
7. Maintenance of arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster.
8. Assistance with the preparation/transmission of Emergency Alert System (EAS) messages, if needed.
9. Dissemination of news releases.
10. Monitor the media, to include social media, ensuring accuracy of information and correcting inaccurate information as quickly as possible.
11. Providing information to the public about available disaster relief assistance and mitigation programs.

Tab 1 to Emergency Support Function #15 Action Checklist

Routine Operations

- Establish a working arrangement with local radio and TV stations and the newspapers.
- Encourage local media to periodically publish general information about the specific hazards which are most likely to occur.
- Prepare and provide general information as appropriate to special needs groups.
- Develop and review pre-scripted emergency alert messages.
- Regularly post emergency preparedness information in the Town website.

Increased Readiness

- If applicable, monitor national and state level news coverage of the situation.
- Prepare locally unique, supplementary published information news releases and keep them updated to reflect the current emergency situation.
- Evaluate the situation. Release additional information when it is determined the public has a "need to know".

Response Operations

Mobilization Phase

- Disseminate emergency public information to the local news media.
- Confirm activation of the designated phone number and personnel to handle citizen inquiries.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Develop accurate and complete information regarding incident cause, size, current situation and resources committed.
- Continue to keep the public informed and recommend protective actions.
- Handle rumor control, if necessary.

Recovery Operations

- Keep the public informed about local recovery operations.
- Assist the Health Department in disseminating public health notices, if necessary.
- Assist state and federal officials in disseminating information concerning relief assistance.

Tab # 2 to Emergency Support Function #15 Available Communication Methods

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response that emergency personnel are making to the situation. In addition to using other media outlets, cable television should be used to disseminate this type of information as follows:

Everbridge – an external Communication/Notification System

- GIS-based emergency communications software housed in the Farmville Emergency Operations Center (911 Center)
- Accessed via the Internet, Everbridge allows the town to quickly alert local homes and business impending emergency situations
- Can serve as a public outreach tool providing information to specific neighborhoods with the town
- Example of when Everbridge may be used;
 - Evacuation or shelter in place information

Local Media Outlets

- Television
- Radio

Government Access Bulletin Board - The government access bulletin board is available to transmit written messages through the Tele-Media Cable system. Through the use of a character generator, messages can be typed onto the screen and broadcast through the cable company's facility.

Tab #3 to Emergency Support Function #15
EMERGENCY PUBLIC INFORMATION RESOURCES

Newspapers

Farmville Herald (newsroom)	(434) 392-3138
Richmond Times-Dispatch (news office)	(434) 223-3678
Crewe-Burkeville Journal	(434) 645-7534
Southside Messenger	(434) 736-0152

Radio Stations

WFLO AM & FM (Farmville)	(434) 392-4195
WSVS AM & FM (Crewe)	(434) 645-7734
WPAK (Farmville)	(434) 392-8114
WXJK-FM (Farmville)	(434) 392-9955
WBNN FM (Dillwyn)	(434) 983-6621

Television

WTVR, Channel 6, (Richmond)	(804) 254-3600
WRIC, Channel 8, (Richmond)	(804) 330-8888
WWBT, Channel 12, (Richmond)	(804) 233-1212
WSET, Channel 13, (Lynchburg)	(434) 528-1313
WCVE (PBS), Channel 23, (Richmond)	(804) 320-1301

Tab #4 to Emergency Support Function #15
Use of Emergency Notification System During Emergency Situations

The Town has an Emergency Notification System at its disposal for use during an emergency and can also be used as public outreach notification system. The system is capable of sending an outgoing message to land lines, either to all numbers within the Town or to a limited geographic area. The system can also communicate with alternate devices such as cell phones or other wireless devices.

Tab #5 to Emergency Support #15
PIO PREARRANGED MESSAGES

RELEASE OR SPILL (NO EXPLOSION OR FIRE)

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

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

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

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

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

Tab #6 to Emergency Support Function #15
PIO PREARRANGED MESSAGES

(FIRE AND/OR EXPLOSION IMMINENT)

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

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

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

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

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

Tab #7 to Emergency Support #15
SAMPLE HEALTH ADVISORY FOR SHELTER CENTERS

DATE: _____

TO: _____

FROM: Town of Farmville

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

The _____ at _____ in the
(event)
Town of Farmville on _____ released chemical particles into
(date)

the environment in concentration sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees will experience symptoms which are characteristic of over exposure to these chemicals.

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

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

Report incidents to the Department of Health.

For additional information, contact the Prince Edward County Health Department at 434-392-8187.

Tab #8 to Emergency Support Function #15
SAMPLE PUBLIC ANNOUNCEMENT HEALTH ADVISORY

The Prince Edward County Health Department has issued a Public Health Advisory

Concerning possible chemical contamination by _____
(event)

At the _____ in the Town of Farmville.
(location)

The chemical release occurred at _____,
(date & time)

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

Any person who was in the vicinity of _____ between _____ on _____
(site of event)

should be alert to symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact the Prince Edward County Health Department at 434-392-8187.

Tab #9 to Emergency Support Function #15
SAMPLE HEALTH ADVISORY FOR PHYSICIANS

DATE: _____

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

FROM: Prince Edward County Health Department

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

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

Exposure to _____ should be considered with patients experiencing
(list name(s) of chemicals involved)
one or more of the following symptoms: _____
(list symptoms on the MSDS)

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

Report incidents to the Prince Edward County Health Department.

For additional information, contact the Prince Edward County Department of Health at 434-392-8187.

Tab #10 to Emergency Support Function #15
SAMPLE HEALTH ADVISORY FOR PRIMARY HEALTH CARE FACILITIES

DATE: _____

TO: All Primary Care Facilities in _____
(area)

FROM: Prince Edward County Health Department

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

The _____ at _____ in the Town of Farmville
(event) (site)

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

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

one or more of the following symptoms: _____
(list symptoms on the MSDS)

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

Report incidents to the Department of Health.

For additional information, contact the Prince Edward County Department of Health at 434-392-8187.

Emergency Support Function #16 – Military Support

Introduction

Primary Agency:

- Virginia National Guard
- The Town of Farmville Emergency Services

Secondary Agencies:

- The Town of Farmville - Town Departments

Purpose:

To outline the parameters on the use of all Department of Defense (DOD) and National Guard assets in support of a declared emergency.

Scope:

Emergency Support Function (ESF) #16 – Military Support provides military support to civil authorities in accordance with the DMA.

Planning Assumptions:

The Town of Farmville does not have military installations within the jurisdiction and does not maintain stand-alone agreements with military assets.

DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC).

Concept of Operations:

- A. The Town will request a capability or need to the Virginia EOC as outlined in EOC procedures and ESF 7 Logistics.
- B. It is at the determination of the Virginia Emergency Operations Center (VEOC) if DMA assets are best suited for the requested task. Assets will be limited to only accept missions or work assignments if within the original scope of deployment.
- C. Support cannot be transferred to another agency without prior approval.

- D. Once assets have been committed those responding will coordinate directly with local official to accomplish the objectives.

Organization and Assignments of Responsibilities:

1. DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property.
2. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC).
3. Military assets are only available during a declared state of emergency.

Authorities & References:

Emergency Services and Disaster Laws

ESF 7 Logistics Request Management Process Tab 1

EOC procedures

Emergency Support Function #17 – Donations and Volunteer Management

Introduction

Primary Agency:

- Department of Emergency Services

Support Agencies and Organizations:

- Planning Department
- Department of Social Services
- American Red Cross
- Volunteer Organizations

Purpose:

Emergency Support Function (ESF) #17 Donations and Volunteer Management is to effectively and efficiently manage the flow of donated resources into the disaster area. Following a major disaster, the town may receive an overwhelming amount of unsolicited goods and services from individuals, corporations, church groups, and voluntary organizations.

Scope:

ESF #17 coordinates the transportation of donated goods directly to the disaster area without any prior coordination with the state and local governments. If these goods and services are not properly managed or directed, they will interfere with response and recovery efforts and actually exacerbate the disaster situation.

Concept of Operations:

The welfare of the people in the event of a disaster is the responsibility of local government. The emergency services organization forms the nucleus of the preparedness force around which volunteer relief agencies and religious/civic groups organize and perform their services during a disaster.

Organization and Assignment of Responsibilities:

The Coordinator of Emergency Services, in coordination with the local planning department, will pre-identify potential sites and facilities to coordinate the receipt and distribution of donated goods and services. Local, state, federal governments and volunteer organizations, as required, will

provide the necessary equipment, staff, communications and security support to these facilities and sites.

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

The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of person-hours worked. Food and lodging will be provided. Accurate records of all incurred expenses will be maintained.

Tab #1 to Emergency Support Function #17 Action Checklist

Routine Operations

- Pre-identify potential sites and facilities to manage donated goods and services being channeled into the disaster area.
- Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites.
- Assign the tasks of coordinating auxiliary manpower and material resources.
- Develop procedures for recruiting, registering and utilizing auxiliary manpower.
- Develop a critical resources list and procedures for acquisition in time of crisis.
- Develop procedures for the management of donated goods.

Increased Readiness

- A natural or man-made disaster is threatening the local area.
- Review and update plans and procedures.
- Alert local staff and volunteer support organizations.

Response Operations

Mobilization Phase

- Conditions continue to worsen requiring full-scale mitigation and preparedness activities.
- Identify/procure the necessary sites and facilities to effectively manage the flow of donated goods and services coming into the area.
- Activate the necessary support staff and services to make facilities operational.
- Recruit and register volunteers, as required. Provide for the lodging and care of volunteers, if necessary.
- Assist with emergency operations. Assign volunteers to tasks which best utilize their skills. Maintain records on volunteer person-hours.
- Obtain essential resources as needed.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Response Phase

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

- Assist with emergency operations, as required.
- Monitor manpower utilization for maximum results.
- Maintain a record of disaster-related expenses.

Recovery Operations

- Assist as required
- Compile records of volunteer person-hours
- Receive donated good
- Assist with damage assessment
- Compile totals for disaster related expenses

**Tab #2 to Emergency Support Function #17
DONATIONS AND VOLUNTEER MANAGEMENT**

Volunteer Worker Registration Form

VOLUNTEER WORKER REGISTRATION FORM

I. Name:

II. Last 4 Digits of Social Security No.:

III. Organization (if appropriate):

IV. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.):

V. Estimated length of time services can be provided in the disaster area:

VI. Special tools or equipment required to provide services:

VII. Billet or emergency shelter assignment in local area:

VIII. Whether or not the group or individual is self-sufficient with regard to food and clothing:

Introduction

Primary Agency:

- Prince Edward County Animal Control

Secondary Agency:

- Farmville Animal Control
- Local Animal Welfare/Rescue Organizations
- Local Animal Boarding Facilities
- Virginia Voluntary Organizations Active in Disaster (VAVOAD)
- Virginia Department of Agriculture and Consumer Services

Purpose:

Emergency Support Function (ESF) #18 – Animal Care and Control – coordinates and organizes the capabilities and resources of the Town of Farmville and Prince Edward County to facilitate response to and recovery from an event impacting the health, safety and welfare of animals.

Scope:

ESF #18 provides rapid response to emergencies affecting the health, safety and welfare of animals. Animal care and control activities in emergency preparedness, response and recovery include but are not limited to, companion animals, facility usage, displaced pet assistance, animal owner reunification and carcass disposal.

Concept of Operation:

- A. The Animal Control Officer and Coordinator of Emergency Management are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the Prince Edward County Animal Control and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during an animal emergency. They will provide the basis for more detailed appendices and procedures that may be used in a response.

- B. The Animal Control Officer and Coordinator of Emergency Management will coordinate with all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.
- C. Basic administrative and accountability procedures for any animal emergency will be followed as required by the Town of Farmville, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity.

Organization and Assignment of Responsibilities:

- The Coordinator of Emergency Management will act as advisor to all involved on emergency management issues
- The Prince Edward County Animal Control/Town of Farmville Animal Control Officer
 1. Determine which county/city agencies/departments/organizations have responsibilities in all animal emergencies for animal care and control;
 2. Maintain current listings of emergency contacts and resources necessary for response to an animal emergency;
 3. Produce and maintain plans, policies and procedures for overarching animal
 4. care and control activities, animal recovery, and household pet sheltering;
 5. Oversee all activities (mitigation, planning, response and recovery) in regards to emergency animal care and control;
 6. Assign a representative to the EOC in order to coordinate the animal care and control response.

Tab #1 to Emergency Support Function #18 Action Checklist

Routine Operations:

- Encourage any group, facility or organization that houses animals to develop emergency procedures and evacuation plans for the animals in their care and custody.
- Develop procedures for public information and education on animal disaster preparedness to include encouraging citizens to develop household emergency plans that include their pets in all aspects of response, i.e. evacuation and sheltering.
- Develop, maintain and disseminate animal care and control plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an emergency involving animals, as well as support and maximize claims of financial assistance from local, state and federal governments and facilitate audits following the disaster.
- Provide training to agencies and staff on task—appropriate plans, policies and procedures.
- Provide adequate support for animal preparedness and planning.
- Develop the necessary logistical support to carry out emergency tasking for the department. Instruct all departments to maintain an inventory of supplies on hand.
- Develop the necessary mutual aid agreements, sample contracts and listing of potential resources providers to expedite the procurement of anticipated resource needs for emergency operations

Increased Readiness:

- Alert on-duty personnel.
- Monitor the situation and be prepared to mobilize, if required.
- Request stand-by of all partners and volunteers.

Response Operations:

Mobilization Phase

- Implement animal care and controls plans, policies and procedures.
- Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Provide adequate support on a timely manner for animal response. Report any shortfalls and request needed assistance or supplies.

- Implement mutual aid agreements, contracts and listing of potential resource providers to fill resource needs for emergency operations.
- Maintain effective communications with Emergency Operations Center, other shelters and field personnel.
- Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.
- Initiate search, rescue and transport animals to shelters.
- Receive and care for animals.
- Provide documentation of injuries and deaths of animals.
- Provide food, water and waste disposal at the shelter(s).

Recovery Operations

- Identify, control and if necessary, destroy animals that pose hazards to the well-being and safety of citizens;
- Reunite animals with owners.
- Deactivate emergency shelter(s).
- Provide referrals regarding long-term shelter of animals for owners who have lost their homes.
- Report disaster related expenses.
- Review animal care and control plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate.

Tab #2 to Emergency Support Function #18 Household Pet Sheltering and Animal Recovery Plan

Introduction

Coordinating Agency:

- Prince Edward County Animal Control
- Town of Farmville Animal Control

Secondary Agency:

- Town of Farmville Emergency Service Coordinator
- Local Veterinarians
- Local Animal Welfare/Rescue Organizations
- Local Animal Boarding Facilities
- Virginia Voluntary Organizations Active in Disaster (VAVOAD)
- Virginia Department of Agriculture and Consumer Services

Purpose:

The Household Pet Sheltering and Animal Recovery Plan provides basic guidance for all participants in animal related emergency evacuation and shelter management activities as well as animal search, rescue, recovery and reunification. Although, the care and control of animals is the responsibility of owners, Prince Edward County Animal Control is the lead agency on animal issues and is responsible for situation assessment and determination of resource needs.

Pet-Friendly shelters are being established in an effort to assist evacuated residents with the sheltering of companion animals during a declared evacuation. In some situations, owners will not be able to evacuate their animals and due to the impacts of the event, they may not be able to re-enter the area to recover or care for their animals. It is the goal of this plan to plan to control and support both the humane care and treatment of companion animals during an emergency situation by providing safe shelters for people and their pets and the animal search, rescue, recovery and reunification process during or after an emergency situation. In addition, the plan intends to ensure the continued care of those animals that are unable to be relocated outside of the disaster area.

Scope:

This annex is applicable to departments that participate and respond, with assistance or relief, to an emergency requiring the sheltering of people and their household pets and search, rescue, recovery or reunification of animals with their owners, as coordinated by the Prince Edward County Animal Control.

Situation:

After Hurricane Andrew devastated Florida in 1992 and Katrina hit both Louisiana and Mississippi in September of 2005, city emergency response personnel realized the convergence of animal and people issues during a disaster. They learned that, under adverse circumstances, the ultimate safety of many citizens depends on the safety of their pets. Until that time, people in harm's way were told by state emergency management to evacuate their home, but to leave their pets. Relaying this information has often created situations where animals were technically neglected and/or abandoned and it added additional stress to people who evacuate without their animals. These scenarios produce serious complications for Emergency Management.

It stands to reason, if humans were at risk from an impending cataclysm, so were the lives of animals. We now understand that many people, especially the elderly, simply do not abandon their companion animals, even in life-threatening situations.

Assumptions:

1. Any emergency resulting in evacuation of residents to a shelter will result in household pet issues.
2. The protection of household pets is ultimately the responsibility of their owner.
3. Many household pet owners will not evacuate to safety if their pets must stay behind.
4. Pet owners will frequently live in the streets rather than abandon their animals so that they may enter evacuation shelters.
5. This type of behavior puts animals, their owners and emergency responders at risk.
6. Pet-friendly shelters will only shelter those animals defined as household pets.
7. No dogs with a known bite history or previously classified by Animal Control as "Dangerous" or "Potentially Dangerous" will be accepted into a pet-friendly shelter.
8. No dog that shows signs of aggression during initial check-in will be accepted.
9. All dogs and cats must be accompanied by proof of current vaccinations and current rabies tags.
10. No feral cats or wild-trapped cats will be accepted.
11. Animals should be brought to the Pet-Friendly shelter in a suitable cage or on a leash provided by the owner.
12. Birds must be brought in the owner's cage. Bird breeders with large numbers of birds will need to seek sanctuary elsewhere.
13. Pocket pets (hamsters, gerbils, hedgehogs, sugar gliders, etc.) must be brought to shelter in owner's cage. The cage must be of good material to prevent escape.
14. No reptiles will be accepted.

Concept of Operations:

Under ESF #11, Prince Edward County Animal Control and the Town of Farmville Animal Warden are designated as the lead agency for animal care and control. The Animal Wardens are

designated as the Coordinators for the management of operations, planning, and training for the animal care and control function. The Prince Edward County Animal Control will be lead in all pet-friendly sheltering functions with the Farmville Animal Warden as the Section Chief. In response to an emergency requiring sheltering, ESF #11 will work together with other ESFs including ESF #6, Mass Care, Housing and Human Services, to complete the mission of household pet sheltering. Other agencies/ESFs may need to be utilized to fulfill other needs as determined.

The Animal Control Wardens, in coordination with Department of Social Services and/or Red Cross, is responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for Animal Control and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during household pet sheltering activities. They will provide the basis for more detailed standard operating procedures that may be used in a response.

The Animal Control Officers will coordinate with all departments, government entities, and representatives from the private sector who support pet-friendly sheltering operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with the Locality in respect to their agreed support.

Organization and Assignment of Responsibilities:

1. The Town of Farmville Emergency Services Coordinator
 - a. Prepare and coordinate pre-incident training and exercise of pet-friendly shelter incident management teams to included NIMS, ICS, EOC Operations, and reimbursement procedures for eligible costs under state and federal public assistance programs;
 - b. Obtain and deliver pre-identified resource requirements to the appropriate shelter sites within the time schedule agreed upon;
 - c. Obtain and deliver requested but not previously identified resource requirements as expeditiously as possible;
2. Prince Edward Animal Warden and Town of Farmville Animal Warden
 - a. Create and maintain all household pet sheltering policies, plans and procedures;
 - b. Maintain current listing of emergency contacts and resources necessary for an household pet sheltering response;
 - c. Coordinate and insure rapid response to pet-friendly sheltering needs;

- d. Coordinate incident management activities for the overall operation of the pet- friendly shelters with the EOC and quasi-government, volunteer relief organizations and contractors who are staffing and providing support to shelter operations;
 - e. Maintain situational awareness of pet-friendly shelter operations and provide situation/status reports/updates to the EOC;
 - f. Process requests for assistance or additional resources to support household pet sheltering operations through the EOC;
 - g. Facilitate the reunification of pets to owners during the transition from response to recovery;
 - h. Provide shelter occupancy data to facilitate the movement of traffic along the evacuation routes;
 - i. Use media to assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding routing to be used;
 - j. Monitor, coordinate and manage pet-friendly shelter activation and sequencing;
 - k. Provide subject matter expertise to support agencies, as needed.
3. Prince Edward County Public Schools (if schools will be used for pet-friendly shelters)
- a. Insure timely response to request for activation of the designated facilities for household pet sheltering activities;
 - b. Participate in initial pre-event walk-through and final post-event walk-through of designated facilities to assess pre-existing and incident related damages;
 - c. Assign a primary, secondary and tertiary contact with Animal Control to insure immediate response as necessary.
4. Prince Edward County Department of Social Services/Red Cross
- a. Coordinate the relationship between the human and household animal sheltering functions;
 - b. Assist in creating public information releases regarding sheltering in coordination with Animal Control;
5. Prince Edward County Department of Health
- a. Insure that human health will not be impacted in conjunction with the operation of pet-friendly shelters.
6. Town of Farmville Police Department/Prince Edward County Sheriff's Department
- a. Assure the safety and security of household pet sheltering personnel;
 - b. Enforce movement restrictions and establish perimeters for pet-friendly sheltering areas.

Tab #3 to Emergency Support Function #18
Action Checklist - Household Pet Sheltering and Animal Recovery Plan

Mitigation/Prevention:

1. Encourage citizens to develop emergency plans and go-kits for the animals in the care;
2. Determine the best means for information dissemination to the public in regards to an evacuation order and its related sheltering activities.

Preparedness:

1. Establish an organizational structure, chain of command, and outline of duties and responsibilities, required for any household pets sheltering response;
2. Develop, maintain, and disseminate household pet sheltering plans, policies and procedures to ensure the safe, sanitary and efficient response to and recovery from an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
3. Identify local veterinarians, humane societies, local household pet sheltering volunteers and animal control personnel in site-specific standard operating procedure and insure that contact information is maintained;
4. Provide training to agencies, staff and volunteers on task-appropriate plans, policies and procedures;
5. Provide adequate support for animal preparedness and planning;
6. Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
7. Develop the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations.

Response:

1. Implement household pet sheltering plans, policies and procedures to ensure the safe, sanitary and efficient response to an animal emergency, as well as support and maximize claims of financial assistance from state and federal governments, and facilitate audits following the disaster;
2. Secure supplies, equipment, personnel and technical assistance from support agencies, organizations and other resources to carry out the response plans associated with animal health emergency management;
3. Provide on-the-spot training as necessary on task-appropriate plans, policies and procedures;
4. Provide adequate support for household pet sheltering response. Report any shortfalls and request needed assistance or supplies. Request assistance from the Commonwealth as needed;

5. Implement mutual aid agreements, contracts, and the listing of potential resource providers to fill resource needs for emergency operations;
6. Provide household pet sheltering support in a timely manner;
7. Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Recovery:

1. Complete an event review with all responding parties;
2. Review household pet sheltering plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
3. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
4. Review mutual aid agreements, sample contracts, and listing of potential resource providers in respect to recent emergence response. Update as necessary and disseminate.
5. Assist the Town Treasurer in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

Plan Development and Maintenance:

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility of the Town and County Animal Wardens to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

Tab #4 to Emergency Support Function #18 Pet-Friendly Shelter Set-Up and Break-Down Procedures

Set-Up Procedures:

- A. Authority for opening the Emergency Animal Shelter rests with the Emergency Operations Center. That decision will be communicated directly to the Animal Care and Control Liaison in the EOC.
- B. Facility Preparation
 - 1. Designate K-9, feline, isolation and other animal housing areas.
 - 2. Walk the site to identify any existing damage to the site.
 - 3. Apply protective plastic covering, if necessary.
 - 4. Set up crates.
- C. Registration and Intake Area
 - 1. Provide a table for owner registration and immediately take a photo of the animal with its owner and attach it to the registration record.
 - 2. Pet owners must be officially registered at a shelter in order to have their pet in the Emergency Animal Shelter.
 - 3. Designate a space for staff to fill out the animal intake forms and s=do a health assessment on animals.
 - 4. Assign the animal to an appropriately sized crate or kennel and ensure water, towels or bedding is provided. Immediately collar or microchip the animal and label the crate with the owner's name and the pet's name, as well as any special needs.
 - 5. If the owner brings their own crate, make sure it is clearly labeled with their name, note that on the intake form and place the crate in the appropriate area.
 - 6. Keep all leashes, collars, food bowls, toys or bedding that the owner provides with the animals, either inside the crate or directly on top of it.
- D. Operations
 - 1. Signage
 - a. Clearly mark the Emergency Animal Shelter.
 - b. Clearly mark an area for "Animal Intake".
 - c. Post policies and procedures for pet care and feeding.
 - 2. Animal Areas
 - a. Triage area: Should be near the registration table where the Animal Intake form and assessment are completed; animals are identified, photographed, examined and assigned to the appropriate area.
 - b. No animal will be outside its crate/kennel without a leash and identification tag. Only staff or animal owners will be allowed to remove any animal from its crate/kennel.

- c. Species should be separated (dos/cats/pocket animals) as well as those animals with special needs or that are sick or under stress.

E. Animal Care, Set-Up and Registration

1. Dogs

- a. If space permits, crates or kennels should be twelve (12) inches or more apart.
- b. If able, crates will be oriented to keep animals facing away from each other.
- c. Provide food and water bowls, identification tag, leash and bedding for each crate.
- d. For dogs sensitive to noise, activity or other dogs, provide a sheet to keep the sides of the crate covered.
- e. The dog area will be close to an exit door to facilitate reaching dog walk areas; provide all owners with plastic bags for clean-up each time they walk their dog and place waste receptacles in an exterior area.
- f. If necessary because of weather or dangerous conditions, a dog walk area can be created indoors in a separate room.
- g. Provide additional separate areas for dogs that are sick and for those without proof of vaccination.
- h. Admittance may be refused to any animal that appears uncontrollable or dangerously aggressive.
- i. Isolate dogs that are in heat.

