



Town of Farmville

Town Council

November 12, 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. **Invocation**
4. **Pledge of Allegiance**
5. **Adoption of Agenda**
6. **Declaration of Personal Interest**
7. **Public Hearing**
 - a. Public Hearing on Resolution No. 2025-11-01 - Acceptance and Appropriation of \$900,000 Consolidation Grant Funds
8. **Public Comment Period**
 - a. Public Comment Sign-up Sheet
9. **Consent Agenda**
 - a. Draft Minutes of the October 1, 2025, Work Session and the October 8, 2025, Regular Council Meeting
10. **Finance Report**
 - a. October 2025 Finance Report
11. **Old Business**
12. **New Business**
 - a. Request Adoption of Resolution No. 2025-11-01 Accepting the \$900,000 Consolidation Grant Award for the Prince Edward and Town of Farmville Dispatch Merger
 - b. Request adoption of the Emergency Operations Plan
13. **Town Manager's Report**
14. **Comments by Mayor and Town Council**

Brian R. Vincent
Mayor

Mary H. McKay
Clerk of Council



**Town of Farmville
Town Council
PUBLIC HEARING NOTICE**

COUNCIL
A. D. “Chuckie” Reid
Adam B. Yoelin
Daniel E. Dwyer
Donald L. Hunter
John Hardy
Sallie O. Amos
Tommy Pairet

The Farmville Town Council will hold a public hearing on Wednesday, November 12, 2025, at 6:00 PM in the Council Chamber, located on the second floor of the Town Hall, 116 North Main Street, Farmville, Virginia, to receive public comment on the following budget amendment:

Resolution No. 2025-11-01 – Acceptance and Appropriation of \$900,000 Consolidation Grant Funds

This resolution authorizes the acceptance and appropriation of \$900,000 in Consolidation Grant funds awarded by the Virginia 9-1-1 Services Board to the Town of Farmville. These funds will support the consolidation of the Prince Edward County Emergency Communications Center with the Town of Farmville Emergency Communications Center, as outlined in the Memorandum of Understanding (MOU) effective October 1, 2025.

The grant will be administered on a reimbursement basis in accordance with the FY25 Consolidation Grant Program Guidelines. Funds will be used to support eligible costs related to the consolidation effort, including equipment relocation, technology integration, and facility improvements.

As required by § 15.2-2507 of the Code of Virginia, because this amendment exceeds one percent of the total expenditures shown in the currently adopted budget, a public hearing must be held before adoption.

The full text of the proposed resolution is available online at www.farmvilleva.com or by contacting the Clerk of Council at (434) 392-9465.

The Farmville Town Council will consider this matter following the public hearing. Any person(s) wishing to comment should attend the meeting or submit written comments. Please email Mary McKay at mmckay@farmvilleva.com or mail written comments to P.O. Drawer 368, Farmville, VA 23901, to arrive by 4:00 PM on Wednesday, November 12, 2025.

Questions and comments related to the public hearing may be directed to the Town Manager’s Office, 116 North Main Street, P.O. Drawer 368, Farmville, Virginia, 23901, or by calling (434) 392-5686, between 8:00 AM and 5:00 PM, Monday through Friday.

It is the intent of the Town to comply with the Americans with Disabilities Act. Should you need special accommodation, please contact C. Scott Davis, LP.D., Town Manager, at (434) 392-5686 prior to the meeting.



PUBLIC HEARING
Resolution No. 2025-11-01
(Acceptance and Appropriation of \$900,000 Consolidation
Grant Funds)

Town Council Meeting
November 12, 2025
Guests Sign Up Sheet

<i>Name</i>	<i>Address</i>	<i>Via</i>



PUBLIC COMMENT PERIOD
(held after PUBLIC HEARINGS)
November 12, 2025
Guests Sign Up Sheet
(Please limit comments to three minutes)

<i>Name</i>	<i>Address</i>	<i>Topic</i>	<i>Via</i>



Town of Farmville

Agenda Item Summary

MEETING DATE: November 12, 2025

ITEM NUMBER: 9.a. – Draft Minutes of the October 1, 2025, Work Session and the October 8, 2025, Regular Council Meeting

BACKGROUND:

RECOMMENDATION: Approve the Consent Agenda as presented.