2. Cats

- a. Cats will be kept in a separate area from dogs, in the quietest part of the facility, preferably away from doors and other activity.
- b. Cats that are sick or without proof of vaccination will be isolated.
- c. Provide food and water bowls, identification tag, and bedding for each crate.
- d. Provide litter boxes in an area where owners can take their cats out of the crate for exercise and/or feeding, or provide a litter box inside the crate. Litter boxes will be cleaned regularly.
- e. Isolate cats that are in heat.

3. Birds

- a. Designate an area for birds away from drafts and temperature extremes.
- b. All birds must be in cages, fully ventilated. Provide food, water, identification tag and newspaper for all cages.
- c. Cages may accommodate up to three (3) birds if the birds are socialized, free of disease and ample mobility is allowed for each.
- d. Provide a sheet to cover the birdcage to deter noise and cover at night.

4. Ferrets

- a. Ferrets must be current in rabies vaccinations.
- b. Cages may house up to three (3) ferrets if they are socialized, free of disease and ample mobility is allowed for each.
- c. Provide food, water, identification tag and bedding for each cage
- d. Cages must be of sturdy construction, chew-proof and deep enough to allow for appropriate bedding.
- e. Change bedding regularly and dispose of it in a sealed plastic bag.

5. Small Mammals

- a. All small mammals are to be kept caged at all times.
- b. Provide food, water, identification tag and bedding for each cage.
- c. Cages must provide ample mobility and be well ventilated.
- d. Cages or containers must be chew-proof.
- e. Provide odor-inhibiting bedding material such as wood chips or shredded paper.
- f. Change bedding regularly and dispose of it in a sealed bag.

Breakdown Procedures

1. Authority for closing the Emergency Shelter rests with Emergency Operations Center. That decision will be communicated directly to the Emergency Animal Shelter Supervisor. Once the decision has been made to close the Emergency Animal Shelter, breakdown can be initiated.
2. Once owners have checked out all the animals housed in the Emergency Animal Shelter all crates, kennels and cages will be broken down and removed from the facility. Cleaning and disinfecting of crates and kennels after breakdown can occur off-site.
3. All crates, materials and supplies will be removed from the facility and if used, plastic sheeting will be taken up.
4. Clean Up
 - a. All floors will be cleaned and disinfected with detergent and bleach after being used. All towels, sheets and bedding will be laundered before storing in watertight containers.
 - b. The site will be inspected by personnel to document any new damage to the area.
5. Report Writing

The Emergency Animal Shelter Supervisors will submit a written report to the Coordinator of Emergency Management. This Report will be based on the Incident Log kept at the Emergency Animal Shelter and the log kept by the Control Liaison in the EOC. It will include the number and types of animals housed, an assessment of operations and staffing, description of problems or "incidents with the incident" and

how they were handled, and identify any gaps in skills, staffing or logistics. The report will include a section on lessons learned during the incident.

6. Documentation

Documentation of the incident will include all registration and animal intake forms, photographs of pets and owners and incident logs kept by the Emergency Animal Shelter Supervisor. The documentation will form the basis of the report submitted to the Coordinator of Emergency Management.

7. Close-Out Meeting

The Emergency Animal Shelter Supervisor will attend the EOC close out meeting to help assess management of the incident and identify any problems.

Tab #5 to the Emergency Support Function # 18
Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information			
Full Name:		Driver's License Number:	
Street Address:			
City, State, Zip			
Phone Numbers:		Home:	Alternate:
Emergency Contact:		Name:	Phone:
Pet Information			
Description of Animal: ☐ Dog ☐ Cat ☐ Other _____		Pet's Name:	Crate Assigned:
☐ Intact ☐ Neutered		☐ Intact ☐ Spayed ☐ In Heat	
Breed:	Color:		Age:
Distinctive Markings:			
Microchip: ☐ Yes ☐ No If yes, number:		Expected Reclaim Date:	
Veterinarian Name:		Phone Number:	
Pet Medications - List any medications below that you pet is currently taking and note if available			
Name of Medication	Dosage	Y/N	
TO BE COMPLETED BY SHELTER			
Arrival Date:		Departure Date:	
Did the owner provide proof of the following:		Yes	No
• Written proof of vaccinations during the past 12 months			
• Proper ID collar and up to date rabies tag. If yes, record Tag # _____			
• Proper ID on all belongings			
• Leash			
• Ample food supply			
• Water/food bowls			
• Necessary medication(s) (ensure medications are listed above)			
• Owner provided cage has owner's name, address, pet name & other pertinent information labeled			
Registration Agreement			
I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or may pet(s) will become property of the local animal control facility and treated as stray(s).			
I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency.			
I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.			
I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. <u>I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s).</u>			
Signing in and out upon entering and leaving area. Check-out is required when departing from the shelter.			
I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).			
Signatures			
Owner's Signature		Shelter Intake personnel	

Tab #6 to the Emergency Support Function # 18
Pet-Friendly Shelter Sites

Name	Address	Type	Pet Capacity
Prince Edward County Animal Shelter	County Shop Road Farmville, Virginia	Pet only shelter	50
Prince Edward County Middle School	35 Eagle Drive Farmville, VA	Pet/Human Shelter	50-100

Tab #7 to the Emergency Support Function # 18
Emergency Animal Care and Control Sites

Name	Address	Type	Pet Capacity
Ridge Animal Hospital	1913 E. Third St., Farmville, VA 23901	Veterinary Hospital	Unknown

Tab #8 to the Emergency Support Function # 18 Lost Animal Report

Today's Date:		Information Received By:	
Owner Information			
Name:		Address:	
Temporary Address:		Phone Number:	
Date/Location Where Animal Was Last Seen			
Date Last Seen:		Location:	
Do You Have A Picture Of The Animal?		Is The Animal Friendly?	
Does The Animal Have A History Of Running Away?			
Animal Description			
Type of Animal:		If A Litter, Number in Litter:	
Breed:	Size: ☐ Small ☐ Medium ☐ Large	Animal's Name:	
Male/Female/Fixed:	Tail: ☐ Short ☐ Long ☐ Curly ☐ Straight		
Distinguishing Marks:	Fur Length/Coat Type:		
Colors:	Ears (Floppy/Erect):		
Is Animal Wearing A Collar?	Have An ID Tag?	If So, Info On Tag:	
Rabies License Number:	Indoor/Outdoor Animal:	Cat-Declawed?	
Veterinarian Used			
Name:		Phone Number:	
Address:		Are Shots Current?	
Animal On Any Medication?	If So, Name?		
Frequency:	When Was Medication Last Given?		
Contacts			
Who Else Have You Notified That The Animal Is Missing?			
Comments:			
Office Use Only			
Lost Animal Matched With Animal ID#:		Date Owner Contacted:	
Date Animal Reclaimed:			
Released To Owner Print & Sign Name:			
Owner's Driver License #:	State:	Phone Number:	
Status Of Animal			
Owner Located:	Matched At Shelter:	Deceased:	Unknown After 30 Day

Tab #9 to the Emergency Support Function # 18
Private Non-Profit Organizations

Updated:

Organization	Address	Mission
Meherrin SPCA	7352 Patrick Henry Hwy, Meherrin, VA	Pet Shelter

Business/Industry

Updated:

Organization	Address	Type & Number of Animals in Care
n/a		

Support Annex – Dam Safety

Introduction

Coordinating Agency:

- Office of Emergency Management

Purpose:

The Dam Safety Support Annex provides the mechanism to facilitate the evacuation of downstream residents or notification of the public in the event of an imminent or impending dam failure.

Scope:

This annex is applicable to agencies and organizations that will participate and respond with assistance to a dam failure impacting the Town of Farmville.

Authorities:

In addition to those listed in the Basic Plan:

- The Virginia Dam Safety Act, Article 2, Chapter 6, Title 10.1 (10.1-604 et seq) of the Code of Virginia
- Virginia Soil and Water Conservation Board, Chapter 20 – Impounding Structure Regulations. 4VAC50-20-10 through 4VAC50-20-400 of the Virginia Administrative Code

Concept of Operations:

- A. Dam owners are responsible for the proper design, construction, operation, maintenance, exercising, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Prince Edward County Sheriff, the Prince Edward County Administrator and the Coordinator of Emergency Management for the Town of Farmville and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height and impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an (EAP). This plan shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An EAP is one of three items required prior to issuance of an Operation and Maintenance Certificate by the Virginia DCR. In addition to the Virginia DCR, a copy of the plan must be provided

to the local Director of Emergency Management and to the Virginia Department of Emergency Management.

- B. The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Coordinator of Emergency Management and/or the Director of Emergency Management will warn the public, order evacuation from the affected area, and declare a local emergency.

Organization and Assignment of Responsibilities:

The Coordinator of Emergency Management is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Prince Edward Sheriff's Office and the Town of Farmville Police Department will disseminate the warning to evacuate.

Tab #1 to Dam Safety Support Annex Action Checklist

Routine Operations:

- Dam Owners
 - Develop an Emergency Actions Plan (EAP) for warning and evacuating the public in event of dam failure.
 - Obtain an Operations and Maintenance Certificate from the Virginia Department of Conservation and Recreation
 - Operate and maintain the dam to assure the continued integrity of the structure.
 - Exercise and test dam EAP to ensure that it meets current codes and regulations.
- Local Government
 - Develop compatible procedures to warn and evacuate the public in event of dam failure.

Increased Readiness:

- Stage I Conditions
 - Alert on-duty emergency response personnel.
- Stage II Conditions
 - Alert on-duty emergency response personnel
 - Notify the public of possible dam failure
 - Review warning and evacuation plans and procedures
 - Place off-duty emergency response personnel on alert

Response Operations:

Mobilization Phase

- Latter Part of Stage II or at Stage III Conditions
 - Activate EOC
 - Notify Virginia Emergency Operations Center
 - Alert emergency response personnel to standby status.
 - Begin record keeping of all incurred expenses

Response Phase

- Stage III Conditions
 - Activate EOC

- Order immediate evacuation of residents in expected inundation areas
- Sound warning through use of sirens, horns, Emergency Alert System telephone or door to door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue
- Call in necessary emergency response personnel to provide help required to save lives and property
- Follow all established procedures within designated functional areas specified in this plan

Recovery Operation

- Provide assistance to disaster victims.
- Clean up debris and restore essential services.
- All agencies tasked in this plan implement recovery procedures.
- Review emergency procedures used and revise, if necessary, to ensure lessons learned are applied and incorporated into future plans
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.)

Organization and Assignment of Responsibilities:

Dam Owners:

- Develop an emergency action plan (or emergency preparedness plan) for warning and evacuating the Public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia DCR;
- Provide plan copies to the locality, Virginia Departments of Conservation and Recreation (DCR) and Emergency Management (VDEM);
- Operate and maintain the dam to assure the continued integrity of the structure;
- Conduct exercises to ensure responsible parties understand their role and appropriate response capabilities exist; and
- If an owner or the owner's engineer has determined that circumstances are impacting the integrity of the impounding structure that could result in the imminent failure of the impounding structure, temporary repairs may be initiated prior to approval from the board. The owner shall notify the Virginia DCR within 24 hours of identifying the circumstances impacting the integrity of the impounding structure.

Local Government:

- Develop compatible procedures to warn and evacuate the public in the event of dam failure;
- Notify public of possible dam failure;
- Order immediate evacuation of residents in expected inundation areas;

- Sound warning through use of sirens, horns, and vehicles with loudspeakers, Emergency Alert System, telephone calls, and door-to-door notification to evacuate individuals immediately out of the area or to high ground in area for later rescue;
- Provide assistance to disaster victims;
- Clean up debris and restore essential services;
- All agencies tasked in this plan implement recovery procedures;
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters; and
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

Tab #2 to Dam Safety Support Annex
LIST OF DAMS IN PRINCE EDWARD COUNTY,
AS PROVIDED BY THE PIEDMONT SOIL AND WATER CONSERVATION DISTRICT

I_NO	NAME-Dam	LATD	LATMIN	LONGDEG	LONGMIN	Owner-Name
14701	Buffalo Creek Dam #1	37	17	78	33.4	Piedmont SW CD
14702	Buffalo Creek Dam #3	37	14	78	36	Piedmont SW CD
14703	Buffalo Creek Dam #4	37	12.9	78	37	Piedmont SW CD
14704	Prince Edward Dam	37	10.47	78	16.5	VA DCR, Division of State Parks
14705	Goodwin Dam	37	10.5	78	16.87	VA DCR, Division of State Parks
14706	Buffalo Creek Dam #2	37	14.4	78	33.5	Piedmont SW CD
14707	Buffalo Creek Dam #5	37	10.8	78	34	Piedmont SW CD
14708	Buffalo Creek Dam #6	37	10.2	78	35	Piedmont SW CD
14709	Buffalo Creek Dam #7	37	9.8	78	34.5	Piedmont SW CD
14710	Buffalo Creek Dam #8	37	10.3	78	32.5	Piedmont SW CD
14711	Buffalo Creek Dam #9	37	10.4	78	32	Piedmont SW CD
14716	Moore's Dam	37	10.1	78	15.8	John M. Boswell
14718	Mottley Dam	37	19.7	78	28.7	Simpson
14734	Bush River Dam #2	37	11.5	78	24.2	Piedmont SW CD
14735	Bush River Dam #12	37	15.6	78	19.1	Prince Edward County

14736	Bush River Dam #7	37	7.3	78	25.3	Piedmont SW CD
14737	Briery Creek Lake	37	12.3	78	26.6	VA Department of Game & Inland Fisheries
14739	Bush River Dam #5	37	9	78	23	Piedmont SW CD
14740	Bush River Dam #6	37	8.2	78	24.4	Piedmont SW CD
14741	Bush River Dam #4B	37	11.4	78	21.9	Piedmont SW CD
14742	Poplar Hill Dam	37	14.5	78	24	Poplar Hill Development

I_NO	Class-Desc.	TOP-HGT	TOP-CAP	YR-CONST	DA-SM	RIVER
14701	Low	35	2537	1966	7.09	FALLING CREEK
14702	Low	51	2018	1966	6.8	MUD CREEK
14703	Low	46	5064	1967	14.59	SPRING CREEK
14704	Low	37	918	1946	1.62	TR-SANDY RIVER
14705	Low	32.5	208	1939	0.6	TR-SANDY RIVER
14706	Low	35.4	1537	1963	4.59	BELL CREEK
14707	Low	37	1350	1965	3.81	MORRIS BRANCH
14708	Low	38	1373	1965	4.63	BROW NS BRANCH
14709	Low	36	623	1965	1.97	BUFFALO CREEK

14710	Low	37.6	619	1965	2.16	CAREY CREEK
14711	Low	41	608	1968	1.9	TR-CAREY CREEK
14716	Low	36	142	1958	0.31	TR-SANDY RIVER
14718	Low	28	475	1968	1.64	LONG BRANCH
14734	Significant	49.4	2245	1985	3.84	RICE CREEK
14735	High	60.4	27744	1988	36.3	SANDY RIVER
14736	Low	44	3570	1990	9.71	BUSH RIVER
14737	High	64	21379	1985	25.4	BRIERY CREEK
14739	Low	38.7	1008	1994	2.03	CAMP CREEK
14740	Low	36.9	1810	1994	4.9	EVANS CREEK
14741	Low	48	7277	7277	14.5	MOUNTAIN CREEK
14742	Low	36	253	253	0.57	TR-BRIERY CREEK

Support Annex – Damage Assessment

Introduction

Coordinating Agency:

- Coordinator of Emergency Services
- Deputy Coordinator of Emergency Services

Support Agencies:

- Department of Public Works
- Farmville Police Department
- Building Official's Office
- Prince Edward County Sheriff's Office
- Farmville Volunteer Fire Department

Purpose:

The Damage Assessment Support Annex describes the coordinating process used by the Town of Farmville to assess the overall damage to public and private property in a timely and accurate manner, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance.

Scope:

This annex covers a broad scope of responsibilities, assignments and standard forms to be used in the overall damage assessment process; it is applicable to agencies and organizations that assist with post-event damage assessment as coordinated by the Coordinator of Emergency Services. This document will address general situations with no consideration given for incident specific scenarios.

Definitions:

Initial Damage Assessment (IDA): Independent Town of Farmville 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 within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

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

Situation:

During the recovery phase of a disaster, the Town of Farmville will conduct systematic analysis of the nature of the damage to public and private property, which estimated the extent of damage based upon actual observation and inspection. Damage assessment will be performed in a timely basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the Town to determine necessary actions the allocation of resources and what, if any, outside assistance will be required.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a “major disaster”, “major emergency,, or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state, local and 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:

- Individual Assistance (IA) which may include:
 - Temporary housing;
 - Individual and family grants (IFG);
 - Disaster unemployment assistance;
 - Disaster loans to individuals and businesses;
 - Agricultural assistance;
 - Legal services to low income families and individuals;
 - Consumer counseling and assistance in obtaining insurance benefits;
 - Social Security assistance;
 - Veteran’s assistance; and
 - Casualty loss tax assistance.
- Public Assistance (PA) which may include:
 - Debris removal;
 - Emergency protection measures; and
 - Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities, public recreational facilities, etc.

Assumptions:

1. Fast and accurate damage assessments are vital to effective disaster response.
2. Damage will be assessed by pre-arranged teams.

3. If promptly implemented, this plan can expedite relief and assistance for those adversely affected.
4. Damage to communication system and infrastructure will hamper the recovery process.

Concept of Operations:

- A. Three types of reports are available for use in reporting the emergency to the Virginia
- B. Emergency Operations Center (VEOC). (1) A Situation Report based on the essential elements of information, (2) a Needs Assessment Report based on Emergency Support Functions and (3) an Initial Damage Assessment (IDA) Report and Worksheet to facilitate the state in asking for federal and state assistance.
- C. Initial Damage Assessment Reports will be compiled and submitted following any disaster or emergency which causes damage to public or private property, of a magnitude which requires expenditure of Town of Farmville funds, or which might be eligible for, or require, a request for State or Federal assistance. Part I should be submitted by fax to the Virginia EOC or through the WebEOC within 24 hours. An updated Part I and Part II should be completed and forwarded within 72 hours.
- D. Designated teams will assess damage within the limits of their capability.
- E. Damage to State bridges will be assessed by VDOT. If the nature of the emergency is such that Town of Farmville resources are incapable of assessing the damage, the State assistance will be requested by the Emergency Service Coordinator to the VEOC.

Organization and Assignment of Responsibilities:

The *Emergency Service Coordinator* is responsible for damage assessments, the collection of the data and preparation of necessary reports. The damage assessment teams will be supported by multiple agencies from the Town of Farmville. If the nature of the incident is such that town resources are incapable of assessing the damage, state assistance will be requested through normal procedures to the VEOC.

Additionally, the Emergency Service Coordinator will provide the following:

1. Overall direction and control of damage assessment for the Town of Farmville.
2. Assemble the appropriate team and develop damage assessment plans, policies and procedures.
3. Coordinate damage assessment training programs for the teams.
4. Collect and compile incoming damage reports from teams in the field, from other operation directors and outside agencies, systems and companies,

5. Report of damages to the Virginia EOC within 72 hours of the incident in the appropriate Initial Damage Assessment format.
6. Appropriate and adequate public information and education regarding the damage assessment process.

The *Department of Public Works* will provide the following services as appropriate:

1. Designate representatives to serve as members of damage assessment teams.
2. Participate in damage assessment training.
3. Collect and compile damage data and provide to the EOC.
4. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.

The *Building Official* will provide the following services as appropriate:

1. Maintain a list of critical facilities that will require immediate repair if damaged.
2. Appoint a representative to be located within the EOC to direct damage assessment operations in include operation of teams, collecting data, and developing accurate and appropriate reports for the Emergency Management Coordinator.
3. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed.
4. Using existing policies and procedures, facilitate the issuance of building permits and the rebuilding/restoration of buildings.
5. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas.

The *Farmville Police Department* will provide the following services as appropriate:

1. Provide security for ingress and egress of the damaged area(s) post-event.
2. Provide access and security for damage assessment activities with the Town.

The *Farmville Fire Department* will provide the following services as appropriate:

1. Designate representatives to serve as members of damage assessment teams.
2. Participate in damage assessment training.
3. Collect and compile damage data and provide to the EOC.
4. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.

Tab 1 to Damage Assessment Support Annex Action Checklist

Routine Operations

- Develop and communicate plans and procedures
- Review forms

Increased Readiness

- Damage Assessment Team meets and tasks assignments are made.

Response Operations

Mobilization Phase

- Prepare to make Initial Damage Assessment (IDA)
- Alert Teams to stand-by status.

Emergency Phase

- Submit a Situation Report within 24 hours of the onset of the event.
- Submit additional Situation Reports at least once every 24 hours during the event.
- Complete and submit an official Initial Damage Assessment Report (compiled jointly by the Coordinator and the Damage Assessment Team) within 72 hours.
- Continue to provide damage assessment and assist with record keeping, as required.

Recovery Operations

- Continue to assist with damage assessment and requests for post-disaster assistance as required.

Tab #2 to Damage Assessment Support Index
Initial Damage Assessment Team

DEPARTMENT	TEAM LEADER	HOME PHONE
Agriculture	Building Official	
Business and Industry	Building Official	
Residence & Other Private Property	Building Official	
Water Control Facilities and Public Utilities Systems	Director of Public Works	
Public Building and Equipment	Director of Public Works	
Private, Non-Profit Facilities, Parks and Recreational Facilities, and Facilities Under Construction	Building Official	
Locally Maintained Roads and Bridges	Director of Public Works	
State Maintained Roads and Bridges	VDOT	
Debris Removal Natural Water Covers	Director of Public Works	

Tab #3 to Damage Assessment Annex

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

**Tab #4 to Damage Assessment Annex
Cumulative Initial Damage Assessment Report**

PRIMARY: Input into WebEOC

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

Jurisdiction:										
Date/Time IDA Report Prepared:										
Prepared By:										
Call Back Number:										
Fax Number:										
Email Address:										
Part I: Private Property CUMULATIVE DAMAGES										
Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary	
Single Dwelling Houses (inc. condo units)										
Multi-Family Residences (count each unit)										
Manufactured Residences (Mobile)										
Business/ Industry										
Non-Profit Organization Buildings										
Agricultural Facilities										
Part II: Public Property (Include eligible non-profit facilities) CUMULATIVE DAMAGES										
Type of Property	Estimated Dollar Loss						% Insured			
Category A (Debris Removal)										
Category B (Emergency Protective Measures)										
Category C (Roads and Bridges)										
Category D (Water Control Facilities)										
Category E (Public Buildings and Equipment)										
Category F (Public Utilities)										
Category G (Parks and Recreation Facilities)										
TOTAL										



Tab #5 to Damage Assessment Annex

Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	Debris removal from a street or highway to allow the safe passage of emergency vehicles Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	Emergency Operations Center activation Warning devices (barricades, signs, and announcements) Search and rescue Security forces (police and guards) Construction of temporary levees Provision of shelters or emergency care Sandbagging • Bracing/shoring damaged structures Provision of food, water, ice and other essential needs
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	Channel alignment • Recreation Navigation • Land reclamation Fish and wildlife habitat Interior drainage • Irrigation
E: Building and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	Buildings, including contents such as furnishings and interior systems such as electrical work. Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	Restoration of damaged utilities. Temporary as well as permanent repair costs can be reimbursed.
G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. Repairs to maintained public beaches may be eligible in limited circumstances.

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

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.

Adapted from the Public Assistance Guide, FEMA 322; Additional policy information is available at <http://www.fema.gov/government/grant/pa/policy.shtm>

**Tab #6 to Damage Assessment Annex
Public Assistance Damage Assessment Field Form**

JURISDICTION: _____ INSPECTOR: _____ DATE: _____ PAGE _____ OF _____

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

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

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



Tab #7 to Damage Assessment Annex
Individual Assistance Damage Assessment Level Guidelines

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

IDA Tips: Estimating Water Depths

Brick - 2 1/2 inches per course

Lap or aluminum siding - 4 inches or 8 inches per course

Stair risers - 7 inches

Concrete or cinder block - 8 inches per course

Door knobs - 36 inches above floor

Standard doors - 6 feet 8 inches

Additional information: www.VAEmergency.com

Adapted from FEMA 9327.1-PR April 2005

Revised 03/13/07 VDEM

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

Support Annex – Evacuation

Introduction

Primary Agency:

- Department of Public Works
- Farmville Area Bus

Coordinating Agency:

- Farmville Police Department
- Prince Edward County Sheriff's Office
- Department of Social Services
- Piedmont Health District

Purpose:

The Evacuation Support Annex establishes the organizational basis for operations in the Town of Farmville to effectively respond to and recover from disasters and/or emergency situations which involve an evacuation. Additionally, the plan outlines details of an evacuation process for events occurring without warning, and the transportation components necessary to address the operations of assembly areas that may be used during a declaration of emergency.

Scope:

This annex is applicable to agencies and organizations that will participate and respond with assistance to an evacuation as coordinated by the Coordinator of Emergency Management. This document will address wide-ranging scenarios with no consideration for special incident(s) at this time.

There are four basic scenarios in which a planned evacuation or evacuation without warning may be required:

1. Catastrophic event with warning – An event where citizens may need to evacuate or shelter in place then seek evacuation; citizens will not be able to return home in a reasonable period of time. Examples may include major hurricanes and severe flooding.
2. Disruptive event with warning – An event where citizens may need to evacuate; citizens will be able to return home in a reasonable period of time. Examples may include hurricanes, minor to moderate flooding events or hazardous materials events.
3. Catastrophic event without warning – An event where citizens may need to take immediate action to protect themselves which may or may not involve evacuation efforts after the

event. Citizens will not be able to return to home in a reasonable period of time. Examples may include terrorism events, severe tornadoes and hazardous material events.