FISCAL IMPACT:

ATTACHMENTS:

1. 2025-10-01 Work Session-DRAFT
2. 2025-10-08 Regular Council Meeting-DRAFT

REGULAR WORK SESSION OF THE FARMVILLE TOWN COUNCIL
HELD ON OCTOBER 1, 2025

At the regular work session of the Farmville Town Council held on Wednesday, October 1, 2025, at 6:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, presiding, and Council members A.D. “Chuckie” Reid, Daniel Dwyer, Tommy Pairet, Donald Hunter, and John Hardy.

Staff present were Town Manager Scott Davis, Town Attorney Gary Elder, Chief of Police Andy Ellington, Deputy Town Manager/Finance Director Julie Moore, Human Resources Manager Amanda Zirkle, Community Development Director Ashley Atkins-Austin, Deputy Clerk and IT Support Jacqueline Vaughan, and Clerk of Council Mary McKay.

Mayor Vincent called the meeting to order and thanked all guests for attending the meeting in person. The streaming capability was unavailable for the meeting.

The Clerk called the roll, noting Council members Sallie Amos and Adam Yoelin were absent.

ADOPTION OF AGENDA

Mr. Hardy made a motion to adopt the agenda as presented, seconded by Mr. Hunter, and with all Council members voting “aye”, the motion passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

FINANCE REPORT

Deputy Town Manager/Finance Director Julie Moore provided a review of the August 2025 charts and reports for the second month of the FY2026 budget:

- Revenue to budget – The revenue is currently below 16% of the budget because some taxes and other revenues are expected later in the year. The General Fund appears behind for that reason. Additionally, the Street Maintenance Fund shows a lag because it receives quarterly payments, and the first payment wasn’t received until late September, while the budget assumes even monthly income.
- Revenue to prior year - Revenue is higher than the previous year in all funds except the Transportation Fund, which saw a decrease due to a bus sale last year that didn’t occur this year.
- Expenses to budget - Expenses are below the two-month budgeted amount.

- Expenses to prior year - Overall expenses are higher than last year, mainly due to increased spending in the General Fund and Water Fund. The General Fund had new expenses like fire radios, police cars, and a reimbursable 911 grant. The Water Fund increased due to the first ABM interest payment and the purchase of a ~\$300,000 front loader included in the FY2026 budget.

Ms. Moore reported that she initially believed the Virginia Resources Authority (VRA) bond could be paid off like a regular loan but later learned from VRA that bonds require a 30-day notice, legal steps, and escrow, costing around \$8,500. Instead of paying the bond off early, Council members agreed to make the final payment next October as scheduled, which will save about \$6,000 in interest.

PRESENTATION: DOMINION ENERGY – LED STREET LIGHTS

Town Manager Davis reported concerns about older lights being replaced with LED lighting and that there have been some complaints about the brightness of the new LEDs. He introduced Tiffany Miller and Ashley from the Outdoor Lighting Department of Dominion Energy. Ms. Miller provided an overview of the LED program and technology, including the cost differences and benefits of LEDs. A key issue discussed was whether, when LEDs are too bright, the Town could request lower-brightness replacements in the future. Ms. Miller confirmed this is possible at no additional cost by creating a preference sheet for the Town's lighting choices. The possibility of adding shields to lights at a cost was also discussed.

The Town Manager asked whether to proceed with setting lighting preferences for future replacements or explore replacing lights ahead of time at a cost. Setting a uniform method of brightness was mentioned. Ms. Miller noted that original lighting decisions were made by lighting engineers who studied the luminance that was needed at certain locations and for which replacements of an equivalent are made. Fixing the one problematic light issue was mentioned but would be at an estimated cost of \$1400. There would be no cost for replacement from normal wear and tear.

PRESENTATION: HOUSING DEVELOPMENT – IUNIT BY BRICE LECONTE

Town Manager Davis introduced Brice Leconte who would present a concept for iUnit workforce housing on a lot zoned B-2 on East Third Street. A Conditional Use Permit would be

needed for the project. The purpose of the presentation was to gauge the Town's interest in the proposed project before the developer proceeds with any further planning or investment.

Mr. Leconte provided a slide show presentation and noted that the project would help communities solve some of the housing problems. He provided a review of the proposed phased project which would consist of 25 cottages, (18) three-bedroom/two-bath homes and (7) two-bedroom/one-bath homes ranging 900-1200 sq. ft. The goal would be for the homes to stay in the \$200,000 range, using a cross-mod model. Most of the cross-mod homes are built in a factory with models appraising as stick-built houses. Throughout the presentation, Council members asked questions about the information being provided.