4. Disruptive event without warning – An where citizens need to take immediate action to protect themselves which may or may not involve evacuation after an event. Citizens will be able to return home within a reasonable period of time. Examples may include severe weather, flash flooding and transportation accidents.

Definitions:

Assembly Area: Site where mass transit resources collect as directed by the EOC to assist in the transporting of populations out of the risk area.

Evacuation Route: Road highway designated as a primary route for motorist evacuating from the threat.

Evacuee: A person moving out of the risk area of a potential or occurring hazard. Evacuees are categorized either as transit dependent or as “self-evacuating”. Transit dependent evacuees may require public transportation for immediate life safety and it is assumed that this population will require public sheltering. The self-evacuating population can be further categorized into two groups: evacuees with end-point destinations (i.e. hotel, family or friends’ home) and evacuees without end point destinations. It is possible that the self-evacuating population without endpoint destinations will require public sheltering.

Pick-up Point: Site that is used to pick up transit dependent evacuees to move them to the assembly area(s) to be transported out of the risk area.

Refuge of Last Resort: A facility that may be identified that can provide temporary relief from the risk. A refuge of last resort is not intended to be designated as a “shelter” and may not be able to provide basis services such as food, accommodations for sleeping or first aid, but security is provided. It should be considered only as a probable safe haven for evacuees who are unable to clear the area until the risk passes. In many cases these sites can be pre-identified.

Shelter: A facility where evacuees with no end destination point can be processed evaluated and provided disaster services from government agencies and/or pre-established voluntary organizations. This facility is generally designed for stays less than 3 days. Supplies available are meals and water for 3 days, basic first aid, pet sheltering (if applicable) sleeping quarters, hygienic support and basic disaster services (counseling, financial assistance and referrals, etc.)

Assumptions:

1. A decision to implement a voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities.

2. Warning time, in the case of hurricane or flood, will normally be available to evacuate the threatened population. A local evacuation might be needed because of a hazardous materials incident, major fire, terrorist incident or other incident, Additional regional evacuations may be necessary in the event of a larger incident such as impending hurricane.
3. Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in hotels.
4. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented as determined necessary to protect life and property. Evacuation instructions should be based on known or assumed health or safety risks associated with the hazard. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with the support of the EOC as necessary.
5. The timing of an evacuation directive will be determined by the circumstances of the event.
6. During events without warning, there might be limited to no time prior to the event to implement more formalized evacuation processes.
7. Emergency evacuations might require evacuation of all or part of the Town of Farmville. Evacuation from a designated risk area might affect adjacent and outlying areas within and outside the Town of Farmville. Traffic control resources must be in place prior to issuance of an evacuation order.
8. Evacuation will require a greater lead-time to implement than that of in-place sheltering. A delayed evacuation order could endanger lives.
9. There are on-going efforts to proactively reach out and educate citizens about family preparedness, evacuation, procedures and where to go for additional information on these subjects.
10. Evacuation procedures, to include notification and routing, will be made available to the public by all available means.
11. The primary means of evacuation from any event will require private vehicles.
12. Residents who are ill or disabled may require vehicles with special transportations capabilities.
13. Stranded motorist could present significant problems during an evacuation situation.
14. Evacuation or protective action guidance must be communicated in a clear, concise and timely manner in order to ensure the effective implementation of the strategy recommended. A variety of communication pathways may have to be used in order to effectively communicate the hazard, level or risk and the recommended evacuation or protection action to the public.
15. Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given.
16. Every hospital, long term care facility and home health agency is to have plans in place to shelter in place, evacuate patients in their care, transport them to safe and secure alternate facilities and support their medical needs.

Policies:

Under the provisions of Section 44-146.7 of the Commonwealth of Virginia Emergency Services and Disaster Law, the Governor may direct and compel evacuation of all or part of the populace from the stricken or threatened area if this action is deemed necessary for the preservation of life or other emergency mitigation, response or recovery; prescribe routes, modes of transportation and destination in connection with evacuation and control ingress and egress at the emergency area, the movement of persons within the occupancy of premises therein provided resources are in place to support such an operation.

Concept of Operations:

- A. The Director of Emergency Services is responsible for issuing the order to evacuate. However, in the event of a fire or hazardous material incident, the first responder or the Fire Chief, when he arrives at the scene, may order evacuation. The Town of Farmville Office of Emergency Services will be coordinating the evacuation effort. The Police Department, assisted by the Fire Department, is responsible for implementing the evacuation directive, in coordination with other Town departments (i.e., public works, schools, P.E.C. social service), and appropriate state agencies (i.e. Virginia State Police, Virginian Department of Transportation), as required. Evacuation response teams will be organized for warning, traffic control and security of the evacuated areas, as necessary.
- B. The Coordinator and the Deputy Coordinator of Emergency Services, assisted by the Farmville Area Transit Manager will coordinate all transportation resources that will be utilized in the evacuation. The Farmville Area Bus System will provide buses for transporting those people who do not have any means of transportation. If necessary, additional transportation resources will be solicited from Fuqua School, churches, as well as private non-profit agencies that provide transportation services for special populations in the county. Local service stations and independent towing services will provide road service as necessary.
- C. Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and TV. The Public Information Officer will develop and provide public information announcements and publications regarding evacuation procedures, to include recommended primary and alternate evacuation routes, designated assemble points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.
- D. Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies, if needed, and sleeping bags or blankets.
- E. Evacuees will be advised to secure their homes and turn off utilities before leaving. The Police Department will provide for the security of the evacuated area. The Virginia

Department of Transportation will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points.

- F. If an accident requiring evacuation occurs at any one of the county's industrial plants, the Town will provide assistance as required. If an accident requires large-scale evacuation, the Town may need to coordinate with the City of Lynchburg or the City of Richmond to receive and care for evacuees in a designated shelter center located safely away from the impact area.

Organization and Assignment of Responsibilities:

The Town's Emergency Management team will provide the following services as necessary:

1. Develop, review and test the Town of Farmville's evacuation plans, policies and procedures.
2. Recommend policies, procedures and projects necessary to the implementation of evacuation plans.
3. Facilitate training to departments and other organizations regarding evacuation plans.
4. Publish approved policy guidance including performance measures.
5. Coordinate evacuation efforts with external agencies including federal, state and other localities.
6. Work local media outlets to coordinate and disseminate public information through all media types regarding evacuation efforts pre-event during the event and post-event.

The Department of Public Works will provide the following services as necessary:

1. Assist with traffic control in accordance with Highway Laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances.
2. Assist in moving motorists to refuges of last resort as an event with warning approaches.
3. Assist with the development, review and testing of the Town of Farmville evacuation plans, policies and procedures.

The Farmville Police Department, in coordination with the Sheriff's Office, will provide the following services as necessary:

1. Coordinate traffic control in the event of an emergency requiring evacuation in accordance with the Highway Laws of Virginia and the policies of the State Highway Commission and any local laws or ordinances.
2. Coordinate resources and information with state and adjacent jurisdictions law enforcement.
3. Assist in directing motorists to refuges of last resort as an event warning approaches.
4. Provide security for ingress and egress of the evacuated area(s) and for shelters and refuges of last resort.
5. Assist with the development, review and testing of the Town of Farmville evacuation plans, policies and procedures.

The Department of Social Services will provide the following services as necessary:

1. Assist in selections of and initiation of sites to serve as refuges of last resort and shelters.
2. Fulfill sheltering plan as required in response to an evacuation.
3. Assist with outreach efforts to citizens on evacuation education pre-event and notification during an event regarding personal evacuation and sheltering planning.
4. Assist with the development, review and testing of the Town of Farmville evacuation plans, policies and procedures.

Tab 1 to Evacuation Support Annex Action Checklist

Routine Operations

- Encourage special facilities to develop emergency procedures and evacuation plans for those charged to their care and custody and provide them to the Office of Emergency Management for comment and review.
- Encourage citizens to develop household emergency plans that include their pets and any other dependents in all aspects of response including evacuation and sheltering.
- Develop, review and test Town of Farmville evacuation plans, policies and procedures.
- Provide training to departments and staff on task-appropriate plans, policies and procedures.
- Select, prepare plans for and initiate sites to serve as refuges of last resort and/or shelters.

Increased Readiness

- Develop the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand.
- Coordinate information dissemination internally and externally.

Response Operations

Mobilization Phase

- Provide on-the spot training as necessary on task-appropriate plans, policies and procedures.
- Report any anticipated shortfalls and request needed assistance or supplies.
- Continue to coordinate information dissemination internally and externally.
- Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Emergency Phase

- Implement evacuation plans, policies and procedures.
- Implement mutual aid agreements, contracts and the listing of potential resource providers to fill resource needs.
- Continue to provide record keeping, as required.

Recovery Operations

- Review evacuation plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate.
- Assist with requests for post-disaster assistance as required.

Support Annex – Flooding

Introduction

Primary Agency:

- Director of Emergency Services

Support Agencies:

- Deputy Director of Emergency Services
- Coordinator of Emergency Services
- Deputy Coordinator of Emergency Services

Purpose:

To protect the public health and safety in the event of severe flooding, primarily flash flooding.

Scope:

Emergency Support Function (ESF) #18 – Flooding – the Director of Emergency Services is responsible for making the decision to order evacuation in the event of a potentially life-threatening flood situation.

Concept of Operations:

The Director of Emergency Services or, in his absence, the Deputy Director of Emergency Services, The Coordinator of Emergency Services, and the Deputy Coordinator of Emergency Services, respectively, is responsible for making the decision to order evacuation in the event of a potentially life-threatening flood situation. The Emergency Communications Center will disseminate the warning to evacuate. The Coordinator of Emergency Services will develop and maintain (1) a flood warning system, (2) emergency response plans and procedures, and (3) a hazardous mitigation plan.

Organization and Assignment of Responsibilities:

Residents and businesses will be notified of any possible impending effect by personal contact of a town employee, police officer, by telephone, and radio WFLO announcements and the Town's Everbridge Alert System. The Farmville Emergency Communication Center are in contact with the National Weather Systems and Virginia State Police Headquarters.

Tab #1 to Flooding Support Annex Action Checklist

Routine Operations

- Develop and maintain plans and procedures for flooding. Designate areas to be evacuated.
- Develop and maintain the flood warning system. Provide training for EOC personnel in the use of computer equipment.
- Identify needed flood mitigation measures and encourage their implementation.

Increased Readiness

Characterized by events such as extended periods of heavy rains and/or large approaching storm systems, a "flash flood watch" may be issued by the National Weather Service or the local coordinator.

- Review and update plans and procedures, if needed.
- Monitor weather advisories, river/reservoir levels, and flood gauge reports.

Response Operations

Mobilization Phase

"Flash Flood Warning"

- Advise persons in flood-prone areas to prepare for evacuation.
- Place the EOC staff on standby.
- Test primary and alternate communications.
- Review and update plans and procedures for warning, reception and care and emergency public information notices.
- Identify vehicles and equipment that should be moved to higher ground.
- Place emergency responders on standby.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Direct the evacuation of threatened areas. Designate an on-scene commander for each area. Provide back-up radio communications.
- Initiate sandbagging and flood-righting activities if feasible.
- Relocate public owned vehicles and equipment to higher ground.
- Designate and open shelter centers.
- Provide emergency public information, as appropriate.
- Declare a local emergency.

- Report situation and support requirements if any to the State EOC. Continue to provide daily status reports throughout the emergency.
- Activate search and rescue teams.
- Direct utilities to be shut off in evacuated areas.
- Direct the testing of drinking water for purity in flooded areas.
- Evaluate the situation and direct protective action as required.
- Declare the area safe for re-entry after danger has passed.

Recovery Operations

- Restore facilities and services.
- Drain flooded area if appropriate.
- Assess damages.
- Request post-disaster assistance, if appropriate
- Provide public information.

Support Annex – Functional Needs

Introduction

Coordinating Agency:

- Office of Emergency Management
- Prince Edward County Department of Social Services
- Piedmont Health District

Cooperating Agencies:

- Farmville Police Department
- Prince Edward County's Sheriff's Office

Purpose:

The Functional Needs Support Annex describes the processes the Town of Farmville will incorporate to assist persons with functional needs during an emergency or disaster.

The term “functional needs” population describes populations that under usual circumstances are able to function on their own or with support systems. Consistent with the definition of “special needs populations” as it appears in the National Response Framework (NRF), the Town of Farmville definition reflects the capabilities of individuals, not include those who have disabilities; who live in an institutionalized setting; who are elderly; who are children; who are from diverse cultures; who have limited English proficiency; or who are non-English speaking; or who are transportation disadvantaged. Persons with functional needs may include individuals who are hospitalized, homebound, homeless, transient, tourists or visitors; people who have mental disorders, visual impairments and hearing impairments; those persons living in long-term and residential care facilities and people with limited English proficiency or literacy.

The definition focuses on the following function-based aspects:

- *Maintaining Independence* – Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, etc.) durable medical equipment (wheelchairs, walkers, scooters, etc.) service animals and/or attendants or caregivers. Supplying needed support to these individuals will enable them to maintain their pre-disaster level of independence.
- *Communications* – Individuals who have limitations that interfere with the receipt of and response to, information will need that information provided in methods they can

understand and use. They may not be able to hear verbal announcements, see directional signs or understand how to get assistance due to hearing, vision, speech, cognitive or intellectual limitations and/or limited English proficiency.

- *Transportation* – Individuals who cannot drive or who do not have a vehicle may require transportation support for successful evacuation. This support may include accessible vehicles, (lift-equipped or vehicles suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.
- *Supervision* – Before, during and after an emergency, individuals may lose the support of caregivers, family or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's or psychiatric conditions such as schizophrenia or intense anxiety). If separated from their caregivers, a young child may be unable to identify themselves; and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
- *Medical Care* – Individuals who are not self-sufficient or who do not have adequate support from caregivers, family or friends may need assistance with: managing unstable, terminal or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding and vital signs; receiving dialysis, oxygen and suction administration; managing wounds and operating power dependent equipment to sustain life. These individuals require support of trained medical professionals.

Scope:

This document provides a general framework within which the various care giving entities shall function in a disaster situation, while promoting flexible and creative strategies and solutions that are consistent with the resources currently available to the Town of Farmville.

Situation:

The Town of Farmville is vulnerable to many disasters that could endanger large numbers of citizens. Among these are people with functional needs. During an emergency, people with functional needs may require additional assistance with medical services, shelter and transportation, communication equipment and support and adaptive equipment. Adequate preparation and empowerment of individuals with functional needs and their families can improve response capacities and effectiveness during emergencies and disaster events.

The responsibility of assisting persons with functional needs generally begins with their families or caregivers; however, town departments involved in emergency response need to design specific awareness, prevention, preparedness, response and recovery operations to accommodate those requiring additional assistance. Activities and preparedness designed to accommodate individuals with functional needs can also benefit the general population and improve response to the entire community.

Assumptions:

1. The Town of Farmville has ultimate responsibility to protect the health and well-being of populations with functional needs. If a disaster or emergency does occur, injuries can be lessened and lives can be saved with proper pre-event planning that addresses those persons with functional needs.
2. Citizens with functional needs will first be assisted at the family or care giver level.
3. Individuals with functional needs will require assistance after exhausting their usual resources and support network, Since this level of support varies among individuals, proper pre-event planning will improve the effectiveness of the town's emergency response.
4. Designated emergency shelters with the town provide sufficient resources to assist people with functional needs.
5. Departments have identified and designated individuals with special skills available to assist the population with functional needs.
6. Departments have coordinated with private sector vendors to provide essentials adaptive equipment and supplies to assist individuals with functional needs,
7. Departments provide emergency services that recognize and accommodate persons with functional needs and expedite access to needed services until routine assistance is reestablished.
8. Departments develop and maintain emergency planning and response capabilities that accommodate the diverse and functional needs represented in the town. Allowances include but are not limited to interpreter and translation services, adaptive equipment and services access and referral to medical and specialized support services in shelter and feeding environments, transportation, crisis counseling and culturally sensitive accommodations.
9. The capability exists to disseminate information and instructions to the populations with functional needs via radios, television and other available media as necessary. Information to be communicated includes immediate actions people should take and other pertinent information.
10. Health care and social service providers are accustomed to addressing individuals with functional needs. They will continue to support the needs of individuals in the event of an emergency, as outlined in the Town of Farmville Emergency Operations Plan.
11. Failure to consider and incorporate planning and procedures for persons with functional needs into facility emergency operation plans will contribute to adverse outcomes for those persons and shortcomings in response and recovery operations.

Concept of Operation:

- A. Each care-giving entity within the town is responsible for using all its resources to form a comprehensive emergency response program that address citizens with functional needs who either have been or might be affected by an emergency or major disaster.

- B. Family and care givers provide the first and most important level of response in a disaster. Until routine assistance is re-established, providing emergency services that recognize and accommodate those persons with functional needs will be required.
- C. Private industry and service organizations are key partners for town departments in responding to emergencies affecting persons with functional needs. Volunteer organizations with specific training and experience supporting person with functional needs, such as the American Red Cross, The Salvation Army and church groups are uniquely suited to assist when emergencies happen. Including these organizations in the town's planning process is critical to the success of the subsequent response efforts.
- D. People with functional needs and agencies and organizations that provide support to these individuals are valuable resources in the town, Individuals with functional needs have firsthand experience regarding the assistance they require. Including people with functional needs at all levels of emergency planning is critical to the development of a comprehensive response plan.

Organization and Assignments of Responsibilities:

All departments are responsible for conducting their routine and emergency services in ways that promote assistance to persons with functional needs.

The Office of Emergency Management, in partnership with the Department of Social Services will provide the following as necessary:

1. Identification of emergency response barriers affecting the functional needs population.
2. Facilitate the delivery of specialized training regarding persons with functional needs.
3. Preparation and dissemination of appropriate emergency public information to include specialized materials tailored to specific populations with functional needs.
4. Coordinate the distribution of essential resources, supplies or services during an emergency.

Tab 1 to Functional Needs Support Annex Action Checklist

Routine Operations:

- Develop plans and procedures that address requirements of citizens with functional needs.
- Review and update plans and procedures.

Increased Readiness:

- Confirm task assignments and alert key personnel to stand-by status.
- Anticipate and resolve special problems.
- Begin record keeping of disaster related expenses and continue for the duration of the event.

Response Operations:

Mobilization Phase

- Activate the shelter or activate agreements for other lodging, as required,
- Provide mass transportations, as required.
- Receive and care for evacuees/displaced persons with functional needs. Register and maintain accurate records on their status. Provide mass feeding. As required.
- Provide status reports to the EOC.
- Using ICS Form 214, begin tracking all disaster-related expenditures and continue to do so for the duration of the event.

Emergency Phase

- Continue to receive and care for displaced person with functional needs until reentry to the impacted area(s) is granted, Provide mass feeding, as required.

Recovery Operations

- Provide long-term housing and care, as needed.
- Consolidate and report disaster-related expenses.

Introduction

Purpose:

The Hazardous Materials (hazmat) support annex provides the organizational framework and defines the roles and responsibilities Town departments will use when responding to a hazardous materials incident. It emphasizes the relationship between regulatory, law enforcement, emergency management and private sector components of the program, to more effectively support prevention and preparedness initiatives, as well enhance the capabilities and capacities of response and recovery organizations involved in protecting the health, safety and property of the citizens of the Town of Farmville. Additionally, it is designed to adapt to and meet the challenges of these types of incidents by adopting NIMS.

Situation:

Accidents or emergencies involving the broad spectrum of hazmat can and do occur anywhere within the Town. The vulnerability to hazardous materials incidents is continually increasing due to the growth in the use, storage, processing and transportation of hazardous materials to support the needs of the industrial, technological, medical and energy sectors of the economy. As such, local, regional, state and federal response organizations must develop the tactical capability and acquire the necessary tools to assist in promptly identifying the hazard(s) with which they are confronted and develop an effective incident action plan with the necessary resources to support it.

Assumptions:

1. It may not be initially evident that the emergency or disaster event is accidental or naturally in nature or precipitated by criminal acts or terrorist actions.
2. The complexities of hazmat incidents and the associated consequences may exceed the capabilities of the Town and require specialized assistance and support from a variety of regional, state, federal and military organizations.
3. Site restoration and rehabilitation will be conducted to the extent that it is technically feasible, economically practical and prudent from a health, environmental and public safety perspective.
4. Site remediation will be overseen and monitored by the appropriate agencies that have jurisdiction under the law and possess the necessary technical knowledge and expertise to restore the impacted area to a level that is considered clean, safe and capable of supporting the same or similar type pre-event use.
5. Other departments not specifically tasked in this plan may be assigned tasks as required under the authority of the Town of Farmville EOP.

Concept of Operations:

- A. If the shipper, manufacturer or other responsible party is unable to report the incident in a timely manner, the spiller is unknown, unwilling or unable to find an appropriate response to alleviate the situation, the Town, within its capability, must act to prevent or minimize injuries and property damage and report the incident in accordance with state and federal regulations. Once informed of actual or potential events, the Farmville Fire Department Hazmat Officer is responsible for notifying the VEOC of the incident whether or not assistance is required.
- B. When notified of a hazmat incident, the VEOC will contact the Region III Hazardous Materials Officer (RHMO). The RHMO will assess the situation and respond to scene, if warranted, or if requested by the Town to provide advice and coordinate requests for further assistance through the VEOC.
- C. Farmville Fire Department will establish an Incident Command, assess the situation and take necessary steps to provide public warning, initiate protective actions and isolate the general area affected.
- D. If the situation exceeds local capabilities, the RHMO activates regional HAZMAT team that services the Town of Farmville. The determination to activate the team can be made based on discussions with the Incident Commander by telephone or after arriving in-scene and assessing the situation.
- E. A field command post will be established at the scene of incident that requires on-scene coordination. On-scene coordination of the response will be accomplished with the framework of NIMS using ICS. The unified command will develop a response strategy after conducting an assessment of the situation that will include but not be limited to the following: the nature, amount and locations of real or potential releases of hazmat; pathways to human and environmental exposures; probable direction and time of travel of the materials, potential impact on human health, welfare, safety, the environment and property, identification of the types, location and availability of response resources and technical support required and establishment of priorities.
- F. ESF #10 will be established, if necessary, to coordinate resources in support of field operations. ESF #8 will provide technical assistance and support to ESF #10 as required.
- G. The Everbridge (Emergency Alert System) will be activated as necessary to alert the public of an imminent or actual hazardous materials event that may pose a threat to life and/or property and require the immediate implementation of protective actions (evacuation/in-place sheltering). The National Weather Service also has the capability through NOAA Weather Radio (NWR) to send a Civil Emergency Message (CEM) to the public.
- H. All costs associated with response and recovery operations will be tracked and documented to support reimbursement from the responsible party or from the appropriate state and federal funds that may be applicable to the event.

Organization and Assignment of Responsibilities:

The organizational response framework to events involving hazmat necessitate the coordination and interface of a variety of local, state and federal agencies that have certain authorities, responsibilities and jurisdiction by statute, executive order or presidential directive. These authorities may vary by the type of incident, the categorization of the incident, geographic area involved and may transition by operational stage during an event. The planning and response frameworks established by the local, state and federal levels are briefly summarized below.

1. The Farmville Local Emergency Planning Committee (LEPC) and the Virginia Emergency Response Council (VERC) are organizational structures that were established under the Superfund Amendments and Reauthorization Act (SARA Title III) also referred to as the Emergency Planning and Community Right to Know Act (EPCRA). The legislation requires industry to share information with the community to enhance hazmat preparedness.
2. The VERC was established to carry out the provisions of EPCRA at the state level. The duties of the Council include designating emergency planning districts, appointing Local Emergency Planning Committees, providing guidance and technical assistance to LEPCs and the regulated community and establishing procedures for receiving and processing requests from the public for information.

The general assignment of responsibilities is detailed in the Town of Farmville EOP and more specifically within the ESF Annexes. Responsibilities specific to a hazmat incident are provided below:

Farmville Fire Department and the Prince Edward Volunteer Rescue Squad

1. Develop and maintain plans and procedures to address the full spectrum of technological hazards.
2. Develop and maintain a hazmat emergency response program to protect human health and the environment from the effects of hazmat incidents.
3. Establish standard and comprehensive procedures to ensure the safety of emergency responders while responding to hazmat incidents.
4. Coordinate the preparation and dissemination of public information releases with the appropriate local, state and federal agencies.

Farmville Police Department and Prince Edward County's Sheriff's Office

1. Assist in dissemination of warning.
2. Assist in evacuating areas at risk in coordination with state and federal law enforcement authorities, as well as other emergency support functions.
3. Implement traffic control actions in and around site as required.
4. Establish the necessary security and accessibility polices around site and evacuated area in coordination with state and federal law enforcement.
5. Coordinate the development and preservation of evidence to support criminal litigation during the response and recovery phases of an incident with other emergency support functions.

Piedmont Health District

1. Develop plans and procedures to coordinate emergency medical and health operations for the control of chemical and biological contamination. Coordinate response and recovery actions for public health hazards resulting from such contamination.
2. Coordinate the activation and deployment of follow-up medical resources needed to stabilize extended incidents.
3. Assist in incident evaluation and assessment.
4. Conduct environmental/health monitoring as required.
5. Recommend the necessary protective actions for responders, essential facilities comprising the medical care system and the general population.
6. Provide technical advice, as requested, to medical facilities in developing and maintaining a capability to receive, treat and care for contaminated patients.
7. Identify medical facilities capable of receiving, decontaminating and treating contaminated patients, along with the number of patients each facility can accept.
8. Develop criteria for reentry into structures and evacuated areas and advise the Town when the health and medical criteria have been met.

Tab 1 to Hazmat Incident Annex Action Checklist

Routine Operations

- Develop, review and test Town of Farmville hazardous materials plans, policies and procedures.
- Provide training to departments and staff on task-appropriate plans, policies and procedures.