UPDATE ON CONDITIONAL USE PERMIT – ADU (ACCESSORY DWELLING UNIT) AT 709 HIGH STREET

Town Planner Robert Dvorak provided an update on the proposed Conditional Use Permit 25-003. The Farmville Planning Commission held a public hearing on April 16, 2025. Commissioners discussed off-street parking at the site and the need for improved designs and plans. The concerns of the public and Commissioners were addressed and Commissioners voted 6-0 to recommend approval of the CUP 25-003 with conditions, at the September 17, 2025, meeting.

A public hearing is scheduled for October 8, 2025.

DISCUSSION: SIDEWALK ORDINANCE

Town Manager Davis asked when Council wanted to discuss the proposed draft provided, either at the regular meeting the next week or at the next work session. Guidance received was to discuss at next weeks' meeting to get a direction from Council whether to send the draft back to the Planning Commission for specific wording.

TOWN MANAGER'S REPORT

Deputy Town Manager Moore provided an update on the prefab and stick-built splashpad restroom options. Two prefab options were provided with estimated costs: one with four unisex bathrooms with an estimated cost between \$263,000 and \$400,000, and another prefab option estimated at \$268,000. Three scenarios for the stick-built option, for which plans already exist, were mentioned, with costs ranging from \$300,000 to \$581,000 depending on various listed factors. Staff also contacted the prefab companies to inquire about the expected lifespan of their structures. While neither company provided a written response, both verbally stated that a prefab

design would last approximately 20 years. In comparison, the stick-built option is estimated to have a lifespan of about 40 years.

Town Manager Davis provided an overview of the 1611 West Third Street building, suggested as a possible option for the splashpad restroom. Council members were provided with detailed information about the structure. Plans need to be obtained to provide estimated renovation costs. A question was asked if there are adequate water and sewer lines in the area to service the building as a restroom.

- National Night Out, Tuesday, October 7, 2025, 5:00-7:30 PM, Fairgrounds
- Fall Clean-Up, Thursday, October 9, 2025
- Employee Fall Picnic, Friday, October 17, 2025, Wilck's Lake Island, 11:30 AM-1:00 PM
- Citizen Input Meeting, sponsored by the Town of Farmville, Prince Edward County, and VDOT on the proposed roadway enhancement at the intersection of East Third Street, Persimmon Tree Fork Rd, and Milnwood Rd, Thursday, October 9, 2025, 5:30-7:00 PM, Moton Museum

COMMENTS BY MAYOR AND TOWN COUNCIL

No comments were offered.

There being no other business and on a motion by Mr. Reid, seconded by Mr. Dwyer, and with all Council members voting "aye", the meeting was adjourned at 7:19 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

REGULAR MEETING OF THE FARMVILLE TOWN COUNCIL
HELD ON OCTOBER 8, 2025

At the regular meeting of the Farmville Town Council held on Wednesday, October 8, 2025, at 6:00 PM, in the Council Chamber of the Town Hall, located at 116 North Main Street, Farmville, Virginia, there were present Mayor Brian Vincent, presiding, and Council members A.D. “Chuckie” Reid, Daniel Dwyer, Tommy Pairet, Adam Yoelin, and John Hardy.

Staff present were Town Manager Scott Davis, Fire Chief Daniel Clark, Chief of Police Andy Ellington, Deputy Town Manager/Finance Director Julie Moore, Town Planner Robert Dvorak, Public Works Director Stephen Edwards, Community Development Director Ashley Atkins-Austin, Town Attorney Gary Elder, Deputy Clerk and IT Support Jacqueline Vaughan, and Clerk of Council Mary McKay.

Mayor Vincent called the meeting to order, and all guests were welcomed.

The Clerk called the roll, noting Council members Sallie Amos and Donald Hunter were absent.

An Invocation was recited for anyone wishing to join in prayer. Vice-Mayor Reid led the Pledge of Allegiance.

ADOPTION OF AGENDA

Mr. Reid made a motion to adopt the agenda as presented, seconded by Mr. Hardy, and with all Council members stating “aye”, the motion was passed.

DECLARATION OF PERSONAL INTEREST

There were no declarations of personal interest made.

INTRODUCTION OF TWO NEW FIREFIGHTERS

Fire Chief Daniel Clark introduced two new full-time firefighters joining the Town's Fire Department. Ryan Stimpson, a local resident and Longwood University graduate, has volunteered for over two years and recently completed his Firefighter II certification. Caleb Clark comes from Bedford County with over three years of experience and extensive training. Both were welcomed to the Department.