Increased Readiness

- Determine availability of special team members.
- Coordinate information dissemination internally and externally.

Response Operations

Mobilization Phase

- Report any anticipated shortfalls and request needed assistance or supplies.
- Alert personnel to stand-by status.
- Continue to coordinate information dissemination internally and externally.
- Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.

Emergency Phase

- Follow established procedures in providing HAZMAT response.
- Continue to coordinate information dissemination internally and externally.
- Implement evacuation or shelter in place plans, policies and procedures, as necessary.
- Continue to provide record keeping, as required.

Recovery Operations

- Review plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate.
- Assist with requests for post-disaster assistance as required.
- Recover equipment and return it to service, replace where necessary.
- Compile and submit records of incurred disaster related expenses.

Tab 2 to Hazmat Incident Annex Authorities

Local

1. The Local Emergency Planning Commission (LEPC) Hazardous Materials Response Plan.

State

1. Commonwealth of Virginia Emergency Services and Disaster Law.
2. Commonwealth of Virginia Operations Plan.
3. Commonwealth of Virginia Radiological Emergency Response Plan, 2006.
4. Commonwealth of Virginia, Department of Environmental Quality Hazardous Waste Management Regulations, as amended,
5. Code of Virginia, Title 62 (Water Control Law), as amended.
6. Commonwealth of Virginia Hazardous Materials Transportation Regulations (VR672-30-1), as amended.
7. Virginia Waste Management Act, Section 10.1-1400 of the Code of Virginia (1950), as amended.
8. Code of Virginia, Fire Protection, Section 27-15.1, as amended.

Federal

1. National Response Framework, January 2008.
2. Public Law 96-510, December 1980, Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA), commonly known as "Superfund".
3. Public Law, 99-499, October 17, 1986, Superfund Amendments and Reauthorization Act, Title III, Emergency Planning and Community Right-to-Know, commonly known as SARA Title III.
4. Public Law 92-500, Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA), as amended.
5. Public Law 93-288, The Robert T. Stafford Disaster Relief and Emergency Assistance Act.
6. Public Law 101-380, the Oil Pollution Act of 1990, commonly known as OPA-90.
7. National Hazardous Substance Contingency Plan, 40 CFR, Part 300, November 1985, U.S. Environmental Protection Agency.
8. Federal Region III Oil and Hazardous Substance Pollution Contingency Plan, November 1988.
9. Virginia Coastal Area Contingency Plan, US Coast Guard, October 2006.
10. Virginia Inland Area Contingency Plan, Environmental Protection Agency, December 1996.
11. 29 CFR 1910, Occupational Safety and Health Standards for General Industry.

Incident Annex – Hurricane

Introduction

Purpose:

The Hurricane Incident Annex is a hazard-specific incident plan to the Town of Farmville Emergency Operations Plan. This plan establishes, within the general guidance of the Town of Farmville EOP, the hurricane-specific concepts and policies under which all elements of the town government will operate. It was developed to provide for the safety and welfare of citizens by minimizing the loss of life and property and expediting the restoration of essential services following a tropical storm or hurricane.

Situation:

The Town of Farmville is susceptible to impacts from a tropical storm or hurricane. Tropical systems can produce high winds, localized heavy rains and/or flooding. These secondary tropical system effects are less predictable than the storm surge and hurricane force winds that can impact the coastal communities of Virginia.

- Reporting, warning, notifications and communications are included in the Town of Farmville EOP. In addition there are several hurricane-specific requirements, which must be considered.
- There will be an immediate and continuous demand for information needed in the decision-making process.
- There may be delays in acquiring and assimilating the information,
- Communications problems, damage, weather, flooding and other environmental factors may restrict situation assessment operations.

Assumptions:

- Pre-disaster warning time will vary; however, the National Weather Service will detect and track a hurricane in time for effective action to be taken in accordance with the provisions of this plan.
- A declaration of emergency will be considered in advance of actual hurricane conditions.
- When a hurricane strikes, help may not be immediately available from the state or federal government. The Town of Farmville is prepared to bear the initial responsibility for hurricane response and relief as well as preparation for the arrival of a hurricane.
- The EOC will continue to be operable despite the effects of a hurricane.

Concept of Operations:

- A. An effective response to a tropical storm or hurricane emergency is dependent on the development of plans, programs and procedures, which will provide for rapid mobilization and effective use of the resources, capabilities and support from other localities through Statewide Mutual (SMA).

- B. The Town's response to the event will be under the direction of the Emergency Management Coordinator, who reports directly to the Mayor or his designee.
- C. The Office of Emergency Management will monitor the situation, disseminate appropriate weather information on a continuous basis and augment the Emergency Operations Center accordingly. The EOC will be staffed to collect information, review status of pre- and post-landfall protective actions, produce the required reports and coordination requests for assistance.
- D. Each department should designate an individual to develop and maintain their appropriate disaster preparedness, response, and recovery program in accordance with emergency duties and responsibilities as assigned in the Town of Farmville Emergency Operations Plan and this annex.
- E. Non-tasked departments may be called upon to provide assistance where needed.

Organization and Assignment of Responsibilities:

General organization and assignment of responsibilities are detailed in the Town of Farmville EOP and more specifically within the ESF Annexes. Responsibilities specific to a tropical storm or hurricane are provided below:

1. The Office of Emergency Management will participate in VDEM sponsored conference calls with National Weather Services and localities within the region.
2. As necessary, the Office of Emergency Management will conduct conference calls with National Weather Service and town departments to discuss storm arrival, potential impact and operational issues to include evacuation and sheltering.
3. The Office of Emergency Management will maintain storm assessment capability, utilizing the storm tracking computer "HURREVAC".
4. If the Town of Farmville is impacted by a tropical system, the Emergency Management Coordinator will submit situations reports, as needed, to the VEOC.
5. The decision, timing and interval of when to permit residents and property/business owners to return to the risk area, post landfall, will be cooperatively between the Town of Farmville and the VEOC.
6. The Mayor may initiate a curfew as a crime prevention measure depending on the intensity of the disaster and the level of damage sustained.

Tab 1 to Hurricane Incident Annex Action Checklist

The Readiness Conditions listed below aligned with the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and Center (VEOC)

Routine Operations

Readiness Condition 5 – (June 1st through November 30th)

- Monitor weather systems for possible development of tropical systems.
- Maintain plans, conduct training and exercise, test emergency communications periodically.

Increased Readiness

Readiness Condition 4 – A tropical weather system has developed which has the potential to impact the Town within 144 – 96 hours (D-6 to D-4 days).

- Begin preparatory actions by identifying stocks of materials, pre-warning emergency services personnel, etc.
- Continue to track the weather system and maintain situational awareness.
- Advise the public on emergency preparedness actions.

Response Operations

Mobilization Phase

Readiness Condition 3 – Tropical storm force winds from a tropical weather system may impact the Town within 96 – 48 hours (D-4 to D-2 days)

- All appropriate departments and organizations should continue to be informed of the situation, Continue to track the weather system and maintain situational awareness.
- Augment Emergency Operations Center.
- Fuel vehicles and generators.
- Provide evacuation and shelter recommendations to the Director of Emergency Management.
- Begin pre-positioning of evacuation personnel and resources.
- Advise ESF #6 and #16 of potential shelter operation requirements.

Readiness Condition 2 – Tropical storm force winds may impact the Town within 48-24 hours (D- 2 to D-1 days)

- 48 hours prior to the forecast arrival of tropical storm force winds, the National Hurricane Center (NHC) will issue a Hurricane Watch for the projected impact areas.
- 36 hours prior to the forecast arrival of tropical storm force winds, the National Hurricane Center (NHC) will issue a Hurricane Warning for the projected impact areas,
- Monitor status of public sheltering conditions.
- Accelerate all preparedness actions for emergency and vital affected services.
- Maintain knowledge of storm track, size, probabilities and decision point times.
- Recommend departments take necessary actions in order to prepare for the threat from the approaching storm.

- Continue to track the weather system and maintain situational awareness.

Readiness Condition 1 – Tropical storm force winds may impact the Town within 24 hours (D-1 day).

- Evacuations should be completed prior to the arrival of tropical storm force winds.
- Continue to monitor evacuation and sheltering activities and track availability and locations of local Refuges of Last Resort.
- Condition 1 should be maintained through the storm event and until the threat has receded as appropriate.

Emergency Phase

Landfall – Period between the arrival and final departure of tropical storm force winds.

- Report shelter status and needs to EOC as communications systems allow.
- Gather information about where damage has been observed.
- Shut down non life safety operations when sustained winds are above 40 mph.
- Shut down life safety operations when sustained winds are above 50 mph.

Emergency Relief Phase – Life-saving operations and the restoration of essential services. Usually ends when it is safe to allow residents to return to their homes.

- Coordinate the distribution of supplies and resources.
- EOC provides status reports to department heads and CAO.

Following the storm event, response and recovery operations should be undertaken as outlined in the Town of Farmville EOP.

Recovery Operations

- Damage assessment teams complete assigned tasks and reports.
- Monitor progress of re-entry and shelter populations.
- Develop long-term sheltering capacity, if needed.

**Tab 2 to Hurricane Incident Annex
Saffir-Simpson Hurricane Scale**

Non-Hurricane Incident Annex					
		Wind - Knots		Wind - MPH	
Tropical Storm		35 – 63		36 - 73	
Tropical Depression		< 34		< 39	
Category	Wind Knots	Winds MPH	Pressure MPH	Pressure Inches	Anticipated Damage
1	64 – 82	74 – 95	>980	28.94	Very Dangerous Winds - Will Produce Some Damage
2	83 - 95	96 - 110	965 - 979	28.50 – 28.91	Extremely Dangerous Winds – Will Cause Extensive Damage
3	96 – 113	111 – 130	945 – 964	27.91 – 28.47	Extremely Dangerous Winds – Devastating Damage Will Occur
4	114 - 135	131 – 155	920 – 944	27.17 – 27.88	Extremely Dangerous Winds – Catastrophic Damage Will Occur
5	>135	>135	<919	<27.16	Extremely Dangerous Winds – Catastrophic Damage Will Occur

Incident Annex – Pandemic Influenza

Introduction

Purpose:

The Pandemic Influenza Incident Annex addresses the Town's non-medical response to and recovery from an outbreak of influenza that results in a pandemic which may last as long as 18 to 24 months. It is designed to establish strategies and/or measures that may contain and control influenza outbreaks; limit the number of illnesses and deaths and minimize social disruption and economic losses.

Situation:

Pandemic influenza occurs when a novel virus emerges that has the ability to infect and be transmitted between humans. The disease spreads rapidly, as humans have little or no immunity to the new strains of virus. The virus has the ability to mutate, which makes the development of an effective medical response more challenging. The virus spreads primarily by virus-laden droplets which are distributed as infected people cough, sneeze or speak. Symptoms begin to appear 1-2 days following exposure. The rapid spread of the disease and the high level of absenteeism will have a significant impact on the social and economic fabric of the Town, and essential services across all sectors will be comprised.

Event Phases:

The Virginia Department of Health (VDH) is continuously monitoring the types, frequency and character of outbreaks that are occurring in the international community, in coordination with its federal partners.

The World Health Organization (WHO) has developed and refined Pandemic Influenza Phases, which are illustrated on Figure 1. These phases are intended to characterize the progression of transmission that may be experienced during the course of the event.

Sustained human-to-human transmission, Phase 6, will trigger the implementation of plans and mobilization of resources in an attempt to contain and mitigate the effects of the event on the world community.

The federal government developed stages associated with WHO Global Pandemic Phases to facilitate federal agency planning process. Virginia will use the framework of the United States Government (USG) stages as they relate to the planning and coordination of response initiatives between the levels of government. It is important to understand, however, that the Federal government may not necessarily declare a USG stage concurrent with a WHO Phase, unless there is a compelling need to do so. A WHO Phase declaration does not automatically result in a USG Phase declaration.

**WORLD HEALTH ORGANIZATION (WHO) GLOBAL PANDEMIC PHASES AND
THE STAGES FOR FEDERAL AND STATE GOVERNMENT RESPONSE**

WHO PHASES	FEDERAL AND VIRGINIA GOVERNMENT RESPONSE STAGES
INTER-PANDEMIC PHASE	
1. No new influenza virus subtypes have been detected in humans. An influenza virus subtype that has caused human infection may be present in animals. If present in animals, the risk of human disease is considered to be low.	0 New domestic animal outbreak in at-risk country
2. No new influenza virus subtypes have been detected in humans. However, a circulating animal influenza virus subtype poses a substantial risk of human disease.	
PANDEMIC ALERT PHASE	
3. Human infection(s) with a new subtype but no human-to-human spread or, at most, rare instances of spread to a close contact.	0 New domestic animal outbreak in at-risk country
4. Small cluster(s) with limited human-to-human transmission but spread is highly localized, suggesting that the virus is not well adapted to humans.	1 Suspected human outbreak overseas
5. Larger cluster(s) but human-to-human spread still localized, suggesting that the virus is becoming increasingly better adapted to humans, but may not yet be fully transmissible (substantial pandemic risk.)	2 Confirmed human outbreak overseas
PANDEMIC PHASE	
6. Pandemic Phase: increased and sustained transmission in general population.	3 Widespread human outbreaks in multiple locations overseas. Declaration of Emergency will be considered. 4 First human case in North America 5 Spread throughout the United States 6 Recovery and preparation for subsequent waves.

Assumptions:

- A. Pre-event planning is critical to ensure a prompt and effective response to a pandemic influenza, as its spread will be rapid, reoccurring (in multiple waves), and difficult to stop once it begins.
- B. A pandemic disease outbreak may precipitate infection rates exceeding 25 percent in an affected population, with projected mortality rates in excess of normal seasonal flu activity.
- C. Workforce absenteeism may rise as high as 40 percent at the height of a given pandemic wave, significantly affecting critical services, infrastructure, supply chain pipelines, etc.
- D. All operations and services within the public and private sector will be compromised in varying degrees throughout the response and recovery phases; however, proper planning and adequate resources may sustain essential operations/services and mitigate the effects of the event across all sectors (e.g. government, education, health, critical infrastructure, etc.)
- E. Due to the universal susceptibility of the public to an influenza virus and the anticipated pervasive impact on all segments of society, the majority of the medical and non-medical consequences of the event will be addressed by the public and private sectors in the context of the existing management framework, supporting infrastructure, available resources, and associated supply chains with marginal support from new or external parties.
- F. Although technical assistance and support will be available through federal government prior to, during and following the event period, it will be limited in contrast to other natural and man-made events that impact a specific geographic area in a more defined, shorter and nonrecurring timeframe.
- G. A comprehensive and integrated strategy will require the involvement of all levels of government, the private sector, non-governmental organizations (NGO's) and citizens,
- H. At the state level, the Commonwealth of Virginia Emergency Operations Plan (COVEOP), which is in compliance with the National Response Framework (NRF) and the National Incident Management System (NIMS), will provide the framework to coordinate response and recovery operations and associated support to address the consequences of a pandemic disease outbreak.
- I. Pan Flu planning is inherent in continuity of operations and business continuity planning initiatives in the public and private sectors. It focuses on implementing strategies and tools required to adapt to an environment where there is a reduced capacity to sustain essential operations, services, resource support and critical infrastructure due to increased illness and death rates.
- J. The Commonwealth has secured a large inventory of antiviral drugs so as to be able to treat a significant portion of the affected population; these antivirals will be released once evidence suggests normal commercial supplies are inadequate or are reasonably expected

to be depleted. There will be a significant and sustained increase in demand for medical services during each wave that will overwhelm the healthcare system and compromise the overall standard of care provided.

- K. Vaccines will be limited quantities when made available, necessitating the need to develop and implement a distribution plan. VDH has developed a Pandemic Vaccine Distribution and Administration Plan for this purpose.
- L. Local and regional health infrastructure and associated resources will be quickly committed to providing the necessary treatment and supporting strategies to effectively respond to a potentially developing or actual event.
- M. Non-pharmaceutical interventions such as social distancing, if applied in a timely manner, will play a significant role in mitigating the impacts of the disease.
- N. Town of Farmville departments have addressed pandemic influenza within their department.

Concept of Operations:

A pandemic influenza will require a comprehensive, coordinated and sustained response over an extended period of time. The EOC, with the support of Emergency Support Functions (ESFs), will coordinate the response activities and associated logistical support in the context of the priorities, established resource available and the needs and challenges by the event across all sectors.

Declaration of a State of Emergency

All of the current authorities granted to the Town of Farmville remain constant as described by the Code of Virginia in Title 44 §146.21. A declaration of a local emergency shall activate the Town of Farmville Emergency Operations Plan.

In order to mobilize the necessary resources to respond to an influenza pandemic, the Governor will declare a State of Emergency through the issuance of an Executive Order. The projected impact of an influenza pandemic on local and state government will necessitate a request for federal assistance. A State of Emergency will be considered when the State response stage reaches #3 or as determined by the Governor in consultation with the State Health Commissioner. While unlikely, an Executive Order could be issued or an existing order amended to mandate the closure of public and private facilities such as, but not limited to, schools and institutions of higher education. A further explanation of these authorities can be found in Tab 2 of this plan annex.

Emergency Public Information

Emergency public information, as in any other disaster event, will be handled through Emergency Support Function (ESF) #15 – External Affairs. The public information mission includes: making the public aware of potential emergency situations and appropriate protective actions; keeping the public informed about an ongoing emergency or disaster situation, and providing protective action guidance as appropriate; keeping public officials - including elected officials – informed of the processes of coordinating the response to and facilitating the recovery from emergencies and disasters.

Public Health Authorities

The State Health Commissioner and the Board of Health have the authority under the Code of Virginia to take the necessary actions to protect the public health. A summaries of the authorities is provided in Tab 2.

Virginia Department of Health (VDH)

VDH will be the lead agency with regard to addressing all health and medical issues and needs related to the influenza pandemic and providing the necessary guidance to responders, government agencies, businesses and citizens throughout the Commonwealth. VDH developed a pandemic influenza plan in 2002 and subsequently revised the plan in March 2006 to reflect the most current guidance provided by HHS. The VDH plan and this plan, which focuses on the non- health sectors, represent the Commonwealth's overall plan to respond and recover from a pandemic influenza outbreak.

Sources of medical and non-medical stockpiles include:

- Virginia's purchase of an antiviral stockpile (maintained by a contract vendor Responsible for storage and emergency distribution)
- Virginia's receipt and storage of antivirals and federal medical supplies during the Spring of 2009.
- Metropolitan Medical Response System (MMRS) caches in Virginia's three (3) MMRS areas (Northern Virginia, Richmond and Hampton Roads), hospital supplies provided through Health Resources and Services.
- Administration/Assistant Secretary for Preparedness and Response (HRSA/ASPR) Grants,
- Supplies purchased by the Health Districts and stored onsite for immediate response purposes
- The Commonwealth of Virginia Strategic National Stockpile (SNS) Plan for federal stockpile assets

Virginia may also request federal assets through the use of the FEMA Action Request Form process as described in the SNS Plan.

Just-in-time purchasing arrangements exist through VDH's pre-approved vendor list as well as pre-scripted VEOC equipment and supply lists, available for activation in the event of a declared emergency. Virginia's primary SNS Remote Storage Sites (RSS) site, a state-owned facility, will be made available for storage and redistribution of received just-in-time supplies, among other warehousing options.

Organization and Assignment of Responsibilities:

An influenza pandemic will require a comprehensive, coordinated, and sustained response over an extended period of time lasting 18-24 months. Local response operations may be coordinated from the Town of Farmville Emergency Operations Center, if appropriate. All requests for local or state

resources from any entity must be submitted to the Town of Farmville Emergency Operations Center which will then follow the proper process of submission to the Virginia Emergency Operations Center. However, efforts to accomplish this using telecommunications/telework practices to minimize mass gatherings of responders and maximize social distancing should be implemented to help reduce infection.

The Town of Farmville Office of Emergency Management and the Prince Edward County Health Department are the primary agencies responsible for assisting the locality and coordinating with the Virginia Emergency Operation Center (VEOC) in the event of a Pandemic Influenza Outbreak. The Town of Farmville EOC will facilitate and request resources, assistance, and points of contact(s) in response to immediate vaccine shortages, medical supplies, and equipment. It is also the responsibility of the Town of Farmville EOC to implement the locality emergency plans and mutual aid agreements.

In addition, the health department will coordinate the county/town wide public health and emergency medical response and will activate its Health Department Operations Center (or equivalent) and request the activation of the County-wide Emergency Operation Center (EOC) when a unified response is necessary.

The VEOC will assist the affected jurisdiction(s) and maintain overall direction and control over statewide emergency operations. When the locality has exhausted their resources, the local emergency manager will contact the VEOC for assistance. WebEOC and/or written requests can be faxed to the VEOC. VEOC will then coordinate to fulfill pandemic influenza related requests (i.e. vaccinations, medical supplies and equipment, etc.).

Town of Farmville Government

- Prepare agency specific Continuity of Operations Plans (COOPs) that address the unique consequences of a pandemic.
- Identify and list emergency contact information for the Point of Contact and the lines of succession for all agencies that will respond to the pandemic. Include this Information in local emergency plans.
- Describe the procedures for rotating employee shifts during the emergency event.
- Determine the steps that will be taken to preserve continuity of critical government functions.

Town of Farmville Office of Emergency Management

- The Town of Farmville shall develop and maintain emergency pandemic influenza response plans to include mutual aid agreements for resources in neighboring jurisdictions.
- Identify the leading agency that will be in charge of all pandemic influenza health related issues and the supporting agencies. Create a flowchart identifying lines of authority and communication.
- Identify potential local partnerships with community and private industries for resources. Identify critical government functions, services, or operations that address critical health,

safety, and welfare needs of the public that must be maintained; and plan accordingly to maintain those critical functions.

- List and explain the communication strategy and devices for both internal and external sources, to communicate information to government officials, county agencies, the public, public health partners, other jurisdictions, and authorities.
- Describe local training and education the locality will provide for incidents regarding a pandemic.
- Create and maintain an Incident Command Structure (ICS) and comply with the National Incident Management System (NIMS).
- Local government will have the primary responsibility of ensuring that adequate medical and/or resource supplies within their jurisdiction during an emergency have been received.
- Describe how the public will be notified to stay at home, receive medicine, and/or advisories, if necessary.
- Identify staging areas for vaccine, medicine, food, fuel, water and security, if necessary.
- Pre-identify and list potential long-term shelters.
- Describe the steps the locality will implement to contain and control the disease outbreak.

Piedmont Health District.

- Clearly state the responsibilities and roles for the jurisdictions health department, local health provider and partners, and local response agencies during all phases of a pandemic.
- Describe the response, coordination, and decision making structure for the pandemic that incorporates the combined social/health services and local response agencies within the locality.
- Define preparedness activities that should be taken into account before a pandemic occurs that will enhance the effectiveness of response measures.
- Describe training and education the health department will provide for incidents regarding a pandemic.
- Identify critical functions, services, or operations that address critical health, safety, and welfare needs of the public that must be maintained.
- List and explain the communication strategy and devices for both internal and external sources, to communicate information to the local Emergency Operation Center Center, county agencies, the public, public health partners, other jurisdictions and authorities.
- Develop and disseminate recommendations on the use of influenza diagnostic tests, antiviral drugs, and vaccines during a pandemic.
- Describe how the public will be notified to stay at home, receive medicine, and/or advisories, if necessary.
- Identify the position/ person who is the point of contact at the local Emergency Operation Center (EOC) of an impending pandemic.
- Identify and describe the steps that will be taken by the health department to activate the plan and notify support agencies.
- Identify the position or person responsible for collecting and providing situation reports to the local EOC as related issues of influenza challenges continue.
- Describe the procedures for obtaining, storing and distributing vaccinations and/or medicine(s).

- Work with partner organizations to discuss and resolve clinical issues related to pandemic influenza response.
- Identify and establish points of dispersing clinics to provide prophylaxis to personnel identified as first responders or necessary in maintaining critical infrastructure prior to the general population response.

Prince Edward County Public Schools

The responsibilities and authorities with regard to emergency management issues and specifically school closure decisions (both prior to and during a declared state of emergency) rest at the local level. School closure and emergency management issues for post-secondary schools (including state funded) are decided by the administration of the particular institution. However, due to the impacts that school closure will have on the community in an influenza pandemic, it is important for the local government to be more engaged in monitoring the following:

- Level of absenteeism of students, faculty, and staff.
- Impacts absenteeism is having on operations
- Strategies that are being considered or employed to sustain operations
- Resource and supply chain issues that need to be addressed.

The decision to close schools will necessitate consideration of other actions related to other types of facilities, activities, and functions that bring people together, particularly in closed environments. The decision to close schools will need to be made in coordination with a variety of community partners, and implemented in conjunction with other actions that will complement and reinforce the desired objective of social distancing. To accomplish this, the school system must have a representative in a strong and continuous link to, the local emergency operations center to provide the necessary guidance, technical assistance, and support in regard to response operations, public information, and policy issues.

It is important to understand school closure is an extreme measure with serious social and community ramifications. Prince Edward County Public Schools should maintain awareness, through the Prince Edward County Department of Health, on federal school closure guidance developed by the Centers for Disease Control and Prevention in coordination with the Department of Education.

The rates of absenteeism and operational impacts being experienced by the school system will be reported to the local emergency operations center by the school system, as well as to the state agency that typically interfaces with the system/institution reporting.

The Prince Edward County Public Schools will request assistance through the local emergency operations center, like in any other disaster event. If the request exceeds the capability of local government, the request will be forwarded to the VEOC for consideration.