PRESENTATION AND PROCLAMATION TO FRIENDS OF FARMVILLE VETERANS

Mayor Vincent introduced Kerby Moore who spoke on behalf of the Board of Directors of the Friends of Farmville Veterans. Mr. Moore announced that the Town of Farmville was awarded a prestigious regional site designation for its Salute to Service Veterans Day Extravaganza event.

The strong community involvement was mentioned and Mr. Moore expressed gratitude when naming the many organizations sponsoring the event. Mayor Vincent read a proclamation and then made a presentation to the attending veterans. Acknowledgments were made of Vice-Mayor Chuckie Reid and Council member John Hardy who are US Air Force and US Navy veterans. The mayor included a personal reflection of his own veteran recognition, with his father being a West Point graduate who lost his life in service to this country, and his stepfather being a retired Colonel in the US Army. The presentation concluded with a group photo being taken.

PUBLIC HEARING ON RESOLUTION NO. 2025-10-01 – TRANSFER OF FUNDS WITHIN THE GENERAL FUND

No one signed up to provide comments on the Public Hearing for Resolution No. 2025-10-01.

PUBLIC HEARING ON RESOLUTION NO. 2025-10-02 – CARRYFORWARD OF UNENCUMBERED FUNDS FROM FY25 TO FY26

No one signed up to provide comments on the Public Hearing for Resolution No. 2025-10-02.

PUBLIC HEARING ON RESOLUTION NO. 2025-10-03 – CARRYFORWARD OF ENCUMBERED FUNDS FROM FY25 TO FY26

No one signed up to provide comments on the Public Hearing for Resolution No. 2025-10-03.

PUBLIC HEARING ON RESOLUTION NO. 2025-10-04 – FOR A CONDITIONAL USE PERMIT TO ALLOW AN ACCESSORY DWELLING UNIT AT 709 HIGH STREET

Jon and Donna Vancleave, 707 High Street, Farmville, sent an email expressing full support for their neighbor's proposed project, stating the applicants are great neighbors and valuable community members. They believe the Blincoe family will follow all regulations and use the facility as proposed.

Pam Butler, 711 High Street, Farmville, also provided comments by email. She advised living next to the proposed accessory dwelling unit and urged the Council to look at the specifics of this part of High Street. She appreciated the changes made with the backyard parking and the ADU being moved back further on the property but is still concerned about the added congestion on High Street and the corner of First Avenue. She expressed concern about the impact to her property with the addition of this second home and the increased daily activity.

Kathy Andrews, 704 High Street, Farmville, was present to express her concerns about a proposed accessory dwelling unit near her home. She related her main issues of traffic and parking congestion and noted that parking on both sides of the street makes it difficult and dangerous to exit driveways. While the revised ADU plan includes a parking pad, she is skeptical it will prevent on-street parking by renters/guests. She also is concerned about future Airbnb use and upcoming

changes to parking due to the planned roundabout. She asked that the curbs at residents' driveways be painted yellow to help keep those spaces clear.

With no one else signed up to provide comments on Resolution No. 2024-10-04, the Public Hearing was closed.

PUBLIC HEARING ON PROPOSED GENERAL OBLIGATION BOND FINANCING BY THE TOWN OF FARMVILLE, VIRGINIA

No one signed up to provide comments for the Public Hearing on the Proposed General Obligation Bond Financing.

PUBLIC COMMENT PERIOD

Chuck Ross, Farmville, provided comments via email on the topic of sidewalks. He acknowledged the economic challenges faced by developers and homebuyers and feels that sidewalks in subdivisions are essential for safety, especially due to distracted driving. He noted that sidewalks help build a community and believes that safety should be the top priority.

Jake Romaine, Farmville, addressed the Council and reiterated his previous concerns about subdivision sidewalks, urging more flexibility to encourage development and better trail connectivity. Mr. Romaine pointed out that the Town lacks a sidewalk budget, placing the full burden on developers. He referenced a study from the Downtown Master Grant showing that more homes in the community were built before 1939 than in the past 15 years, suggesting the Town should prioritize addressing the housing issue.

Faye Green, 207 First Avenue, Farmville, addressed the Council expressing her agreement with Pam Butler and Kathy Andrews' concerns on parking shortages and speeding on High Street. She also raised an ongoing concern about the overly intense streetlight near her house. At the October Work Session, Dominion proposed a fix and reported on a study that supported their lighting plan, but Ms. Green questioned its validity due to inconsistencies in bulb wattage in Town. She noted her concern for the installation of more inappropriate lights and advocated for dimmable, lower-intensity lighting, as used in other communities. She suggested considering a different provider if Dominion cannot offer a reasonable solution.

With no one else signed up to provide comments, the Public Comment period was closed.

CONSENT AGENDA

Mr. Dwyer made a motion to accept the Consent Agenda as presented, seconded by Mr. Reid, and with all Council members stating "aye", the motion passed. The Consent Agenda

included the draft minutes of the September 3, 2025, Work Session and the September 10, 2025, Regular Council Meeting.

FINANCE REPORT

Mr. Hardy made a motion to approve the September 2025 Finance Report as presented, seconded by Mr. Pairet, and with all Council members stating “aye”, the motion passed.

BACKGROUND:

Deputy Town Manager/Finance Director Julie Moore provided a report for September 2025:

- ABM project - \$1,543, that will go towards a payment.
- Virginia Investment Pool (VIP) - \$13,183 earned.
- Benchmark Community Bank sweep accounts - \$4,607 earned.
- Local Government Investment Pool (LGIP) - \$28,597 earned.

The total income earned for September 2025 excluding ABM was \$46,387.

REQUEST ADOPTION OF RESOLUTION NO. 2025-10-06 – AMENDING THE FY26 BUDGET TO PROVIDE FOR MID-YEAR SALARY ADJUSTMENTS, AS APPROVED BY TOWN COUNCIL ON SEPTEMBER 10, 2025, WITH NEW PAY RATES EFFECTIVE SEPTEMBER 14, 2025

Mr. Hardy made a motion to adopt Resolution No. 2025-10-06, Amending the FY26 budget to provide for mid-year salary adjustments, as approved by Town Council on September 10, 2025, with new pay rates effective September 14, 2025, seconded by Mr. Yoelin, and with a recorded vote of Council members Reid, Dwyer, Pairet, Yoelin, and Hardy voting “yes”, the motion passed.

BACKGROUND: On September 10, 2025, Farmville Town Council approved mid-year salary adjustments for Town employees. The new pay rates became effective September 14, 2025, and consisted of a \$2,000 raise for all police and a \$1,000 raise for all other full-time employees. Resolution No. 2025-10-06 allows for amendments to be made to the FY2026 budget across multiple funds to cover the cost of the salary adjustments and associated benefits.

Resolution No. 2025-10-06

A RESOLUTION TO AMEND THE FY26 BUDGET TO PROVIDE FOR MID-YEAR SALARY ADJUSTMENTS

WHEREAS, the Town Council of the Town of Farmville recognizes the need to provide mid-year salary adjustments for Town employees to remain competitive and retain a skilled workforce; and

WHEREAS, the cost of the salary adjustments, including associated benefits, requires amendments to the Fiscal Year 2026 Budget across multiple funds; and

WHEREAS, the following fund-level appropriations are necessary to cover the cost of said adjustments:

- General Fund – \$122,317
- Street Maintenance Fund – \$11,251
- Water Fund – \$8,882
- Sewer Fund – \$9,518
- Transportation Fund – \$6,083
- Airport Fund – \$1,235

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

That the Fiscal Year 2026 Budget be amended to increase the appropriations in the amounts listed above for the purpose of funding employee salary adjustments and associated benefits; and

That the Finance Director is hereby authorized to make the necessary budgetary and accounting entries to reflect this amendment.

BE IT FURTHER RESOLVED, that this resolution was duly voted on and approved by the Council on September 10, 2025, with the new pay rates to take effect beginning September 14, 2025.

Approved:

Mayor

Attest:

Town Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Sallie O. Amos: _____.

The Honorable A.D. “Chuckie” Reid _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairret _____.

The Honorable Adam B. Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John F. Hardy _____.

**REQUEST ADOPTION OF RESOLUTION NO. 2025-10-01 – TRANSFER OF FUNDS
WITHIN THE GENERAL FUND**

Mr. Dwyer made a motion to adopt Resolution No. 2025-10-01, seconded by Mr. Reid, and with a recorded vote of Council members Dwyer, Pairret, Yoelin, Hardy, and Reid voting “yes”, the motion passed.

BACKGROUND: Resolution No. 2025-10-01 allows for transfers to be made to close out the prior fiscal year. A Public Hearing was held on October 8, 2025, with no community input received.