The Virginia DOE has updated the Pandemic Influenza Plan Guidelines for Virginia Public Schools. The plan is available on the Virginia DOE Web site at the following address: <http://www.doe.virginia.gov/VDOE/studentsrvcs/>. The guidance document includes specific considerations during each phase of a pandemic regarding expected local school division actions; DOE activities; access control; surveillance, screening, and triage; infection control and precautions; communication and education; social distancing; and school closure strategies.

Colleges/Universities

- Longwood University
- Hampden-Sydney College

Colleges and universities present unique challenges in terms of pre-pandemic planning because many aspects of student life and activity encompass factors that are common to both the child school environment (e.g., classroom/dormitory density) and the adult sphere (e.g., commuting longer distances for university attendance and participating in activities and behaviors associated with an older student population).

It is important for the local government to be more engaged in monitoring the following:

- Level of absenteeism of students, faculty, and staff. Administrators should coordinate with the college/university clinic to monitor and report the number of students presenting with flu-like symptoms. It is important for the school to distinguish absenteeism due to flu and routine absences from class.
- Impacts absenteeism is having on operations
- Strategies that are being considered or employed to sustain operations
- Resource and supply chain issues that need to be addressed.

Longwood University and Hampden-Sydney College will request assistance through the local emergency operations center, like in any other disaster event. If the request exceeds the capability of local government, the request will be forwarded to the VEOC for consideration.

Longwood University and Hampden-Sydney College should identify a liaison to the Town of Farmville Emergency Management Organization. Frequent communication should occur. In addition to regular sharing of information and message coordination, decisions of either party should be shared with the other before implementation.

Colleges and Universities should consider implementing various community mitigation strategies at the college/university level as described in Tab 3 “Community Mitigation Strategy.” Contemplation of implementation of these strategies should be done in consultation with the Prince Edward County Health Department and Town of Farmville Emergency Management.

Prince Edward County Emergency Medical Services

As the nation’s health care “safety net,” EMS will be faced with higher demands for services while experiencing problems similar to the rest of the nation – increased employee absenteeism, disruption of supply chains and increased rates of illness and death. EMS is only one component of a coordinated system response.

If predictions about the surge of patients and the concomitant increase in absenteeism among EMS personnel become a reality, EMS providers’ regular day-to-day practices may need to be modified during pandemic influenza. OEMS field representatives will continue to disseminate important information to localities and squads including emerging protocols before and during an influenza pandemic.

Virginia OEMS will support local EMS providers in establishing procedures to, if necessary, legally deviate from established treatment procedures during response to pandemic influenza to support mitigation of and response to such patients. EMS providers should look to Virginia OEMS for final guidance on protocols and for any changes in protocols that may occur.

Additional Standards of Care Considerations:

- EMS medical directors should play a lead role in pandemic influenza planning efforts in collaboration with public health officers.
- EMS medical directors should have knowledge and experience with the clinical and operational aspects of the EMS System.
- Local EMS medical director oversight, including credentialing of additional EMS personnel skills, modification of treatment protocols should be consistent with State laws, rules and policies.

Town of Farmville and Prince Edward County Law Enforcement Agencies

- Providing security for the transportation and/or storage of vaccine, antivirals, and other medical supplies, if such support is requested.
- Enforcing orders of quarantine and isolation, in the unlikely event these are implemented (atypical for a pandemic, but more realistic for an isolated disease outbreak)
- Preventing and responding to civil disturbances associated with the pandemic
- Assisting law enforcement agencies unable to provide essential law enforcement services due to high rates of absenteeism.

Centra Southside Community Hospital

- Determine the steps that will be taken to reserve continuity of critical healthcare functions
- Collaborate closely with the Health Department on the availability of prophylactic and treatment supply items (e.g., antivirals, vaccines and ancillary supplies), the most recent guidance available, etc.
- Register with the Health Department as vaccination locations/vaccine reception sites to help assure a controlled supply ordering, delivery and documentation capability

Prince Edward County Department of Social Services

The Department of Social Services (DSS) oversees many programs that provide benefits and services to eligible applicants. Persons adversely affected in a pandemic may apply and, if eligible, receive direct financial aid from Food Stamps, Medical Assistance, Energy Assistance, Temporary Assistance for Needy Families, Auxiliary Grants, and General Relief. Each program is governed by federal and/or state law/regulations that define the parameters for eligibility. Policies governing the eligibility for these programs and services already exist in program manuals. In the event of a pandemic, the provision of benefits and services will continue to the extent possible. DSS, through its regional and home offices will continue to provide program supervision, secure program waivers, and resolve conflicts relative to program operations. Information regarding these programs, eligible applicants, and how to apply will be disseminated through DSS's Public Information Officer in coordination with the Town of Farmville Public Information Officer.

Finance/Administration

The Town of Farmville will follow the established procedures for procurement and record keeping as outlined in the Town of Farmville Emergency Operations Plan and individual Town of Farmville department's standard operating procedures.

Tab #1 to Pandemic Influenza Incident Annex Action Checklist

The Action Checklist is based on the State Response Stages

Stage 1 – Suspected Human Outbreak Overseas

- Develop, exercise, refine COOP Plan Flu Annex and Communications Plan
- Provide education and training
- Review resource inventories and sustainability of supply chains

Stage 2 – Confirmed Human Outbreak Overseas

- Disseminate health guidance and updates, as necessary
- Review COOP Plan Flux and Communications Plan
- Pre-deploy assets as appropriate

Stage 3 – Widespread Outbreaks Overseas

- Place essential personnel on recall
- Reach out to critical infrastructures and/or service providers
- Reinforce good hygiene practices and protection measures
- Advise public to reduce non-essential domestic travel once epidemic hits U.S.
- Maintain communication with state, federal and private partners
- Consider declaration of emergency

Stage 4 – First Human-to-Human Case in North America

- Activate Pan Flu Annex of COOP Plan
- Limit non-essential domestic travel
- Maintain overall situation awareness
- Begin monitoring absenteeism/availability
- Implement protective measures
- Ensure availability of adequate resources to sustain critical operations/services
- Continue to disseminate preparedness/prevention information/guidance
- Maintain communication with state, federal and private partners

Stage 5 – Spread Throughout U.S.

- Maintain overall situation awareness
- Limit non-essential domestic travel
- Monitor absenteeism/availability
- Continue protective measures
- Sustain essential services
- Continue to disseminate preparedness/prevention information /guidance
- Maintain communication with state, federal and private partners

Stage 6 – Recovery/Preparation for Subsequent Waves

- Assess impact on personnel/essential services
- Adjust plans based on lessons learned
- Replenish critical resources

- Prepare for subsequent waves

Tab #2 to Pandemic Flu Index Legal Authorities

Local Powers

Declaration of a local emergency (§44-146.21)

The Director or Emergency Management may declare a local emergency with the consent of the governing body. These powers are already listed and detailed in the Town of Farmville Emergency Operations Plan.

State Powers

Powers and duties of the Governor (§44-146.17)

In addition to all authorities vested in the Governor of Virginia during a declared emergency or disaster, specifically:

Such executive orders declaring a state of emergency may address exceptional circumstances that exist relating to an order of quarantine or an order of isolation concerning a communicable disease of public health threat that is issued by the State Health Commissioner for an affected area of the Commonwealth pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1.

Reporting of Disease (§32.1-35; §32.1-36; §32.1-37)

Requires reporting of selected diseases to the Board of Health by physicians practicing in Virginia and others, such as laboratory directors, or persons in charge of any medical care facility, school or summer camp.

Investigation of Disease (§32.1-39)

Authorizes the Board of Health to provide for surveillance and investigation of preventable diseases and epidemics, including contact tracing.

Authority to Examine Records (§32.1-40; §32.1-48.015)

Authorizes the Commissioner or his designee to examine medical records in the course of investigation, research, or studies, including individuals subject to an order of isolation or quarantine.

Emergency Orders and Regulations (§32.1-13; §32.1-42; §32.1-20)

Authorizes the Board of Health to make orders and regulations to meet any emergency for the purpose of suppressing nuisances dangerous to the public health and communicable, contagious, and infectious diseases and other dangers to public life and health.

Authorizes the Commissioner to act with full authority of the Board of Health when it is not in session.

Disease Control Measures (§32.1-43; §32.1-47; §32.1-48)

Authorizes the Commissioner to require quarantine, isolation, immunization, decontamination, and/or treatment of any individual or group of individuals when the Commissioner determines these measures are necessary to control the spread of any disease of public health importance.

Permits the Commissioner to require immediate immunization of all persons in the event of an epidemic; permits the exclusion from public or private schools of children not immunized for a vaccine-preventable disease in the event of an epidemic.

Isolated or Quarantined Persons (§32.1-44)

Permits any isolated or quarantined person to choose their own treatment, whenever practicable and in the best interest of the health and safety of the isolated or quarantined person and the public.

However, conditions of any order of isolation or quarantine remain in effect until the person or persons subject to an order of quarantine or order of isolation shall no longer constitute a threat to other persons.

Isolation or Quarantine of Persons with Communicable Disease of Public Health (§32.1- 48.05 through §32.1-48.017)

Defines a communicable disease of public health threat as a communicable disease of public health significance coinciding with exceptional circumstances.

Authorizes the Commissioner to issue orders of isolation or quarantine for individuals or groups of individuals infected with or exposed to a communicable disease of public health threat. Outlines conditions necessary for invoking orders, process for seeking ex parte court review in the circuit court of residence, and appeal process.

Authorizes the Commissioner, during a state of emergency, to define an affected area (s) wherein individuals are subject to an order of isolation and/or quarantine. Authorizes the Commissioner, in concert with the Governor, during a state of emergency to require the use of any public or private property to implement any order of quarantine or order of isolation. Outlines accommodations for occupants of property not subject to the order(s) and compensation.

Administration and dispensing of necessary drugs and devices during a declared disaster or state of emergency (§ 32.1-42.1)

Gives the Commissioner of Health the ability to allow non-physician and non-pharmacy staff to dispense drugs in limited circumstances.

The Commissioner, pursuant to § 54.1-3408, may authorize persons who are not authorized by law to administer or dispense drugs or devices to administer or dispense all necessary drugs or devices in accordance with protocols established by the Commissioner when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the Commissioner. For purposes of this section, "administer," "device," "dispense," and "drug" shall have the same meaning as provided in § 54.1-3401. The Commissioner shall develop protocols, in consultation with the Department of

Health Professions, that address the required training of such persons and procedures for such persons to use in administering or dispensing drugs or devices.

- **Immunity from Liability (§ 32.1-48.016)**

Any person, including a person who serves in a Medical Reserve Corps (MRC) unit or on a Community Emergency Response Team (CERT), who, in good faith and in the performance of his duties, acts in compliance with this article and the Board of Health's regulations shall not be liable for any civil damages for any act or omission resulting from such actions unless such act or omission was the result of gross negligence or willful misconduct.

- **Immunity for public and private employees who are complying with the statute, rule, regulation, or executive order (§44-146.23(A))**

Neither the Commonwealth, nor any political subdivision thereof, nor federal agencies, nor other public or private agencies, nor, except in cases of willful misconduct, public or private employees, nor representatives of any of them, engaged in any emergency services activities, while complying with or attempting to comply with this chapter or any rule, regulation, or executive order promulgated pursuant to the provisions of this chapter, shall be liable for the death of, or any injury to, persons or damage to property as a result of such activities.

- **Vaccination Authorities**

There is no Virginia statute that gives the Commissioner or any other public official the explicit authority to mandate the use of drugs to protect the public health. There are two Virginia statutes that discuss ordering "treatment" for certain individuals or groups of individuals. The first statute concerning mandatory treatment, Va. Code Ann. § 32.1-43, gives the State Health Commissioner the broad authority to require "...quarantine, isolation, immunization, decontamination, or treatment of any individual or group of individuals when he determines any such measure to be necessary to control the spread of any disease of public health importance." There is one additional statute that can be used to mandate treatment, but it will be of limited value in a Pandemic Influenza scenario. Va. Code Ann. § 32.1-48.02(C) gives the State Health Commissioner the authority to order outpatient treatment at a local or district health department for persons who (i) are infected with a "communicable disease of public health significance caused by an airborne microorganism ... that causes serious disease and can result in death," (ii) have "refused or failed to adhere to treatment, despite counseling," and (iii) are "engaging in conduct that places uninfected persons at risk of contracting such disease." This statute, which pre-dates the 2004 amendments to the isolation and quarantine laws, applies primarily to tuberculosis. Invocation of the Commissioner's powers under this statute requires the Commissioner to follow cumbersome procedures that are heavily loaded on the front-end with due process protections.

- **Vaccinator Statutes, Protocols and Training Plan (§54.1-3401) Definitions**

"Administer" means the direct application of a controlled substance, whether by injection, inhalation, ingestion or any other means, to the body of a patient or research subject by (i) a practitioner or by his authorized agent and under his direction or (ii) the patient or research subject at the direction and in the presence of the practitioner.

- **Professional use by practitioners (§54.1-3408)**

A practitioner of medicine, osteopathy, podiatry, dentistry, or veterinary medicine or a licensed nurse practitioner pursuant to § 54.1-2957.01, a licensed physician assistant pursuant to § 54.1-2952.1, or a TPA-certified optometrist pursuant to Article 5 (§ 54.1-3222 et seq.) of Chapter 32 of this title shall only prescribe, dispense, or administer controlled substances in good faith for medicinal or therapeutic purposes within the course of his professional practice.

A prescriber may authorize, pursuant to a protocol approved by the Board of Nursing, the administration of vaccines to adults for immunization, when a practitioner with prescriptive authority is not physically present, (i) by licensed pharmacists, (ii) by registered nurses, or (iii) licensed practical nurses under the immediate and direct supervision of a registered nurse. A prescriber acting on behalf of and in accordance with established protocols of the Department of Health may authorize the administration of vaccines to any person by a pharmacist or nurse when the prescriber is not physically present.

In addition, this section shall not prevent the administration or dispensing of drugs and devices by persons if they are authorized by the State Health Commissioner in accordance with protocols established by the State Health Commissioner pursuant to § 32.1-42.1 when (i) the Governor has declared a disaster or a state of emergency or the United States Secretary of Health and Human Services has issued a declaration of an actual or potential bioterrorism incident or other actual or potential public health emergency; (ii) it is necessary to permit the provision of needed drugs or devices; and (iii) such persons have received the training necessary to safely administer or dispense the needed drugs or devices. Such persons shall administer or dispense all drugs or devices under the direction, control and supervision of the State Health Commissioner.

Tab #3 to Pandemic Flu Annex INFLUENZA FACT SHEET

Note: Up-to-date information on influenza, as well as guidance, Q&A's and public information material is readily accessible using the CDC website at <http://www.cdc.gov>.

What is influenza?

Influenza is commonly referred to as "the flu." It is a viral infection of the lungs. There are two main types of influenza virus, A and B. Each type includes many different strains that tend to change each year.

When does influenza occur?

Influenza occurs most often in the late fall and winter months.

Who gets influenza? How is it spread?

Anyone can get influenza, but it is most serious in the elderly, in people with chronic illnesses (such as lung disease, heart disease, cancer, or diabetes) or those with weak immune systems. Influenza spreads very easily, usually through contact with droplets from the nose and throat of an infected person during coughing and sneezing.

How soon after exposure do symptoms appear? What are the symptoms of influenza?

Symptoms usually appear 1 to 3 days after exposure. Influenza symptoms can include a sudden onset of headache, fever, chills, cough, sore throat and body aches. Diarrhea and vomiting are not common. Although most people are ill for less than a week, some people have complications and may need to be hospitalized.

How is influenza diagnosed and treated?

Some laboratory tests are available to diagnose influenza; however, doctors usually diagnose influenza from the person's symptoms. Rest, liquids and over-the-counter medicine (e.g., acetaminophen [Tylenol]) are the usual treatments. Some prescription drugs may prevent or reduce the severity of influenza. Aspirin should not be given to children with influenza because of the possibility of causing a complication called Reye syndrome.

How long can a person(s) spread influenza?

The contagious period varies, but probably begins the day before symptoms appear and extends for a week.

Does past infection with influenza make a person immune?

Generally, no influenza viruses change frequently, so people who have been infected or given a flu shot in previous years may become infected with a new strain. Therefore, people need to be vaccinated (with either a shot or a nasal-spray vaccine) against influenza every year.

What are other steps that can be taken to prevent the spread of flu?

Good health habits can help prevent the flu. These include covering your mouth and nose with a tissue when coughing or sneezing, washing your hands often to help protect yourself from germs, avoiding touching your eyes, nose or mouth, staying home from work, school, and errands when

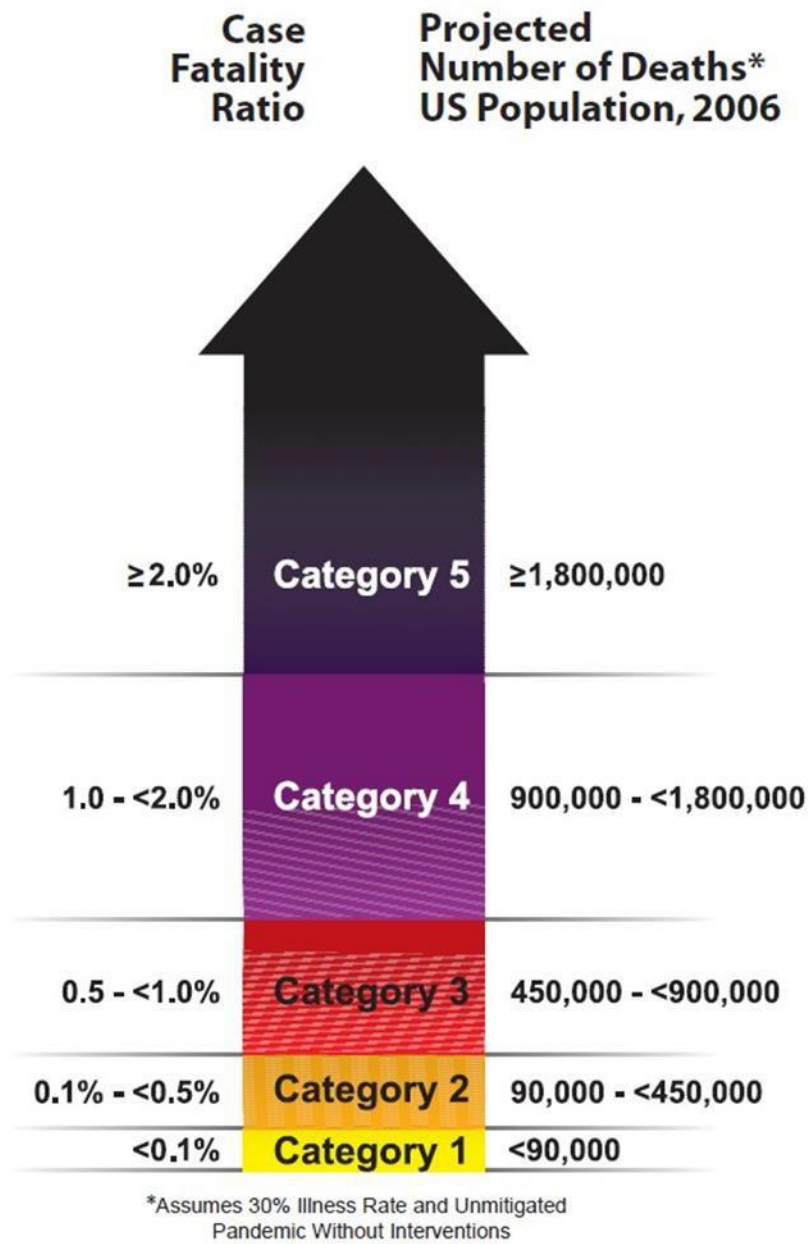
you are sick, and avoiding close contact with people who are sick. Antiviral medications may also be used to prevent or treat the flu – talk to your healthcare provider for more information.

Tab #4 to Pandemic Flu Annex Community Mitigation Strategy

HHS and CDC developed interim planning guidance with regard to the application and timing of non-pharmaceutical interventions for states and local governments in February 2007. This guidance supports the development and implementation of a community's overall mitigation strategy that includes both pharmaceutical and non-pharmaceutical measures, in the context of a Pandemic Severity Index. The Pandemic Severity Index (PSI) provides a framework that integrates the types of partially effective non-pharmaceutical interventions with suggested implementation and duration times in an attempt to maximize the overall benefit to the community, while minimizing the potential cascading consequences of implementing recommended interventions.

The PSI uses a case fatality ratio as the critical factor in categorizing the severity of a pandemic. This tool will serve as a guide in discussions with schools, colleges and universities, and other community sectors and support the timely development and implementation of an effective local, regional, and state strategy in the context of an estimated level of severity.

The guidance recognizes that the connectedness of communities goes beyond spatial proximity to include ease, speed, and volume of travel between geopolitical jurisdictions. To balance the relationship of connectedness and optimal timing, the guidance proposes that the geopolitical trigger be defined as the cluster of cases occurring within a U. S. state or proximate epidemiological region which spans beyond a state's boundary. The Community Strategy for Pandemic Influenza Mitigation can be found at the following website:
<http://www.pandemicflu.gov/plan/community/commitigation.html>



SUMMARY OF THE COMMUNITY MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX

Pandemic Severity Index			
Interventions* by Setting	1	2 and 3	4 and 5
Home Voluntary isolation of ill at home (adults and children); combine with use of antiviral treatment as available and indicated	Recommend†§	Recommend†§	Recommend†§
Voluntary quarantine of household members in homes with ill persons¶ (adults and children); consider combining with antiviral prophylaxis if effective, feasible, and quantities sufficient	Generally not recommended	Consider**	Recommend**
School Child social distancing -dismissal of students from schools and school based activities, and closure of child care programs -reduce out-of-school social contacts and community mixing	Generally not recommended Generally not recommended	Consider: ≤4 weeks†† Consider: ≤4 weeks††	Recommend: ≤12 weeks§§ Recommend: ≤12 weeks§§
Workplace / Community Adult social distancing -decrease number of social contacts (e.g., encourage teleconferences, alternatives to face-to-face meetings) -increase distance between persons (e.g., reduce density in public transit, workplace) -modify postpone, or cancel selected public gatherings to promote social distance (e.g., postpone indoor stadium events, theatre performances) -modify work place schedules and practices (e.g., telework, staggered shifts)	Generally not recommended Generally not recommended Generally not recommended Generally not recommended	Consider Consider Consider Consider	Recommend Recommend Recommend Recommend

*All these interventions should be used in combination with other infection control measures, including hand hygiene, cough etiquette, and personal protective equipment such as face masks. Additional information on infection control measures is available at <http://www.pandemicflu.gov/>.

†This intervention may be combined with the treatment of sick individuals using antiviral medications and with vaccine campaigns, if supplies are available.

§Many sick individuals who are not critically ill may be managed safely at home.

The contribution made by contact with asymptomatically infected individuals to disease transmission is unclear. Household members in homes with ill persons may be at increased risk of

contracting pandemic disease from an ill household member. These household members may have asymptomatic illness and may be able to shed influenza virus that promotes community disease transmission. Therefore, household members of homes with sick individuals would be advised to stay home.

**To facilitate compliance and decrease risk of household transmission, this intervention may be combined with provision of antiviral medications to household contacts, depending on drug availability, feasibility of distribution, and effectiveness; policy recommendations for antiviral prophylaxis are addressed in a separate guidance document.

††Consider short-term implementation of this measure—that is, less than 4 weeks.

§§Plan for prolonged implementation of this measure—that is, 1 to 3 months; actual duration may vary depending on transmission in the community as the pandemic wave is expected to last 6-8 weeks.

The above interventions that comprise the pandemic mitigation strategy include the following:

1. Isolation and treatment (as appropriate) with influenza antiviral medication of all persons with confirmed or probable pandemic influenza. Isolation may occur in the home or healthcare setting, depending on the severity of an individual's illness and/or the current capacity of the healthcare infrastructure.
2. Voluntary home quarantine of members of households with confirmed or probable influenza case(s) and consideration of combining this intervention with the prophylactic use of antiviral medications, providing sufficient quantities of effective medications exist and that a feasible means of distributing them is in place
3. Dismissal of students from school (including public and private schools as well as colleges and universities) and school-based activities and closure of childcare programs, coupled with protecting children and teenagers through social distancing in the community to achieve reductions of out-of-school social contacts and community mixing.
4. Use of social distancing measures to reduce contact between adults in the community and the workplace in order to decrease social density and preserve a healthy workplace to the greatest extent possible without disrupting essential services (e.g., cancellation of large public gatherings; alteration of workplace environments and schedules and implementation of remote access/telecommute strategies. Enable institution of workplace leave policies that align incentives and facilitate adherence with the non-pharmaceutical interventions (NPIs) noted in the community mitigation strategy.

The Severity Index categories are defined as follows:

- Generally Not Recommended = Unless there is a compelling rationale for specific populations or jurisdictions, measures are generally not recommended for entire populations as the consequences may outweigh the benefits.

- Consider = Important to consider these alternatives as part of a prudent planning strategy, considering characteristics of the pandemic, such as age-specific illness rate, geographic distribution, and the magnitude of adverse consequences. These factors may vary globally, nationally, and locally.
- Recommended = Generally recommended as an important component of the planning strategy.

TRIGGERS FOR IMPLEMENTATION OF MITIGATION STRATEGY BY PANDEMIC SEVERITY INDEX AND U.S. GOVERNMENT STAGES

Pandemic Severity Index	WHO Phase 6, U.S. Government stage 3*	WHO Phase 6, U.S. Government Stage 4† and First human case in the United States	WHO Phase 6, U.S. Government Stage 5§ and First laboratory confirmed cluster in state or region¶
1	Alert	Standby	Activate
2 and 3	Alert	Standby	Activate
4 and 5	Standby**	Standby/Activate††	Activate

Alert: Notification of critical systems and personnel of their impending activation.

Standby: Initiate decision-making processes for imminent activation, including mobilization of resources and personnel.