Resolution No. 2025-10-01

A RESOLUTION TO TRANSFER FUNDS WITHIN THE GENERAL FUND FOR FY25

WHEREAS, it is necessary to transfer funds within the General Fund to address insufficient funding in various departments for the fiscal year beginning July 1, 2024, and ending June 30, 2025; and

WHEREAS, the General Fund requires transfers in the amount of \$404,582.97 to various departments to ensure adequate funding;

NOW, THEREFORE, BE IT RESOLVED by the Council of the Town of Farmville that:

1. That a transfer of \$404,582.97 within the General Fund to various departments, as outlined in the attached Exhibit A, is hereby approved.
2. That the purpose of these transfers is to resolve funding deficiencies and ensure proper allocation of resources prior to the close of the fiscal year.

3. That the Finance Director is hereby authorized and directed to make the necessary adjustments to the General Fund accounts to effectuate these transfers.

Approved:

Mayor

Attest:

Town Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Sallie O. Amos: _____.

The Honorable A.D. "Chuckie" Reid: _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable Adam B Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John F. Hardy _____.

Farmville Town Council
Regular Meeting of October 8, 2025

EXHIBIT A

PROPOSED BUDGET ADJUSTMENTS FY25

Account Id	Description	Debit	Credit	
10-1200-3000	ENGINEERING/CONSULT FEES	162,167.03		Overage due to Hurt & Proffitt manhole study
10-1200-7012	PAINTING TOWN HALL	22,000.00		Overage due to painting of second floor of muni building.
10-3100-1001	SALARIES-POLICE DEPT		149,421.09	
10-3100-2005	HOSPITAL INSURANCE		34,745.94	
10-3200-5448	MAINT-TRUCKS & EQUIP	24,415.94		Maintenace of Ladder Truck
10-3100-2005	HOSPITAL INSURANCE		24,415.94	
10-8100-5841	POLICE LEASED VEHICLES (3YR)	180,000.00		FY25 Lease payment (unknown during budget)
10-7100-7013	CAMERA-360 (SPLASHPAD)	2,000.00		Splashpad Camera
10-8200-5899	FOURTH OF JULY CELEBRATION	7,000.00		Fourth of July overage & contributions to fire fighters
10-9000-1020	SALARIES-OVERTIME	7,000.00		Not enough OT allocated during year
10-4300-7530	RIP RAP-WILCK'S LAKE BANKS		20,000.00	
10-4300-7525	PAINT INTERIER TRAIN STATION		13,000.00	
10-4300-5451	MAINT-GROUNDS		20,000.00	
10-4300-1001	SALARIES-BUILDING & GROUNDS DEPT		36,000.00	
10-6500-1001	SALARIES-COMMUNITY DEVELOPMENT DEPT		50,000.00	
10-4100-1001	SALARIES-STREET MAINT (NON)		57,000.00	
TOTALS - Fund 10		404,582.97	404,582.97	

REQUEST ADOPTION OF RESOLUTION NO. 2025-10-02 – CARRYFORWARD OF UNENCUMBERED FUNDS FROM FY25 TO FY26

Mr. Dwyer made a motion to adopt Resolution No. 2025-10-02, seconded by Mr. Pairret, and with a recorded vote of Council members Pairret, Yoelin, Hardy, Reid, and Dwyer voting “yes”, the motion passed.

BACKGROUND: Resolution No. 2025-10-02 allows for unencumbered funds from FY2025 to be carried forward to the new fiscal year budget. A Public Hearing was held on October 8, 2025, with no community input received.

Resolution No. 2025-10-02

A RESOLUTION TO AMEND THE FY26 BUDGET TO CARRY FORWARD UNENCUMBERED FUNDS FROM FY25

WHEREAS, certain items budgeted in Fiscal Year 2025 were not encumbered by the end of the fiscal year due to the projects not having commenced; and

WHEREAS, these commitments were previously approved by the Council, and it is necessary to roll over these funds into the Fiscal Year 2026 budget to complete the projects;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

1. That the following unencumbered amounts from the Fiscal Year 2025 budget are hereby carried forward into the Fiscal Year 2026 budget:

General Fund (Fund 10):

- o GARBAGE TRUCK: \$65,683.00
- o PHASE ONE – PUBLIC WORKS BUILDING: \$51,615.05
- o SPLASHPAD BATHROOM/CHANGING ROOMS: \$310,736.00
- o Total: \$362,351.05

Sewer Fund (Fund 42):

- o UV CONVERSION PROJECT: \$3,489,624.74
- o Total: \$3,489,624.74

2. The Finance Director is hereby authorized to make the necessary adjustments to the Fiscal Year 2026 budget to reflect these amendments.

Approved:

Mayor

Attest:

Town Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Sallie O. Amos: _____.

The Honorable A.D. "Chuckie" Reid _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable Adam B. Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John F. Hardy _____.

REQUEST ADOPTION OF RESOLUTION NO. 2025-10-03 – CARRYFORWARD OF ENCUMBERED FUNDS FROM FY25 TO FY26

Mr. Pairet made a motion to adopt Resolution No. 2025-10-03, seconded by Mr. Hardy, and with a recorded vote of Council members Yoelin, Hardy, Reid, Dwyer, and Pairet voting “yes”, the motion passed.

BACKGROUND: Resolution No. 2025-10-03 allows for encumbered funds from FY2025 to be carried forward to the new fiscal year budget. A Public Hearing was held on October 8, 2025, with no community input received.

Resolution No. 2025-10-03

A RESOLUTION TO AMEND THE FY26 BUDGET TO CARRY FORWARD ENCUMBERED FUNDS FROM FY25

WHEREAS, certain items ordered in Fiscal Year 2025 were not received or invoiced by the end of the fiscal year, requiring the carryforward of encumbered funds into the new fiscal year; and

WHEREAS, it is necessary to transfer these funds to the Fiscal Year 2026 budget to cover outstanding encumbrances and ensure that all items and projects are completed as planned;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

1. That the following encumbered amounts from the Fiscal Year 2025 budget are hereby carried forward into the Fiscal Year 2026 budget:

- General Fund (Fund 10): \$381,162.11
- Water Fund (Fund 40): \$204,328.13
- Sewer Fund (Fund 42): \$4,354.00

Total Encumbered Amount: \$589,844.24

2. That the purpose of these transfers is to carry forward budgeted funds for items and projects that were ordered but not received or invoiced by June 30, 2025.

3. That the Finance Director is hereby authorized and directed to make the necessary adjustments to the Fiscal Year 2026 budget to reflect these encumbrances.

Approved:

Mayor

Attest:

Town Clerk

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable Sallie O. Amos: _____.

The Honorable A.D. "Chuckie" Reid _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable Adam B. Yoelin _____.

The Honorable Donald L. Hunter _____.

The Honorable John F. Hardy _____.

REQUEST ADOPTION OF RESOLUTION NO. 2025-10-04 – FOR A CONDITIONAL USE PERMIT TO ALLOW AN ACCESSORY DWELLING UNIT AT 709 HIGH STREET

Mr. Dwyer made a motion to adopt Resolution No. 2025-10-04, seconded by Mr. Yoelin, and with a recorded vote of Council members Hardy, Reid, Dwyer, and Yoelin voting "yes", and Council member Pairet voting "no", the motion passed.

BACKGROUND: The request is for a Conditional Use Permit (CUP) to construct a single-story Accessory Dwelling Unit (ADU). The 0.402-acre property is zoned R-1 Low Density and consists

of a single-family dwelling. Farmville Planning Commission met on September 17, 2025, and voted 6-0 to recommend approval of the CUP with conditions.

An inquiry was made regarding the location of the ADU and whether it could be placed also in the front yard. The Town Manager advised that the ADU is proposed in the rear yard, and the location is based on the submitted Conditional Use Permit application.

A Public Hearing was held on October 8, 2025, with some input received from community members.

Resolution No. 2025-10-04

To grant a conditional use permit to Adam Blincoe to allow for an accessory dwelling unit per Town Code Section 29-22 (a). Located on a 0.402 acre site at 709 High Street on Parcel 0023A03(11)01-002, which is zoned R-1 Low Density Residential.

WHEREAS, Mr. Blincoe filed an application for a conditional use permit to allow an accessory dwelling unit per Town Code Section 29.22.a. Located on a 0.402 acre site at 709 High Street on Parcel 0023A03(11)01-002, which is zoned R-1 Low Density Residential; and

WHEREAS, Mr. Blincoe has agreed to the attached conditions; and

WHEREAS, after a public hearing and due consideration, the Planning Commission recommends approval of this conditional use permit; and

WHEREAS, the Town Council finds that the conditional use permit application complies with Town Code Section 29-22 (a); and

WHEREAS, upon recommendation of the Planning Commission and after holding a public hearing on this Resolution, the Town Council finds that the public necessity, convenience, general welfare, and good planning and zoning practice allows for this conditional use permit be granted; NOW THEREFORE,

BE IT RESOLVED BY THE TOWN OF FARMVILLE TOWN COUNCIL:

1. The Town of Farmville Town Council grants a conditional use permit to Adam Blincoe to allow for an accessory dwelling unit per Town Code Section 29-22 (a). Located on a 0.402 acre site at 709 High Street on Parcel 0023A03(11)01-002, which is zoned R-1 Low Density Residential with the attached conditions.
2. This resolution shall be in full force and effect upon passage.