Activate: Implementation of the community mitigation strategy.

*Widespread human outbreaks in multiple locations overseas.

†First human case in North America.

§Spread throughout the United States.

¶Recommendations for regional planning acknowledge the tight linkages that may exist between cities and metropolitan areas that are not encompassed within state boundaries.

**Standby applies. However, Alert actions for Category 4 and 5 should occur during WHO Phase 5, which corresponds to U.S. Government Stage 2.

††Standby/Activate Standby applies unless the laboratory-confirmed case cluster and community transmission occurs within a given jurisdiction, in which case that jurisdiction should proceed directly to Activate community interventions defined in the above table.

Incident Annex – Terrorism

Introduction

Purpose:

The purpose of this annex is to identify procedures and considerations for public officials and organizations in response to a situation involving threats or acts of terrorism.

Situation:

The Town of Farmville is located in South Central Virginia, approximately 65 miles from Richmond, Virginia at latitude 37°17'52" and longitude 78°23'45". It covers approximately 7.4 square miles and had a population of approximately 7,473 as of the 2020 Census. Farmville ranges from 300 feet to 450 feet in elevation. The Appomattox River is the major waterway in the Town.

The Appomattox River divides the northern portion of the Town of Farmville. This area lies in the flood plain and can hinder emergency services from reaching the northern portion of Farmville. The major transportation routes in the Town of Farmville are State highways 460 and 15. Farmville's population is 8216.

Farmville is vulnerable to acts of terrorism, domestic and/or foreign. A significant terrorist attack is considered unlikely, However, the consequences of a major terrorist incident could be catastrophic; hence, mitigating against, preparing for and responding to such incidents and recovering from them is an important function of government.

Assumptions:

- It may be initially evident that the event is accidental or precipitated by criminal acts or terrorist actions.
- A declaration of emergency will be declared at both the local and state level.
- The EOC will continue to be operable despite the effects of a terrorist event.
- The Federal Bureau of Investigations, Department of Homeland Security (DHS), FEMA and other federal agencies may, in accordance with the National Response Framework, provide an immediate response and recovery assistance.

Concept of Operations:

- A. Depending on the type of incident, the Farmville Police Department, Prince Edward County Health Department, Farmville Volunteer Fire Department and the Emergency Operations Center will provide and coordinate the response to an incident until it is identified as a possible terrorism event.
- B. Should an incident be identified as a possible terrorism event, the Virginia Emergency Operations Center will be notified

- C. Unified Command will be established.

Organization and Assignment of Responsibilities:

President Directive 39, states the Federal Bureau of Investigations is the designated lead federal agency for any terrorism event.

General organization and assignment of responsibilities for Town departments are detailed in the Town of Farmville EOP and more specifically within the ESF Annexes, Responsibilities specific to an act of terror are provided below:

1. The Office of Emergency Management will coordinate consequence management with VDEM.
2. The Farmville Police Department and the Sheriff's Office will coordinate crisis management with the Virginia State Police as well as provide traffic and crowd control, as needed.
3. The Piedmont Health District will provide mass immunizations and/or administer medication, as needed.
4. The Farmville Fire Department and the Prince Edward County Rescue Squad will provide technical rescue and search and rescue support, as needed.

Tab 1 to Terrorism Incident Annex Action Checklist

Routine Operations

- Develop, review and test Town of Farmville terrorism response plans, policies and procedures,
- Provide training to departments and staff on task-appropriate plans, policies and procedures.

Increased Readiness

If warning of an event occurs:

- Determine availability of special team members.
- Coordinate information dissemination internally and externally.

Response Operations

Mobilization Phase

- Alert personnel to stand-by status.
- Continue to coordinate information dissemination internally and externally.
- Ensure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures.
- Activate Emergency Operations Center, if appropriate.

Emergency Phase

- Follow established procedures.
- Continue to coordinate information dissemination internally and externally,
- Implement hazmat, search and rescue and other plans, policies and procedures, as necessary,
- Continue to provide record keeping, as required.

Recovery Operations

- Review, plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate.
- Assist with requests for post-disaster assistance as required.
- Compile and submit records of incurred disaster related expenses.

Incident Annex – Tornado

Introduction

Purpose:

To facilitate a coordinated response and assign responsibilities by Town agencies to reduce the potential loss of life to quickly restore area following a tornado and to provide the basis for a tornado emergency response in order to protect the lives and property of citizens and visitors to the Town of Farmville.

Situation:

The Town of Farmville is susceptible to impacts from a tornado, often occurring with little or no warning. Some structures may not survive the efforts of tornadic winds. Persons in vehicles or mobile homes are particularly susceptible to serious injury or death when a tornado strikes.

Reporting, warning, notification and communications are included in the Town of Farmville EOP. In addition there are several specific requirements, which must be considered.

- There will be an immediate and continuous demand for information needed in the decision-making process.
- There may be delays in acquiring and assimilating the information.
- Communications problems, damage, weather, down trees and power lines and other environmental factors may restrict situation assessment operations.
- Secondary effects of a tornado must be planned for including hazardous materials, health issues, power failure and others.

Assumptions:

- Citizens will be advised of potential severe weather conditions through a variety of means, including National Oceanic & Atmospheric Administration (NOAA) radio, standard radio announcements, Everbridge, etc.
- The National Weather Service (NWS) will provide tornado and severe weather warnings. Warning time will vary.
- When a tornado strikes, help may not be immediately available from the state or federal government. The Town of Farmville is prepared to bear the initial responsibility for a tornado response and relief.

Concept of Operations:

- A. A tornado watch mean that conditions are favorable for tornadoes to develop.

- B. A tornado warning means that a tornado has actually been sighted or is developing, as indicated on radar.
- C. An effective response to a tornado is dependent on the development of plans, programs and procedures, which will provide for rapid mobilization and effective use of the resources, capabilities and support from other localities through Statewide Mutual Aid (SMA).
- D. The town's response to the event will be under the direction of the Director of Emergency Management or his designee.
- E. The Office of Emergency Management will monitor the situation, disseminate appropriate weather information on a continuous basis and augment the Emergency Operations Center (EOC) accordingly. The EOC will be staffed to collect information, review status, produce the required reports and coordinate requests for assistance.
- F. The extent of the initial response will depend on warning time, the severity and location of the strike, the number of people and structures affected by the tornado and the ability to provide assistance.
- G. Each department should designate an individual to develop and maintain their appropriate disaster preparedness, response, and recovery program in accordance with the emergency duties and responsibilities as assigned in the Town of Farmville Emergency Operations Plan and this annex.
- H. Non-tasked departments may be called upon to provide assistance where needed.

Organization and Assignment of Responsibilities:

1. General organization and assignment of responsibilities are detailed in the Town of Farmville EOP and more specifically with the ESF Annexes, Responsibilities specific to a tornado are provided below:
2. As necessary, the Office of Emergency Management will participate in situation awareness conference calls with VDEM and localities within the region.
3. The Office of Emergency Management, Coordinator will submit situation reports, as needed to the Virginia Emergency Operations Center (VEOC).
4. The Mayor may initiate a curfew as a crime prevention measure depending on the intensity of the disaster and the level of damage.
5. Maintain communications and Emergency Manager or designee and VDEM and local jurisdictions regarding the status of response and recovery efforts.
6. Establish traffic control on highways and preserve law and order.
7. Administer assistance programs including Individual and Family Grants Program.
8. Maintain communications and advise dispatch of current conditions in all areas impacted.
9. Plan for and provide mental health services to victims and rescuers.
10. Provide shelters and provisions for stranded people in accordance with internal procedures.
11. Provide assistance to local health facilities in impacted area for public health issues, water quality and hazardous materials issues.
12. Provide assistance by providing barricades, debris removal and road repair as requested.
13. Deploy Damage Assessment teams.

14. ESFs that are likely to be involved in a tornado emergency are 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 12, 14 – agency involvement will vary with the circumstances of each incident.
15. Other agencies will provide support as requested.

Attachment 1 – Critical Information for the First 24 Hours

The following information should be collected as soon as reasonably possible to protect life and property.

- Number and locations of deaths and injuries.
- Location and extent of secondary events, including fires and hazardous materials events.
- Requirements for major evacuations and estimated number of people displaced.
- Location of severely damaged or collapsed structures.
- Location and estimated number of people trapped in collapsed structures.
- Status of communication systems, including:
 - Public telephone and wireless systems (to include the internet)
 - Everbridge instant notification
 - Radio and televisions (emergency public information access)
- Damage to critical public buildings and other infrastructure, including:
 - Emergency Operation Center
 - Police and fire facilities
 - Hospitals, shelters and skilled nursing facilities
 - Bridges
 - Schools
 - Jail
 - Other facilities deemed to be critical infrastructure
- Status of and damage to major utility systems or infrastructure, including:
 - Water
 - Sewer
 - Power / Electrical
- Critical resource shortfalls impacting public health and safety.

-END-



Town of Farmville

Agenda Item Summary

MEETING DATE: November 5, 2025

ITEM NUMBER: 7.a. – Proposed Town of Farmville VESMP Ordinance

BACKGROUND:

RECOMMENDATION:

FISCAL IMPACT:

ATTACHMENTS:

1. Town of Farmville VESMP Ordinance

Chapter 10 - EROSION AND STORMWATER MANAGEMENT

Pursuant to § 62.1-44.15:27 of the Code of Virginia, this chapter is adopted as part of an initiative to integrate the Town of Farmville stormwater management requirements with the Town of Farmville Erosion and Sediment Control Requirements into a consolidated erosion and stormwater management program. The erosion and stormwater management program is intended to facilitate the submission and approval of plans, issuance of permits, payment of fees, and coordination of inspection and enforcement activities for land-disturbing activities into a more convenient and efficient manner for both the Town of Farmville and those responsible for compliance with these programs.

Sec. 10-1. - Title, Purpose, and Authority.

- A. This chapter shall be known as the “Erosion and Stormwater Management Ordinance of the Town of Farmville.”
- B. The purpose of this chapter is to ensure the general health, safety, and welfare of the citizens of the Town of Farmville, protect the quality and quantity of state waters from the potential harm of unmanaged stormwater and soil erosion, including protection from a land disturbing activity causing unreasonable degradation of properties, water quality, stream channels, and other natural resources, and to establish procedures whereby stormwater requirements related to water quality and quantity shall be administered and enforced.
- C. This chapter is authorized by § 62.1-44.15:27 of the Code of Virginia.

Sec. 10-2. - Definitions.

The following words and terms, when used in this chapter, shall have the following meanings, unless the context clearly indicates otherwise.

“Adequate channel” means a channel that will convey the designated frequency storm event without overtopping the channel bank nor causing erosive damage to the channel bed or banks.

“Agreement in lieu of a plan” means a contract between the Town of Farmville Director or Public Works or designee and the owner or permittee that specifies methods that shall be implemented to comply with the requirements of the VESMA and this chapter for the construction of a (i) single-family detached residential structure or (ii) farm building or structure on a parcel of land with a total impervious cover percentage, including the impervious cover from the farm building or structure to be constructed, of less than five percent; such contract may be executed by the Town of Farmville Director of Public Works or a designee in lieu of a soil erosion control and stormwater management plan.

“Applicant” means person submitting a soil erosion control and stormwater management plan to a VESMP authority for approval to obtain authorization to commence a land-disturbing activity.

“Best management practice” or “BMP” means schedules of activities, prohibitions of practices, maintenance procedures, and other management practices, including both structural and nonstructural practices, to prevent or reduce the pollution of surface waters and groundwater systems.

“Nonproprietary best management practice” means both structural and nonstructural practices to prevent or reduce the pollution of surface waters and groundwater systems that are in the public domain and are not protected by trademark or patent or copyright.

“Proprietary best management practice” means both structural and nonstructural practices to prevent or reduce the pollution of surface waters and groundwater systems that are privately owned and controlled and may be protected by trademark or patent or copyright.

“Board” means the State Water Control Board.

“Causeway” means a temporary structural span constructed across a flowing watercourse or wetland to allow construction traffic to access the area without causing erosion damage.

“CFR” means the Code of Federal Regulations.

“Channel” means a natural stream or manmade waterway.

“Clean Water Act” or “CWA” means the federal Clean Water Act (33 USC § 1251 et seq.), formerly referred to as the Federal Water Pollution Control Act or Federal Water Pollution Control Act Amendments of 1972, Public Law 92-500, as amended by Public Law 95-217, Public Law 95-576, Public Law 96-483, and Public Law 97-117, or any subsequent revisions. This definition includes all applicable regulations published in the Code of Federal Regulations promulgated thereunder.

“Cofferdam” means a watertight, temporary structure in a river, lake, etc., for keeping the water from an enclosed area that has been pumped dry so that bridge foundations, dams, etc., may be constructed.

“Common plan of development or sale” means a contiguous area where separate and distinct construction activities may be taking place at different times on different schedules.

“Construction activity” means any clearing, grading, or excavation associated with large construction activity or associated with small construction activity.

“Control measure” means any BMP, stormwater facility, or other method used to minimize the discharge of pollutants to state or Town waters.

“Dam” means a barrier to confine or raise water for storage or diversion, to create a hydraulic head, to prevent gully erosion, or to retain soil, rock, or other debris.

“Denuded” means a term applied to land that has been physically disturbed and no longer supports vegetative cover.

“Department” means the Virginia Department of Environmental Quality.

“Development” means land disturbance and the resulting landform associated with the construction of residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures or the clearing of land for nonagricultural or nonsilvicultural purposes. The regulation of discharges from development, for purposes of stormwater management, does not include the exclusions found in 9VAC25-875-860 of the Virginia Stormwater Management Regulations.

“Dike” means an earthen embankment constructed to confine or control water, especially one built along the banks of a river to prevent overflow of lowlands; levee.

“Discharge” when used without qualification, means the discharge of a pollutant.

“Discharge of a pollutant” means:

- (A) Any addition of any pollutant or combination of pollutants to state waters from any point source; or
- (B) Any addition of any pollutant or combination of pollutants to the waters of the contiguous zone or the ocean from any point source other than a vessel or other floating craft which is being used as a means of transportation. This definition includes additions of pollutants into surface waters from: surface runoff that is collected or channeled by man; discharges through pipes, sewers, or other conveyances owned by a state, municipality, or other person that do not lead to a treatment works; and discharges through pipes, sewers, or other conveyances, leading into privately owned treatment works. This term does not include an addition of pollutants by any indirect discharger.

“District” or “soil and water conservation district” means a political subdivision of the Commonwealth organized in accordance with the provisions of Article 3 (§ 10.1-506 et seq.) of Chapter 5 of Title 10.1 of the Code of Virginia.

“Diversion” means a channel with a supporting ridge on the lower side constructed across or at the bottom of a slope for the purpose of intercepting surface runoff.

“Dormant” means denuded land that is not actively being brought to a desired grade or condition.

“Drainage area” means a land area, water area, or both from which runoff flows to a common point.

“Energy dissipator” means a nonerodable structure which reduces the velocity of concentrated flow to reduce its erosive effects.

“Environmental Protection Agency” or “EPA” means the United States Environmental Protection Agency.

“Erosion and sediment control plan” means a document containing material for the conservation of soil and water resources of a unit or group of units of land. It may include appropriate maps, an appropriate soil and water plan inventory and management information with needed interpretations, and a record of decisions contributing to conservation treatment. The plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives.

“Erosion impact area” means an area of land that is not associated with a current land-disturbing activity but is subject to persistent soil erosion resulting in the delivery of sediment onto neighboring properties or into state waters. This definition shall not apply to any lot or parcel of land of 10,000 square feet or less used for residential purposes or to shorelines where the erosion results from wave action or other coastal processes.

“ESC” means erosion and sediment control.

“ESM plan” means a soil erosion control and stormwater management plan, commonly referred to as the erosion control and stormwater management plan.

“Farm building or structure” means the following:

- (A) A building or structure not used for residential purposes, located on property where farming operations take place and used primarily for any of the following uses or combination thereof:
 - (1) Storage, handling, production, display, sampling, or sale of agricultural, horticultural, floricultural, or silvicultural products produced in the farm;
 - (2) Sheltering, raising, handling, processing, or sale of agricultural animals or agricultural animal products;
 - (3) Business or office uses relating to the farm operations;
 - (4) Use of farm machinery or equipment or maintenance or storage of vehicles, machinery, or equipment on the farm;
 - (5) Storage or use of supplies and materials used on the farm; or
 - (6) Implementation of best management practices associated with farm operations.

(B) Any building or structure used for agritourism activity, and any related impervious services including roads, driveways, and parking areas.

(1) For the purposes of this Section, “Agritourism Activity” is defined as any activity carried out on a farm or ranch that allows member of the general public, for recreational, entertainment, or educational purposes, to view or enjoy rural activities, including farming, wineries, ranching, horseback riding, historical, cultural, harvest-your-own activities, or natural activities and attractions. An activity is an agritourism activity whether or not the participant paid to participate in the activity.

“Flood fringe” means the portion of the floodplain outside the floodway that is usually covered with water from the 100-year flood or storm event. This includes the flood or floodway fringe designated by the Federal Emergency Management Agency.

“Flooding” means a volume of water that is too great to be confined within the banks or walls of the stream, water body, or conveyance system and that overflows onto adjacent lands, thereby causing or threatening damage.

“Floodplain” means the area adjacent to a channel, river, stream, or other water body that is susceptible to being inundated by water normally associated with the 100-year flood or storm event. This includes the floodplain designated by the Federal Emergency Management Agency.

“Flood-prone area” means the component of a natural or restored stormwater conveyance system that is outside the main channel. Flood-prone areas may include the floodplain, the floodway, the flood fringe, wetlands, riparian buffers, or other areas adjacent to the main channel.

“Floodway” means the channel of a river or other watercourse and the adjacent land areas, usually associated with flowing water, that must be reserved in order to discharge the 100-year flood or storm event without cumulatively increasing the water surface elevation more than one foot. This includes the floodway designated by the Federal Emergency Management Agency.

“Flume” means a constructed device lined with erosion-resistant materials intended to convey water on steep grades.

“General permit” means a permit authorizing a category of discharges under the CWA and the VESMA within a geographical area.

“Hydrologic Unit Code” or “HUC” means a watershed unit established in the most recent version of Virginia’s 6th Order National Watershed Boundary Dataset unless specifically identified as another order.

“Impervious cover” means a surface composed of material that significantly impedes or prevents natural infiltration of water into soil.

“Incorporated place” means a city, town, township, or village that is incorporated under the Code of Virginia.

“Inspection” means an on-site review of the project's compliance with any applicable design criteria, or an on-site review to obtain information or conduct surveys or investigations necessary in the implementation or enforcement of the VESMA and applicable regulations.

“Karst area” means any land area predominantly underlain at the surface or shallow subsurface limestone, dolomite, or other soluble bedrock regardless of any obvious surface karst features.

“Karst features” means sinkholes, sinking and losing streams, caves, large flow springs, and other such landscape features found in karst areas.

“Land disturbance” or “land-disturbing activity” means a man-made change to the land surface that may result in soil erosion or has the potential to change its runoff characteristics, including construction activity such as the clearing, grading, excavating, or filling of land.

“Land-disturbance approval” means an approval allowing a land-disturbing activity to commence issued by (i) the VESMP authority after the requirements of § 62.1-44.15:34 of the Code of Virginia have been met or (ii) a Virginia Erosion and Sediment Control Program Authority after the requirements of § 62.1-44.15:55 have been met.

“Large construction activity” means construction activity including clearing, grading, and excavation, except operations that result in the disturbance of less than five acres of total land area. Large construction activity also includes the disturbance of less than five acres of total land area that is a part of a larger common plan of development or sale if the larger common plan will ultimately disturb five acres or more. Large construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility.

“Linear development project” means a land-disturbing activity that is linear in nature such as, but not limited to the following: (i) the construction of electric and telephone utility lines, and natural gas pipelines; (ii) construction of tracks, rights-of-way, bridges, communication facilities and other related structures of railroad company; (iii) highway construction projects; (iv) construction of stormwater channels and stream restoration activities; and (v) water and sewer lines. Private subdivision roads or streets shall not be considered linear development projects.

“Live watercourse” means a definite channel with bed and banks within which concentrated water flows continuously.

“Locality” means Town of Farmville.

“Localized flooding” means smaller scale flooding that may occur outside of a stormwater conveyance system. This may include high water, ponding, or standing water from stormwater runoff, which is likely to cause property damage or unsafe conditions.

“Main channel” means the portion of the stormwater conveyance system that contains the base flow and small frequent storm events.

“Minimize” means to reduce or eliminate the discharge of pollutants to the extent achievable using stormwater controls that are technologically available and economically practicable.

“Minor modification” means modifications and amendments not requiring extensive review and evaluation including changes in EPA promulgated test protocols, increasing monitoring frequency requirements, changes in sampling locations, and changes to compliance dates within the overall compliance schedules. A minor permit modification or amendment does not substantially alter permit conditions, substantially increase or decrease the amount of surface water impacts, increase the size of the operation, or reduce the capacity of the facility to protect human health or the environment.

“Natural channel design concepts” means the utilization of engineering analysis and fluvial geomorphic processes to create, rehabilitate, restore, or stabilize an open conveyance system for the purpose of creating or recreating a stream that conveys its bank full storm event within its banks and allows larger flows to access its bank full bench and its floodplain.

“Natural stream” means a tidal or nontidal watercourse that is part of the natural topography. It usually maintains a continuous or seasonal flow during the year and is characterized as being irregular in cross-section with a meandering course. Constructed channels such as drainage ditches or swales shall not be considered natural streams; however, channels designed utilizing natural channel design concepts may be considered natural streams.

“Nonerodible” means a material, e.g., riprap, concrete, plastic, etc., that will not experience surface wear due to natural forces.

“Nonpoint source pollution” means pollution such as sediment, nitrogen, phosphorous, hydrocarbons, heavy metals, and toxics whose sources cannot be pinpointed but rather are washed from the land surface in a diffuse manner by stormwater.

“Operator” means the owner or operator of any facility or activity subject to the VESMA and this chapter. In the context of stormwater associated with a large or small construction activity, operator means any person associated with a construction project that meets either of the following two criteria: (i) the person has direct operational control over construction plans and specifications, including the ability to make modifications to those plans and specifications or (ii) the person has day-to-day operational control of those activities at a project that are necessary to ensure compliance with a stormwater pollution prevention plan for the site or other permit or VESMP authority permit conditions (i.e., they are authorized to direct workers at a site to carry out activities required by the stormwater pollution prevention plan or comply with other permit conditions).

“Owner” means the Commonwealth, or any of its political subdivisions, including but not limited to sanitations district commissions and authorities and any public or private institution, corporation, association, firm, or company organized or existing under the laws of this or any other state or country, or any officer or agency of the United States, or any person or group of persons

acting individual or as a group that owns, operates, charters, rents, or otherwise exercises control over or is responsible for any actual or potential discharge of sewage, industrial wastes, or other wastes to state waters, or any facility or operation that has the capability to alter the physical, chemical, or biological properties of state waters in contravention of § 62.1-44.5 of the Code of Virginia.

- (A) For a regulated land-disturbing activity that does not require a permit, “owner” also means the owner or owners of the freehold of the premises or lesser estate therein, mortgagee or vendee in possession, assignee of rents, receiver, executor, trustee, lessee, or other person, firm, or corporation in control of a property.

“Peak flow rate” means the maximum instantaneous flow from a prescribed design storm at a particular location.

“Percent impervious” means the impervious area within the site divided by the area of the site multiplied by 100.

“Permit” means a VPDES permit issued by the department pursuant to § 62.1-44.15 of the Code of Virginia for stormwater discharges from a land-disturbing activity.

“Permittee” means the person to whom the permit is issued.

“Person” means any individual, partnership, corporation, association, governmental body, municipal corporation, or any other legal entity.

“Point of discharge” means a location at which concentrated stormwater runoff is released.

“Point source” means any discernible, confined, and discrete conveyance including any pipe, ditch, channel, tunnel, conduit, well, discrete fissure, container, rolling stock, concentrated animal feeding operation, landfill leachate collection system, vessel, or other floating craft from which pollutants are or maybe discharged. This term does not include return flows from irrigated agriculture or agricultural stormwater runoff.

“Pollutant discharge” means the average amount of a particular pollutant measured in pounds per year or other standard reportable unit as appropriate, delivered by stormwater runoff.

“Pollution” means such alteration of the physical, chemical, or biological properties of any state waters as will or is likely to create a nuisance or render such waters: (a) harmful or detrimental or injurious to the public health, safety, or welfare, or to the health of animals, fish or aquatic life; (b) unsuitable with reasonable treatment for use as present or possible future sources of public water supply; or (c) unsuitable for recreational, commercial, industrial, agricultural, or other reasonable uses, provided that (i) an alteration of the physical, chemical, or biological property of state waters, or a discharge or deposit of sewage, industrial wastes or other wastes to state waters by any owner which by itself is not sufficient to cause pollution, but which, in combination with such alteration of or discharge or deposit to state waters by other owners, is sufficient to cause pollution; (ii) the discharge of untreated sewage by any owner into state waters; and (iii) contributing to the

contravention of standards of water quality duly established by the State Water Control Board, are “pollution” for the terms and purposes of this chapter.

“Post-development” refers to conditions that reasonably may be expected or anticipated to exist after completion of the land development activity on a specific site or tract of land.

“Predevelopment” refers to the conditions that exist at the time that plans for the land-disturbing activity are submitted to the VESMP authority. Where phased development or plan approval occurs (preliminary grading, demolition of existing structures, roads and utilities, etc.), the existing conditions at the time prior to the commencement of land-disturbing activity shall establish predevelopment conditions.

“Prior developed lands” means land that has been previously utilized for residential, commercial, industrial, institutional, recreation, transportation, or utility facilities or structures, and that will have the impervious areas associated with those uses altered during a land-disturbing activity.

“Qualified personnel” means a person knowledgeable in the principles and practices of erosion and sediment and stormwater management controls who possesses the skills to assess conditions at the construction site for the operator that could impact stormwater quality and quantity and to assess the effectiveness of any sediment and erosion control measures or stormwater management facilities selected to control the quality and quantity of stormwater discharges from the construction activity.

“Responsible land disturber” or “RLD” means an individual holding a certificate issued by the department who is responsible for carrying out the land-disturbing activity in accordance with the approved erosion and sediment control plan or ESM plan. The RLD may be the owner, applicant, permittee, designer, superintendent, project manager, contractor, or any other project or development team member. The RLD must be designated on the erosion and sediment control plan, ESM plan, or permit as defined in this chapter as a prerequisite for engaging in land disturbance.

“Runoff” or “stormwater runoff” means that portion of precipitation that is discharged across the land surface or through conveyances to one or more waterways.

“Runoff characteristics” includes maximum velocity, peak flow rate, volume, and flow duration.

“Runoff volume” means the volume of water that runs off the land development project from a prescribed storm event.

“Sediment basin” means a temporary impoundment built to retain sediment and debris with a controlled stormwater release structure.

“Sediment trap” means a temporary impoundment built to retain sediment and debris which is formed by constructing an earthen embankment with a stone outlet.

“Sheet flow” (also called overland flow) means shallow, unconcentrated, and irregular flow down a slope. The length of strip for overland flow usually does not exceed 200 feet under natural conditions.

“Shoreline erosion control project” means an erosion control project approved by local wetlands boards, the Virginia Marine Resources Commission, the department, or the United States Army Corps of Engineers and located on tidal waters and within nonvegetated or vegetated wetlands as defined in Title 28.2 of the Code of Virginia.

“Site” means the land or water area where any facility or land-disturbing activity is physically located or conducted, including adjacent land used or preserved in connection with the facility or land-disturbing activity. Areas channel ward of mean low water in tidal Virginia shall not be considered part of a site.

“Site hydrology” means the movement of water on, across, through, and off the site as determined by parameters including soil types, soil permeability, vegetative cover, seasonal water tables, slopes, landcover, and impervious cover.

“Slope drain” means tubing or conduit made of nonerosive material extending from the top to the bottom of a cut or fill slope with an energy dissipator at the outlet end.

“Small construction activity” means:

- (A) Construction activities including clearing, grading, and excavating that results in land disturbance of equal to or greater than one acre and less than five acres. Small construction activity also includes the disturbance of less than one acre of total land area that is part of a larger common plan of development or sale if the larger common plan will ultimately disturb equal to or greater than one and less than five acres. Small construction activity does not include routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original purpose of the facility. The department may waive the otherwise applicable requirements in a general permit for a stormwater discharge from construction activities that disturb less than five acres where stormwater controls are not needed based on an approved “total maximum daily load” (TMDL) that addresses the pollutants of concern or, for nonimpaired waters that do not require TMDLs, an equivalent analysis that determines allocations for small construction sites for the pollutants of concern or that determines that such allocations are not needed to protect water quality based on consideration of existing in-stream concentrations, expected growth in pollutant contributions from all sources, and a margin of safety. For the purpose of this subdivision, the pollutants of concern include sediment or a parameter that addresses sediment (such as total suspended solids, turbidity, or siltation) and any other pollutant that has been identified as a cause of impairment of any water body that will receive a discharge from the construction activity. The operator shall certify to the department that the construction activity will take place, and stormwater discharges will occur, within the drainage area addressed by the TMDL provide an equivalent analysis. As of the start date in Table 1 of 9VAC25-31-1020, all certifications submitted in support of the waiver shall be submitted electronically by the owner or operator to the department

in compliance with this subdivision and 40 CFR Part 3 (including, in all cases, 40 CFR Part 3 Subpart D), 9VAC25-875-940, and Part XI (9VAC25-31-950 et seq.) of the Virginia Pollutant Discharge Elimination System (VPDES) Permit Regulation. Part XI of 9VAC25-31 is not intended to undo existing requirements for electronic reporting. Prior to this date, and independent of Part XI of 9VAC25-31, permittees may be required to report electronically if specified by a particular permit.

- (B) Any other construction activity designated by either the department or the EPA regional administrator, based on the potential for contribution to a violation of a water quality standard or for significant contribution of pollutants to surface waters.

“Soil erosion” means the movement of soil by wind or water into state waters or onto lands in the commonwealth.

“Soil erosion control and stormwater management plan,” commonly referred to as the erosion control and stormwater management plan, or “ESM plan” means a document describing methods for controlling soil erosion and managing stormwater in accordance with the requirements adopted pursuant to the VESMA. The ESM plan may consist of aspects of the erosion and sediment control plan and the stormwater management plan as each is described in this chapter.

“Stabilized” means land that has been treated to withstand normal exposure to natural forces without incurring erosion damage.

“State” means the Commonwealth of Virginia.

“State application” or “application” means the standard form or forms, including any additions, revisions, or modifications to the forms, approved by the administrator and the department for applying for a permit.

“State Water Control Law” means Chapter 3.1 (§ 62.1-44.2 et seq.) of Title 62.1 of the Code of Virginia.

“State waters” means all water, on the surface and under the ground, wholly or partially within or bordering the commonwealth or within its jurisdiction, including wetlands.

“Storm sewer inlet” means a structure through which stormwater is introduced into an underground conveyance system.

“Stormwater,” for the purposes of the VESMA, means precipitation that is discharged across the land surface or through conveyances to one or more waterways and that may include stormwater runoff, snowmelt runoff, and surface runoff and drainage.

“Stormwater conveyance system” means a combination of drainage components that are used to convey stormwater discharge, either within or downstream of the land-disturbing activity. This includes:

- (A) “Manmade stormwater conveyance system” means a pipe, ditch, vegetated swale, or other stormwater conveyance system constructed by man except for restored stormwater conveyance systems;
- (B) “Natural stormwater conveyance system” means the main channel of a natural stream and the flood-prone area adjacent to the main channel; or
- (C) “Restored stormwater conveyance system” means a stormwater conveyance system that has been designed and constructed using natural channel design concepts. Restored stormwater conveyance systems include the main channel and the flood-prone area adjacent to the main channel.

“Stormwater detention” means the process of temporarily impounding runoff and discharging it through a hydraulic outlet structure to a downstream conveyance system.

“Stormwater management facility” means a control measure that controls stormwater runoff and changes the characteristics of that runoff including the quantity and quality, the period of release or the velocity of flow.

“Stormwater management plan” means a document containing material describing methods for complying with the requirements of the VESMP.

“Stormwater Pollution Prevention Plan” or “SWPPP” means a document that is prepared in accordance with good engineering practices and that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges. A SWPPP required under the VESMP for construction activities shall identify and require the implementation of control measures and shall include or incorporate by reference an approved erosion and sediment control plan, an approved stormwater management plan, and a pollution prevention plan.

“Subdivision” means the same as defined in the Town of Farmville subdivision ordinance.

“Surface waters” means:

- (A) All waters that are currently used, were used in the past, or may be susceptible to use in interstate or foreign commerce, including all waters that are subject to the ebb and flow of the tide;
- (B) All interstate waters, including interstate wetlands;
- (C) All other waters such as intrastate lakes, rivers, streams (including intermittent streams), mudflats, sandflats, wetlands, sloughs, prairie potholes, wet meadows, playa lakes, or natural ponds the use, degradation, or destruction of which would affect or could affect interstate or foreign commerce including any such waters:
 - (1) That are or could be used by interstate or foreign travelers for recreational or other purposes;

- (2) From which fish or shellfish are or could be taken and sold in interstate or foreign commerce; or
- (3) That are used or could be used for industrial purposes by industries in interstate commerce;
- (D) All impoundments of waters otherwise defined as surface waters under this definition;
- (E) Tributaries of waters identified in subdivisions (A) through (D) of this definition;
- (F) The territorial sea; and
- (G) Wetlands adjacent to waters (other than waters that are themselves wetlands) identified in subdivisions (1) through (6) of this definition.
- (H) Waste treatment systems, including treatment ponds or lagoons designed to meet the requirements of the CWA and the law, are not surface waters. Surface waters do not include prior converted cropland. Notwithstanding the determination of an area's status as prior converted cropland by any other agency, for the purposes of the CWA, the final authority regarding the CWA jurisdiction remains with the EPA.

“SWM” means stormwater management.

“Temporary vehicular stream crossing” means a temporary nonerodible structural span installed across a flowing watercourse for use by construction traffic. Structures may include bridges, round pipes or pipe arches constructed on or through nonerodible material.

“Total maximum daily load” or “TMDL” means the sum of the individual waste load allocations for point sources, load allocations (LAs) for nonpoint sources, natural background loading, and a margin of safety. TMDLs can be expressed in terms of either mass per time, toxicity, or other appropriate measure. The TMDL process provides for point versus nonpoint source trade-offs.

“Town” means the incorporated Town of Farmville.

“Virginia Erosion and Stormwater Management Act” or “VESMA” means Article 2.3 (§ 62.1-44.15:24 et seq.) of Chapter 3.1, State Water Control Law, of Title 62.1 of the Code of Virginia.

“Virginia Erosion and Stormwater Management Program” or “VESMP” means a program established by the VESMP authority for the effective control of soil erosion and sediment deposition and the management of the quality and quantity of runoff resulting from land-disturbing activities to prevent the unreasonable degradation of properties, stream channels, waters, and other natural resources. The program shall include such items as local ordinances, rules, requirements for permits and land-disturbance approvals, policies and guidelines, technical materials, and requirements for plan review, inspection, and enforcement consistent with the requirements of the VESMA.

“Virginia Erosion and Stormwater Management Program Authority” or “VESMP authority” means the Town of Farmville’s Director of Public Works approved by the department to operate the VESMP.

“Virginia Pollutant Discharge Elimination System (VPDES) permit” or “VPDES permit” means a document issued by the department pursuant to the State Water Control Law authorizing, under prescribed conditions, the potential or actual discharge of pollutants from a point source to surface waters.

“Virginia Stormwater BMP Clearinghouse” means a collection that contains detailed design standards and specifications for control measures that may be used in Virginia to comply with the requirements of the VESMA and associated regulations.

“Virginia Stormwater Management Handbook” means a collection of pertinent information that provides general guidance for compliance with the VESMA and associated regulations and is developed by the department with advice from a stakeholder advisory committee.

“Wasteload allocation” or “wasteload” means the portion of a receiving surface water’s loading or assimilative capacity allocated to one of its existing or future point sources of pollution. Wasteload allocations are a type of water quality-based effluent limitation.

“Water quality technical criteria” means standards set forth in regulations adopted pursuant to the VESMA that establish minimum design criteria for measures to control nonpoint source pollution.

“Water quantity technical criteria” means standards set forth in regulations adopted pursuant to the VESMA that establish minimum design criteria for measures to control localized flooding and stream channel erosion.

“Watershed” means a defined land area drained by a river or stream, karst system, or system of connecting rivers or streams such that all surface water within the area flows through a single outlet. In karst areas, the karst feature to which water drains may be considered the single outlet for the watershed.

“Wetlands” means those areas that are inundated or saturated by surface water or groundwater at a frequency and duration sufficient to support, and that under normal circumstances do support, a prevalence of vegetation typically adapted for life in saturated soil conditions. Wetlands generally include swamps, marshes, bogs, and similar areas.

Sec. 10-3. - Establishment of Virginia Erosion and Stormwater Management Program.

Pursuant to Section 62.1-44.15:27 of the Code of Virginia, the Town of Farmville hereby establishes a Virginia Erosion and Stormwater Management Program for land-disturbing activities and adopts the Virginia Erosion and Stormwater Management Regulation that specify standards and specifications for VESMPs promulgated by the State Water Control Board for the purposes set out in section 10-1 of this Chapter. The Town of Farmville’s Director of Public Works shall

serve as the administrator of the Town's Erosion and Stormwater Management Program established by this chapter.

Sec. 10-4. - Regulated Land Disturbing Activities.

- a) Land-disturbing activities that meet one of the criteria below are regulated as follows:
 - 1. Land-disturbing activity that disturbs 10,000 square feet or more, is less than one acre, not in an area of a locality designated as a Chesapeake Bay Preservation Area, and not part of a common plan of development or sale, is subject to criteria defined in Article 2 (9VAC25-875-540 *et seq.*) of Part V of the Virginia Erosion and Stormwater Management Regulation (Regulation).
 - 2. Land-disturbing activity that disturbs less than one acre, but is part of a larger common plan of development or sale that disturbs one acre or more, is subject to criteria defined in Article 2 (9VAC25-875-540 *et seq.*) and Article 3 (9VAC25-875- 570 *et seq.*) of Part V, unless Article 4 (9VAC25-875-670 *et seq.*) of Part V of the Regulation is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.
 - 3. Land-disturbing activity that disturbs one acre or more is subject to criteria defined in Article 2 (9VAC25-875-540 *et seq.*) and Article 3 (9VAC25-875-570 *et seq.*) of Part V, unless Article 4 (9VAC25-875-670 *et seq.*) of Part V is applicable, as determined in accordance with 9VAC25-875-480 and 9VAC25-875-490.
 - 4. All new detached single-family homes that disturb less than 5 acres of land, is subject to criteria defined in Article 2 (9VAC25-875-540 *et seq.*) of Part V of the Virginia Erosion and Stormwater Management Regulation (Regulation).
- b) Land-disturbing activities exempt per 9VAC25-875-90 are not required to comply with the requirements of the VESMA unless otherwise required by federal law.

Sec. 10-5. - Review and Approval of Plans; Prohibitions.

- a) The Director of Public Works shall review and approve soil erosion control and stormwater management (ESM) plans, except for activities not required to comply with the requirements of the Virginia Erosion and Stormwater Management Act (VESMA), pursuant to § 62.1-44.15:34 of the Code of Virginia. Activities not required to comply with VESMA are defined in 9VAC25-875-90.
- b) A person shall not conduct any land-disturbing activity in the Town until:
 - 1. An application that includes: (i) a permit registration statement, if required; (ii) a Town permit for land disturbance; (iii) a soil erosion control plan and a stormwater management plan, if required; (iv) or an executed agreement in lieu of a plan, if required, which has been submitted to the Director of Public Works;

2. The name of the individual who will be assisting the owner in carrying out the activity and holds a Responsible Land Disturber certificate pursuant to § 62.1-44.15:30 of the Code of Virginia is submitted to the Director of Public Works. *The Town may waive the Responsible Land Disturber certificate requirement for an agreement in lieu of a plan; however, if a violation occurs during the land-disturbing activity, then the owner shall correct the violation and provide the name of the individual holding the certificate as provided by § 62.1-14:30.* Failure to provide the name of an individual holding a Responsible Land Disturber certificate prior to engaging in land-disturbing activities may result in revocation of the land-disturbance approval and shall subject the owner to the penalties provided by the VESMA; and
 3. The Director of Public Works has issued a land-disturbance approval.
- c) The Director of Public Works may require changes to an approved ESM plan in the following cases:
1. Where inspection has revealed that the plan is inadequate to satisfy applicable regulations or ordinances; or
 2. Where the owner finds that because of changed circumstances or for other reasons the plan cannot be effectively carried out, and proposed amendments to the plan, consistent with the requirements of the Act, are agreed to by the VESMP authority and the owner.
- d) To prevent further erosion, the Director of Public Works may require approval of an erosion and sediment control plan and a stormwater management plan for any land it identifies as an erosion impact area.
- e) Prior to issuance of any land-disturbance approval, the Director of Public Works may also require an applicant, excluding state agencies and federal entities, to submit a reasonable performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement it finds acceptable, to ensure that it can take measures at the applicant's expense should the applicant fail, after proper notice, within the time specified to comply with the conditions it imposes as a result of his land-disturbing activity. If the Director of Public Works takes such action upon such failure by the applicant, it may collect from the applicant the difference should the amount of the reasonable cost of such action exceed the amount of security held. Within 60 days of the completion of the Director of Public Works's conditions, such bond, cash escrow, letter of credit, or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.
- f) The Director of Public Works may enter into an agreement with an adjacent VESMP authority regarding the administration of multijurisdictional projects, specifying who shall be responsible for all or part of administrative procedures. Should adjacent VESMP

authorities fail to reach such an agreement, each shall be responsible for administering the area of the multijurisdictional project that lies within its jurisdiction.

- g) No exception to, or waiver of, post-development nonpoint nutrient runoff compliance requirements shall be granted unless offsite options have been considered and found not available in accordance with subsection D of § 62.1-44.15:35 of the Code of Virginia.
- h) The Director of Public Works is authorized to cooperate and enter into agreements with any federal or state agency in connection with the requirements for land-disturbing activities in accordance with § 62.1-44.15:50 of the Code of Virginia.

Sec. 10-6. - Review of a Soil Erosion Control and Stormwater Management Plan (ESM Plan).

- a) The Director of Public Works shall approve or disapprove an ESM plan according to the following:
 - 1. The Director of Public Works shall determine the completeness of any application within 15 days after receipt and shall act on any application within 60 days after it has been determined by them to be complete.
 - 2. The Director of Public Works shall issue either land-disturbance approval or denial and provide written rationale for any denial.
 - 3. Prior to issuing a land-disturbance approval, the Director of Public Works shall be required to obtain evidence of permit coverage when such coverage is required.
 - 4. The Director of Public Works also shall determine whether any resubmittal of a previously disapproved application is complete within 15 days after receipt and shall act on the resubmitted application within 45 days after receipt.

Sec. 10-7. - Permit Requirement; Exemptions.

- a) Except as provided herein, no person may engage in any land-disturbing activity until a permit has been issued by the Director of Public Works in accordance with the provisions of this chapter and regulations.
- b) Notwithstanding any other provisions of this chapter, the following activities are not required to comply with the requirements of this chapter unless otherwise required by federal law:
 - 1. Minor land-disturbing activities, including home gardens and individual home landscaping, repairs, and maintenance work;
 - 2. Installation, maintenance, or repair of any individual service connection;

3. Installation, maintenance, or repair of any underground utility line when such activity occurs on an existing hard surfaced road, street, or sidewalk, provided the land-disturbing activity is confined to the area of the road, street, or sidewalk that is hard surfaced;
4. Installation, maintenance, or repair of any septic tank line or drainage field unless included in an overall plan for land-disturbing activity relating to construction of the building to be served by the septic tank system;
5. Permitted surface or deep mining operations and projects, or oil and gas operations and projects conducted pursuant to Title 45.2 of the Code of Virginia;
6. Clearing of lands specifically for bona fide agricultural purposes; the management, tilling, planting, or harvesting of agricultural, horticultural, or forest crops; livestock feedlot operations; agricultural engineering operations, including construction of terraces, terrace outlets, check dams, desilting basins, dikes, ponds, ditches, strip cropping, lister furrowing, contour cultivating, contour furrowing, land drainage, and land irrigation; or as additionally set forth by the Board in regulations. However, this exception shall not apply to harvesting of forest crops unless the area on which harvesting occurs is reforested artificially or naturally in accordance with the provisions of Chapter 11 (§ 10.1-1100 et seq. of the Code of Virginia) or is converted to bona fide agricultural or improved pasture use as described in subsection B of §10.1-1163 of the Code of Virginia;
7. Installation of fence and sign posts or telephone and electric poles and other kinds of posts or poles;
8. Shoreline erosion control projects on tidal waters when all of the land-disturbing activities are within the regulatory authority of and approved by local wetlands boards, the Marine Resources Commission, or the United States Army Corps of Engineers; however, any associated land that is disturbed outside of this exempted area shall remain subject to the VESMA and the regulations adopted pursuant thereto;
9. Repair or rebuilding of the tracks, rights-of-way, bridges, communication facilities, and other related structures and facilities of a railroad company;
10. Land-disturbing activities in response to a public emergency where the related work requires immediate authorization to avoid imminent endangerment to human health or the environment. In such situations, the Director of Public Works shall be advised of the disturbance within 7 days of commencing the land-disturbing activity, and compliance with the administrative requirements of subsection A is required within 30 days of commencing the land-disturbing activity; and
11. Discharges to a sanitary sewer or a combined sewer system; that are not from a land-disturbing activity.

- c) Notwithstanding this chapter and in accordance with the Virginia Erosion and Stormwater Management Act, Article 2.3 (§ 62.1-44.15:24 *et seq.*) of Chapter 3.1 of Title 62.1 of the Code of Virginia, the following activities are required to comply with the soil erosion control requirements but are not required to comply with the water quantity and water quality technical criteria, unless otherwise required by federal law:
 - 1. Activities under a state or federal reclamation program to return an abandoned property to an agricultural or open land use;
 - 2. Routine maintenance that is performed to maintain the original line and grade, hydraulic capacity, or original construction of the project. The paving of an existing road with a compacted or impervious surface and reestablishment of existing associated ditches and shoulders shall be deemed routine maintenance if performed in accordance with this subsection; and
 - 3. Discharges from a land-disturbing activity to a sanitary sewer or a combined sewer system.

Sec. 10-8. - Stormwater Pollution Prevention Plan; Contents of Plans.

- a) A stormwater pollution prevention plan shall include, but not be limited to, an approved erosion and sediment control plan, an approved stormwater management plan, a pollution prevention plan for regulated land-disturbing activities, and a description of any additional control measures necessary to address a TMDL pursuant to subsection D of this section.
- b) A soil erosion control and stormwater management (ESM) plan consistent with the requirements of the Virginia Erosion and Stormwater Management Act (VESMA) and regulations must be designed and implemented during construction activities. Prior to land disturbance, this plan must be approved by the Director of Public Works in accordance with the VESMA, this chapter, and attendant regulations.
- c) A pollution prevention plan that identifies potential sources of pollutants that may reasonably be expected to affect the quality of stormwater discharges from the construction site and describe control measures that will be used to minimize pollutants in stormwater discharges from the construction site must be developed before land disturbance commences.
- d) In addition to the requirements of subsections (a) through (c) of this section, if a specific wasteload allocation for a pollutant has been established in an approved TMDL and is assigned to stormwater discharges from a construction activity, additional control measures must be identified and implemented by the operator so that discharges are consistent with the assumptions and requirements of the wasteload allocation.

- e) The stormwater pollution prevention plan must address the following requirements as specified in 40 CFR 450.21, to the extent otherwise required by state law or regulations and any applicable requirements of a state permit:
1. Control stormwater volume and velocity within the site to minimize soil erosion;
 2. Control stormwater discharges, including both peak flow rates and total stormwater volume, to minimize erosion at outlets and to minimize downstream channel and stream bank erosion;
 3. Minimize the amount of soil exposed during construction activity;
 4. Minimize the disturbance of steep slopes;
 5. Minimize sediment discharges from the site. The design, installation and maintenance of erosion and sediment controls must address factors such as the amount, frequency, intensity and duration of precipitation, the nature of resulting stormwater runoff, and soil characteristics, including the range of soil particle sizes expected to be present on the site;
 6. Provide and maintain natural buffers around surface waters, direct stormwater to vegetated areas to increase sediment removal and maximize stormwater infiltration, unless infeasible;
 7. Minimize soil compaction and, unless infeasible, preserve topsoil;
 8. Stabilization of disturbed areas must, at a minimum, be initiated immediately whenever any clearing, grading, excavating, or other earth disturbing activities have permanently ceased on any portion of the site, or temporarily ceased on any portion of the site and will not resume for a period exceeding 14 calendar days. Stabilization must be completed within a period of time determined by the VESMP authority. In arid, semiarid, and drought-stricken areas where initiating vegetative stabilization measures immediately is infeasible, alternative stabilization measures must be employed as specified by the VESMP authority; and
 9. Utilize outlet structures that withdraw water from the surface, unless infeasible, when discharging from basins and impoundments.
- f) The SWPPP shall be amended whenever there is a change in design, construction, operation, or maintenance that has a significant effect on the discharge of pollutants to state waters and that has not been previously addressed in the SWPPP. The SWPPP must be maintained at a central location onsite. If an onsite location is unavailable, notice of the SWPPP's location must be posted near the main entrance at the construction site.

Sec. 10-9. - Stormwater Management Plan; Contents of Plan.

- a) A stormwater management plan shall be developed and submitted to the Director of Public Works. The stormwater management plan shall be implemented as approved or modified by the Director of Public Works and shall be developed in accordance with the following:
 - 1. A stormwater management plan for a land-disturbing activity shall apply the stormwater management technical criteria set forth in this chapter and Article 4 (9VAC25-875-670 *et seq.*) of Part V of the Regulation to the entire land-disturbing activity. Individual lots in new residential, commercial, or industrial developments, including those developed under subsequent owners, shall not be considered separate land-disturbing activities.
 - 2. A stormwater management plan shall consider all sources of surface runoff and all sources of subsurface and groundwater flows converted to surface runoff.
- b) A complete stormwater management plan shall include the following elements:
 - 1. Information on the type of and location of stormwater discharges, information on the features to which stormwater is being discharged including surface waters or karst features if present, and predevelopment and post-development drainage areas;
 - 2. Contact information including the name, address, telephone number, and email address of the owner and the tax reference number and parcel number of the property or properties affected;
 - 3. A narrative that includes a description of current site conditions and final site conditions or if allowed by the VESMP authority, the information provided and documented during the review process that addresses the current and final site conditions;
 - 4. A general description of the proposed stormwater management facilities and the mechanism through which the facilities will be operated and maintained after construction is complete;
 - 5. Information on the proposed stormwater management facilities, including (i) detailed narrative on the conversion to a long-term stormwater management facility if the facility was used as a temporary ESC measure; (ii) the type of facilities; (iii) location, including geographic coordinates; (iv) acres treated; and (v) the surface waters or karst features into which the facility will discharge;
 - 6. Hydrologic and hydraulic computations, including runoff characteristics;
 - 7. Documentation and calculations verifying compliance with the water quality and quantity requirements of these regulations;

8. A map of the site that depicts the topography of the site and includes:
 - a. All contributing drainage areas;
 - b. Existing streams, ponds, culverts, ditches, wetlands, other water bodies, and floodplains;
 - c. Soil types, geologic formations if karst features are present in the area, forest cover, and other vegetative areas;
 - d. Current land use including existing structures, roads, and locations of known utilities and easements;
 - e. Sufficient information on adjoining parcels to assess the impacts of stormwater from the site on these parcels;
 - f. The limits of clearing and grading, and the proposed drainage patterns on the site;
 - g. Proposed buildings, roads, parking areas, utilities, and stormwater management facilities; and
 - h. Proposed land use with tabulation of the percentage of surface area to be adapted to various uses, including planned locations of utilities, roads, and easements.
 9. If an operator intends to meet the requirements established in 9VAC25-875-580 or 9VAC25-875-600 through the use of off-site compliance options, where applicable, then a letter of availability from the off-site provider must be included; and
 10. If the Director of Public Works requires payment of a fee with the stormwater management plan submission, the fee and the required fee form in accordance with Section 10-19 of this chapter must have been submitted.
- c) All final plan elements, specifications, or calculations of the stormwater management plans whose preparation requires a license under Chapter 4 (§ 54.1-400 et seq.) or 22 (§ 54.1-2200 et seq.) of Title 54.1 of the Code of Virginia shall be appropriately signed and sealed by a professional who is licensed to engage in practice in the Commonwealth of Virginia. Nothing in this subsection shall authorize any person to engage in practice outside his area of professional competence.

Sec. 10-10. - Pollution Prevention Plan; Contents of Plans.

- a) A plan for implementing pollution prevention measures during construction activities shall be developed, implemented, and updated as necessary. The pollution prevention plan shall detail the design, installation, implementation, and maintenance of effective pollution

prevention measures as specified in 40 CFR 450.21(d) to minimize the discharge of pollutants. At a minimum, such measures must be designed, installed, implemented, and maintained to:

1. Minimize the discharge of pollutants from equipment and vehicle washing, wheel wash water, and other wash waters. Wash waters must be treated in a sediment basin or alternative control that provides equivalent or better treatment prior to discharge;
 2. Minimize the exposure of building materials, building products, construction wastes, trash, landscape materials, fertilizers, pesticides, herbicides, detergents, sanitary waste, and other materials present on the site to precipitation and to stormwater; and
 3. Minimize the discharge of pollutants from spills and leaks and implement chemical spill and leak prevention and response procedures.
- b) The pollution prevention plan shall include effective best management practices to prohibit the following discharges in accordance with 40 CFR 450.21(e):
1. Wastewater from washout of concrete, unless managed by an appropriate control;
 2. Wastewater from washout and cleanout of stucco, paint, form release oils, curing compounds, and other construction materials;
 3. Fuels, oils, or other pollutants used in vehicle and equipment operation and maintenance; and
 4. Soaps or solvents used in vehicle and equipment washing.
- c) Discharges from dewatering activities, including discharges from dewatering of trenches and excavations, are prohibited unless managed by appropriate controls in accordance with 40 CFR 450.21(c).

Sec. 10-11. - Erosion and Sediment Control Plan; Contents of Plans.

- a) An erosion and sediment control plan, which is a component of the ESM plan, shall be filed for a development and the buildings constructed within, regardless of the phasing of construction. The erosion and sediment control plan shall contain all major conservation decisions to ensure that the entire unit or units of land will be so treated to achieve the conservation objectives in 9VAC25-875-560. The erosion and sediment control plan may include:
1. Appropriate maps;

2. An appropriate soil and water plan inventory and management information with needed interpretations; and
 3. A record of decisions contributing to conservation treatment.
- b) The person responsible for carrying out the plan shall provide the name of an individual holding a certificate who will be in charge of and responsible for carrying out the land-disturbing activity to the Director of Public Works.
 - c) If individual lots or sections in a residential development are being developed by different property owners, all land-disturbing activities related to the building construction shall be covered by an erosion and sediment control plan.
 - d) Land-disturbing activity of less than 10,000 square feet on individual lots in a residential development shall not be considered exempt from the provisions of the VESMA if the total land-disturbing activity in the development is equal to or greater than 10,000 square feet.

Sec. 10-12. - Technical Criteria for Regulated Land Disturbing Activities.

- a) To protect the quality and quantity of state water from the potential harm of unmanaged stormwater runoff resulting from land-disturbing activities, the Town of Farmville hereby adopts the technical criteria for regulated land-disturbing activities set forth in Part V of 9VAC25-875 expressly to include 9VAC25-875-580 [water quality design criteria requirements]; 9VAC25-875-590 [water quality compliance]; 9VAC25-875-600 [water quantity]; 9VAC25-875-610 [offsite compliance options]; 9VAC25-875-620 [design storms and hydrologic methods]; 9VAC25-875-630 [stormwater harvesting]; 9VAC25-875-640 [linear development project]; and, 9VAC25-875-650 [stormwater management impoundment structures or facilities], which shall apply to all land-disturbing activities regulated pursuant to this chapter, except as expressly set forth in subsection (b) of this Section.
- b) Any land-disturbing activity shall be considered grandfathered and shall be subject to Article 4 (9VAC25-875-670 *et seq.*) of Part V of the Regulation provided the following are applicable:
 1. A proffered or conditional zoning plan, zoning with a plan of development, preliminary or final subdivision plat, preliminary or final site plan, or any document determined by the Town of Farmville to be equivalent thereto (i) was approved by the Town of Farmville prior to July 1, 2012; (ii) provided a layout as defined in 9VAC25-875-670; (iii) complies with the technical criteria of Article 4 of Part V of 9VAC25-875, and (iv) has not been subsequently modified or amended in a manner resulting in an increase in the amount of phosphorus leaving each point of discharge, and such that there is no increase in the volume or rate of runoff;
 2. A permit has not been issued prior to July 1, 2014; and

3. Land disturbance did not commence prior to July 1, 2014.
- c) Locality, state, and federal projects shall be considered grandfathered by the Director of Public Works and shall be subject to the technical criteria of Article 4 of Part V of 9VAC25-875 provided the following are applicable:
1. There has been an obligation of locality, state, or federal funding, in whole or in part, prior to July 1, 2012, or the department has approved a stormwater management plan prior to July 1, 2012.
 2. A permit has not been issued prior to July 1, 2014; and
 3. Land disturbance did not commence prior to July 1, 2014.
- d) Land disturbing activities grandfathered under subsections A and B of this section shall remain subject to the technical criteria of Article 4 of Part V of 9VAC25-875 for one additional permit cycle. After such time, portions of the project not under construction shall become subject to any new technical criteria adopted by the board.
- e) In cases where governmental bonding or public debt financing has been issued for a project prior to July 1, 2012, such project shall be subject to the technical criteria of Article 4 of Part V of 9VAC25-875.
- f) Nothing in this section shall preclude an operator from constructing to a more stringent standard at his discretion.

Sec. 10-13. - Long-term Maintenance of Permanent Stormwater Facilities.

- a) The operator shall submit a construction record drawing for permanent stormwater management facilities to the Director of Public Works in accordance with 9VAC25-875-535. The record drawing shall contain a statement signed by a professional registered in the Commonwealth of Virginia pursuant to Chapter 4 of Title 54.1 of the Code of Virginia, stating that to the best of their knowledge, the construction record drawing shows all adjustments and revisions to the Stormwater Management Plan made during construction and serve as a permanent record of the actual location of all constructed elements.
- b) The Director of Public Works shall require the provision of long-term responsibility for, and maintenance of, stormwater management facilities and other techniques specified to manage the quality and quantity of runoff. Such requirements shall be set forth in an instrument recorded in the local land records prior to general permit termination or earlier as required by the Director of Public Works and shall at a minimum:
 1. Be submitted to the Director of Public Works for review and approval prior to the approval of the stormwater management plan;
 2. Be stated to run with the land;

3. Provide for all necessary access to the property for purposes of maintenance and regulatory inspections;
 4. Provide for inspections and maintenance and the submission of inspection and maintenance reports to the Director of Public Works; and
 5. Be enforceable by all appropriate governmental parties.
- c) At the discretion of the Director of Public Works such recorded instruments need not be required for stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located, provided it is demonstrated to the satisfaction of the Director of Public Works that future maintenance for those facilities will be addressed through an enforceable mechanism at the discretion of the Director of Public Works.
- d) If a recorded instrument is not required pursuant to subsection (c), the administrator shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located. Such a strategy may include periodic inspections, homeowner outreach and education, or other method targeted at promoting the long-term maintenance of such facilities. Such facilities shall not be subject to the requirement for an inspection to be conducted by the Director of Public Works or their duly authorized agent.

Sec. 10-14. - Monitoring and Inspections.

- a) The Director of Public Works shall inspect the land-disturbing activity during construction for:
1. Compliance with the approved erosion and sediment control plan;
 2. Compliance with the approved stormwater management plan;
 3. Development, updating, and implementation of a pollution prevention plan; and
 4. Development and implementation of any additional control measures necessary to address a TMDL.
- b) The Director of Public Works shall conduct periodic inspections on all projects during construction. The Director of Public Works shall either:
1. Provide for an inspection during or immediately following initial installation of erosion and sediment controls, at least once in every two-week period, within 48 hours following any runoff producing storm event, and at the completion of the project prior to the release of any performance bonds; or

2. Establish an alternative inspection program which ensures compliance with the approved erosion and sediment control plan. Any alternative inspection program shall be:
 - a. Approved by the department prior to implementation;
 - b. Established in writing;
 - c. Based on a system of priorities that, at a minimum, address the amount of disturbed project area, site conditions and stage of construction; and
 - d. Documented by inspection records.
- c) The Director of Public Works shall establish an inspection program that ensures that permanent stormwater management facilities are being adequately maintained as designed after completion of land-disturbing activities. Inspection programs shall:
 1. Be approved by the department;
 2. Ensure that each stormwater management facility is inspected by the Director of Public Works, or their designee, not to include the owner, except as provided in subsections(d) and (e) of this section, at least once every five years; and
 3. Be documented by records.
- d) The Director of Public Works may utilize the inspection reports of the owner of a stormwater management facility as part of an inspection program established in subsection (b) of this section if the inspection is conducted by a person who is licensed as a professional engineer, architect, landscape architect, or land surveyor pursuant to Article 1 (§ 54.1-400 et seq.) of Chapter 4 of Title 54.1; a person who works under the direction and oversight of the licensed professional engineer, architect, landscape architect, or land surveyor; or a person who holds an appropriate certificate of competence from the department.
- e) If a recorded instrument is not required pursuant to 9VAC25-875-130, the Director of Public Works shall develop a strategy for addressing maintenance of stormwater management facilities designed to treat stormwater runoff primarily from an individual residential lot on which they are located. Such a strategy may include periodic inspections, homeowner outreach and education, or other methods targeted at promoting the long-term maintenance of such facilities. Such facilities shall not be subject to the requirement for an inspection to be conducted by the Director of Public Works.

Sec. 10-15. - Appeals.

- a) A final decision by the Town, shall be subject to judicial review, provided that an appeal is filed within 30 days from the date of any written decision adversely affecting

the rights, duties, or privileges of the person engaging in or proposing to engage in a land-disturbing activity.

- b) The appeal must be filed in writing with the Clerk of the Circuit Court of Prince Edward County, Virginia within 30 days of the final decision being rendered. Such petition must specify the grounds on which the appeal is based. The filing of the petition shall not stay the decision of the locality unless otherwise ordered by the Circuit Court.
- c) Final decisions by the Town shall be subject to judicial review in accordance with the provisions of the Administrative Process Act of the Code of Virginia (§. 2.2-4000 *et seq.*)

Sec. 10-16. - Right of Entry.

- a) The Director of Public Works or any duly authorized agent thereof may, at reasonable times and under reasonable circumstances, enter any establishment or upon any property, public or private, for the purpose of obtaining information or conducting surveys or investigations necessary in the enforcement of the provisions of this chapter.
- b) In accordance with a performance bond with surety, cash escrow, letter of credit, any combination thereof, or such other legal arrangement, the Director of Public Works may also enter any establishment or upon any property, public or private, for the purpose of initiating or maintaining appropriate actions that are required by conditions imposed by the Director of Public Works on a land-disturbing activity when an owner, after proper notice, has failed to take acceptable action within the time specified.

Sec. 10-17. - Enforcement.

- a) If the Director of Public Works determines that there is a failure to comply with the permit conditions or determines there is an unauthorized discharge, notice shall be served upon the permittee or person responsible for carrying out the permit conditions by any of the following: verbal warnings and inspection reports, notices of corrective action, consent special orders, and notices to comply. Written notices shall be served by registered or certified mail to the address specified in the permit application or by delivery at the site of the development activities to the agent or employee supervising such activities.
 - 1. The notice shall specify the measures needed to comply with the permit conditions and shall specify the time within which such measures shall be completed. Upon failure to comply within the time specified, a stop work order may be issued in accordance with subsection (2) or the permit may be revoked by the administrator.
 - 2. If a permittee fails to comply with a notice issued in accordance with this section within the time specified, the Director of Public Works may issue an order requiring the owner, permittee, person responsible for carrying out an approved plan, or the person conducting the land-disturbing activities without an approved plan or required permit to cease all land-disturbing activities until the violation of the

permit has ceased, or an approved plan and required permits are obtained, and specified corrective measures have been completed. Such orders shall become effective upon service on the person by certified mail, return receipt requested, sent to his address specified in the land records of the locality, or by personal delivery by an agent of the administrator. However, if the Director of Public Works finds that any such violation is grossly affecting or presents an imminent and substantial danger of causing harmful erosion of lands or sediment deposition in waters within the watersheds of the commonwealth or otherwise substantially impacting water quality, it may issue, without advance notice or hearing, an emergency order directing such person to cease immediately all land-disturbing activities on the site and shall provide an opportunity for a hearing, after reasonable notice as to the time and place thereof, to such person, to affirm, modify, amend, or cancel such emergency order. If a person who has been issued an order is not complying with the terms thereof, the Director of Public Works may institute a proceeding for an injunction, mandamus, or other appropriate remedy.

- b) In addition to any other remedy provided by this chapter, if the Director of Public Works, or their designee, determines that there is a failure to comply with the provisions of this chapter, they may initiate such informal and/or formal administrative enforcement procedures.
- c) Any person violating, failing, neglecting, or refusing to obey any rule, regulation, ordinance, order, approved standard or specification, or any permit condition issued by the Director of Public Works may be compelled in a proceeding instituted in the Prince Edward County, Virginia Circuit Court by the Town of Farmville to obey the same and to comply therewith by injunction, mandamus, or other appropriate remedy.
- d) Stormwater management violations for which a penalty may be imposed shall include, but not be limited to, the following:
 - 1. No state permit registration;
 - 2. No SWPPP;
 - 3. Incomplete SWPPP;
 - 4. SWPPP not available for review;
 - 5. No approved erosion and sediment control plan;
 - 6. Failure to install stormwater BMPs or erosion and sediment controls;
 - 7. Stormwater BMPs or erosion and sediment controls improperly installed or maintained;
 - 8. Operational deficiencies;

9. Failure to conduct required inspections;
 10. Incomplete, improper, or missed inspections; and
 11. Discharges not in compliance with the requirements of 9VAC25-880-70.
- e) Stormwater management violations may be assessed civil and criminal penalties in accordance with § 62.1-44.15.48 of the Code of Virginia.
- f) A civil penalty for erosion and sediment control violations in the amount listed on the schedule below may be assessed against the owner of the property, in accordance with § 62.1-44.15:63 of the Code of Virginia, for a violation of each of the following offenses:
1. Commencement of land-disturbing activity prior to the issuance of a land disturbance permit shall be a fine of not more than \$1,000.00 and not less than \$100.00.
 2. Vegetative measures: Failure to comply with minimum standards (9 Virginia Administrative Code 25-875-560) - MS-1, MS-2, MS-3 and MS-5 shall be a fine of \$100.00.
 3. Structural measures: Failure to comply with minimum standards MS-4, MS-6, MS-10, MS-11, MS-15, and MS-17 shall be a fine of \$100.00.
 4. Watercourse measures: Failure to comply with minimum standards MS-12, MS-13 and MS-15 shall be a fine of \$100.00.
 5. Slope stabilization/protective measures: Failure to comply with minimum standards MS-7, MS-8 and MS-9 shall be a fine of \$100.00.
 6. Underground utility measures: Failure to comply with minimum standard MS-16(a), (b), (c), and/or (d) shall be a fine of \$100.00.
 7. Erosion control standards and specifications: Failure to comply with any standards and specifications contained in the current edition of the Virginia Stormwater Management Handbook shall be a fine of \$100.00.
 8. Dust control: Failure to comply with the standards relating to dust control shall be a fine of \$100.00.
 9. Failure of the person responsible for carrying out the plan to provide the name of an individual holding a certificate of competence, as provided by Code of Virginia, § 62.1-44.15:15, who will be in charge of and responsible for carrying out the land-disturbing activity shall be a fine of \$100.00.

10. Certified responsible land disturber: Failure of the certified responsible land disturber to fulfill any responsibilities provided for in this chapter shall be a fine of \$100.00.

11. Failure to obey a stop work order shall be a fine of \$100.00.

12. Failure to stop work when a permit is revoked shall be a fine of \$100.00.

Each day during which the violation is found to have existed shall constitute a separate offense. In no event shall a series of specified violations arising from the same operative set of facts result in civil penalties that exceed a total of \$10,000.00, except that a series of violations arising from the commencement of land-disturbing activities without an approved plan for any site shall not result in civil penalties that exceed a total of \$10,000.00.

g) The Director of Public Works shall prepare an erosion and sediment control civil violation summons for use in enforcing the provisions of Section F, above. Such notice shall contain the following information:

1. The name and address of the person charged;
2. The nature of the violation and minimum standards and specifications that are not being met;
3. The location and dates that the violation occurred or was observed;
4. The amount of the civil penalty established for the violation;
5. The manner, location, and time that the civil penalty may be paid to the Town; and
6. A statement that it is the right of the recipient of the notice to elect to stand trial for the infraction and the date of such trial.

h) Should a civil violation summons be issued as provided in subsection (g), it shall provide that any person issued the summons may, within 5 working days of receipt of the summons, elect to pay the civil penalty by making an appearance in person or by certified mail to the Town's treasurer's office and, by such appearance may enter a waiver of trial, admit liability, and pay the civil penalty established for the violation charged and provide that a signature to an admission of liability shall have the same force and effect as a judgment in court; however, an admission shall not be deemed a criminal conviction for any purpose.

i) If a person charged with a civil violation summons as provided in section (g), does not elect to enter a waiver of trial and admit liability, the Director of Public Works shall cause the law enforcement to serve the summons on the owner or permittee.

- j) Any civil penalties assessed as a result of a summons issued by the Town of Farmville shall be paid into the Treasury of the Town of Farmville to be used for the purpose of minimizing, preventing, managing, or mitigating pollution of the waters of the locality and abating environmental pollution.
- k) Erosion and sediment control violations may be assessed civil and criminal penalties in accordance with § 62.1-44.15.48 of the Code of Virginia.

Sec. 10-19. - Fees.

- a) Fees to cover costs associated with implementation of a VESMP related to land disturbing activities and issuance of general permit coverage and VESMP authority permits shall be imposed in accordance with Table 1 below. When a site(s) has been purchased for development within a previously permitted common plan of development or sale, the applicant shall be subject to fees (“total fee to be paid by applicant” column) in accordance with the disturbed acreage of their site or sites according to Table 1.

Table 1: Fee Schedule

Fee Type	Total fee to be paid by applicant (includes both VESMP authority and department portions)	Department portion of “total fee to be paid by applicant” (based on 28% of total fee paid*)
Erosion and Stormwater Management Plan Review	\$200.00 plus \$15.00 per acre or portion thereof.	\$0.00
Town Land Disturbance Permit (Land disturbance acreage of 10,000 square feet or greater)	\$200.00 plus \$15.00 per acre or portion thereof.	\$0.00
Single Family Residential (Agreement in Lieu of)	\$50.00	\$0.00
General/Stormwater Management—Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)	\$290.00	\$81.00

General/Stormwater Management—Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 acre and less than 5 Acres)	\$2,700.00	\$756.00
General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$3,400.00	\$952.00
General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$4,500.00	\$1,260.00
General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$6,100.00	\$1,708.00
General Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$9,600.00	\$2,688.00

* If the project is completely administered by the department such as may be the case for state or federal project or projects covered by individual permits, the entire applicant fee shall be paid to the department.

- b) Fees for the modification or transfer of registration statements from the general permit issued by the department shall be imposed in accordance with Table 2. If the general permit modifications result in changes to stormwater management plans that require additional review by the Town of Farmville, such reviews shall be subject to the fees set out in Table 2. The fee assessed shall be based on the total disturbed acreage of the site. In addition to the general permit modification fee, modifications resulting in an increase in total disturbed acreage shall pay the difference in the initial permit fee paid and the permit fee that would have applied for the total disturbed acreage in Table 1.

Table 2: Fees for the modification or transfer of registration statements for the General Permit for Discharges of Stormwater from Construction Activities

Type of Permit	Fee Amount
General / Stormwater Management – Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)	\$20.00
General / Stormwater Management – Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 1 and less than 5 acres)	\$200.00
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 5 acres and less than 10 acres)	\$250.00
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$300.00
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$450.00
General / Stormwater Management – Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 100 acres)	\$700.00

- c) The following annual permit maintenance shall be imposed in accordance with Table 3, including fees imposed on expired permits that have been administratively continued. With respect to the general permit, these fees shall apply until the permit coverage is terminated. General permit coverage maintenance fees shall be paid annually to the Town of Farmville, by the anniversary date of general permit coverage. No permit will be reissued or automatically continued without payment of the required fee. General permit coverage maintenance fees shall be applied until notice of termination is effective.

Table 3: Permit Maintenance Fees

Type of Permit	Fee Amount
General/ Stormwater Management—Small Construction Activity/Land Clearing (Areas within common plans of development or sale with land disturbance acreage less than 1 acre)	\$50.00

General/Stormwater Management—Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)	\$400.00
General/Stormwater Management—Small Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance equal to or greater than 1 acre and less than 5 acres)	\$500.00
General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 10 acres and less than 50 acres)	\$650.00
General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater than 50 acres and less than 100 acres)	\$900.00
General/Stormwater Management—Large Construction Activity/Land Clearing (Sites or areas within common plans of development or sale with land disturbance acreage equal to or greater 100 acres)	\$1,400.00

d) The fees set forth in subsections (a) through (c) of this section, shall apply to:

1. All persons seeking coverage under the general permit;
2. All persons seeking coverage for a Town of Farmville land disturbance permit;
3. All permittees who request modifications to or transfers of their existing registration statement for coverage under a general permit; and
4. Persons whose coverage under the general permit has been revoked shall apply to the department for an individual permit for discharges of stormwater from construction activities.

e) No general permit application fees will be assessed to:

1. Permittees who request minor modifications to general permits as defined in section 10-2 of this chapter. Permit modifications at the request of the permittee resulting in changes to stormwater management plans that require additional review by the Director of Public Works shall not be exempt pursuant to this section; or
2. Permittees whose general permits are modified or amended at the initiative of the department, excluding errors in the registration statement identified by the Director of Public Works or errors related to the acreage of the site.

- f) All incomplete payments will be deemed as nonpayments, and the applicant shall be notified of any incomplete payments. Interest may be charged for late payments at the underpayment rate set forth in § 58.1-15 of the Code of Virginia and is calculated on a monthly basis at the applicable periodic rate. A 10 percent late payment fee shall be charged to any delinquent (over 90 days past due) account. The Town of Farmville shall be entitled to all remedies available under the Code of Virginia in collecting any past due amount.

Sec. 10-20. - Performance bond

- a) Prior to the issuance of any permit, the applicant shall post a performance bond in favor of the Town with an acceptable corporate surety, in an amount approved by the Director of Public Works as sufficient to install the controls specified in the approved erosion and sediment control plan and the stormwater management plan. The bond shall be conditioned on the faithful performance of the approved erosion and sediment control plan and the stormwater management plan and shall indemnify and save harmless the Town from any loss that results from the applicant's failure to comply with the requirements of this chapter. The form of the bond shall be approved by the Town attorney.
- b) In lieu of a performance bond, the applicant may submit to the Director of Public Works cash escrow or an irrevocable letter of credit which is approved as to form by the Town attorney. The amount of the cash escrow or letter of credit shall be approved by the Director of Public Works in the manner described in subsection (a). If the applicant and the Director of Public Works have both approved an agreement in lieu of a plan, no other security shall be required pursuant to this section.
- c) The amount of the bond, cash escrow, or irrevocable letter of credit shall include an amount that is equal to ten percent of the installation cost to cover maintenance costs.
- d) If the owner or permit holder does not faithfully perform the approved erosion and sediment control plan or any other measures deemed necessary by the Director of Public Works, as provided for in the § 62.1-44.15:24 *et seq.* of the Code of Virginia, 9VAC25-875-560, and the most recently approved edition of the Virginia Stormwater Management Handbook, the Director of Public Works shall revoke the land disturbance permit prior to using any funds that are posted to implement any portion of the erosion and sediment control plan or other measures deemed necessary by the Director of Public Works. The person who posted the bond, letter of credit, or cash escrow shall increase the bond, letter of credit or cash escrow back to the original amount approved by the Director of Public Works before the reissuance of the land disturbance permit to the permit holder.
- e) Within 60 days of the completion of the requirements of the permit conditions, such bond, cash escrow, letter of credit or other legal arrangement, or the unexpended or unobligated portion thereof, shall be refunded to the applicant or terminated.