Approved:

Mayor

Attest: _____
Clerk of Council

I certify that the above resolution was:

Adopted on _____.

Ayes: _____. Nays: _____. Absent: _____. Abstain: _____.

The Honorable A.D. “Chuckie” Reid: _____.

The Honorable Sallie O. Amos _____.

The Honorable Daniel E. Dwyer _____.

The Honorable Tommy Pairet _____.

The Honorable John Hardy _____.

The Honorable Donald L. Hunter _____.

The Honorable Adam Yoelin _____.

Adam Blincoe’s Conditions for Conditional Use Permit

List of conditions to be placed on Adam Blincoe’s Conditional Use Permit for an accessory dwelling unit located at 709 High Street.

- The structure shall be no larger than presented on the construction drawings.
- The structure shall comply with all setback requirements that apply to the primary structure.
- Only one (1) accessory dwelling shall be allowed on the lot or parcel of land.
- No recreational vehicle may be used as an accessory dwelling.
- Any accessory dwelling shall comply with all applicable requirements of the state department of health and the Virginia Uniform Statewide Building Code.
- No signage advertising or promoting the existence of the structure shall be permitted on the exterior of the structure or anywhere on the property.
- The Town may revoke the permit if the permit holder violates any provision of this section.

REQUEST ADOPTION OF RESOLUTION NO. 2025-10-05 – AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS IN A MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$16,400,000 OF THE TOWN OF FARMVILLE, VIRGINIA, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF, FOR THE FINANCING OF CERTAIN PUBLIC SAFETY IMPROVEMENTS AND EQUIPMENT

Mr. Dwyer made a motion to adopt Resolution No. 2025-10-05, seconded by Mr. Hardy, and with a recorded vote of Council members Reid, Dwyer, Pairet, Yoelin, and Hardy voting “yes”, the motion passed.

BACKGROUND: Ted Cole, Financial Consultant with Davenport and Company, and Richard Hurlbert, Bond Counsel with Haneberg Hurlbert, were present to answer any questions from the Council. The topic had been discussed in previous meetings with no additional discussion being held.

A Public Hearing was held on October 8, 2025, with no community input received.

Resolution No. 2025-10-05

A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS IN A MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$16,400,000 OF THE TOWN OF FARMVILLE, VIRGINIA, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF, FOR THE FINANCING OF CERTAIN PUBLIC SAFETY IMPROVEMENTS AND EQUIPMENT

WHEREAS, the Town Council (the “Town Council”) of the Town of Farmville, Virginia (the “Town”) has received a plan of financing from the Town’s Financial Advisor (Davenport & Company LLC) (the “Financial Advisor”) and determined under such plan to issue its general obligation bonds to issue and sell general obligation bonds in the maximum aggregate principal amount of \$16,400,000 to finance or reimburse the Town for costs associated with (1) the renovation and expansion of the Town’s fire and emergency rescue station, and (2) the acquisition of a new fire and rescue apparatus (a ladder truck) (the “Plan of Finance”), and to pay costs of issuance of such bonds; and

WHEREAS, the Town Council has determined that it would benefit the Town to issue and sell such bonds and that either the Town Manager of the Town (hereinafter, the “Town Manager”) or the Director of Finance of the Town (hereinafter, “Director of Finance”) should be authorized to implement the Plan of Finance and to finalize and approve the final terms of the bonds;

NOW, THEREFORE, BE IT RESOLVED by the Town Council of the Town of Farmville:

1. Issuance of Bonds. There shall be issued and sold, pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991 and the Town Charter, tax-exempt general obligation bonds of the Town in the maximum aggregate principal amount of \$16,400,000 (the “Bonds”) to provide funds to pay all or a portion of the costs of the Plan of Finance and the costs of issuing the Bonds.

2. Bond Details. The Bonds shall be designated as “General Obligation Bonds, Series 2025,” with such other series or subseries designations as may be determined to be advisable by the Town Manager or the Director of Finance, shall be in registered form, shall be dated such date or dates not later than June 30, 2026, as may be determined by the Town Manager or the Director of Finance, shall be in denominations of \$5,000 and integral multiples thereof, and shall be numbered R-1 upward. To the extent that any Refunded Bonds are to be refunded with proceeds of the Bonds, the Bonds may be designated as “General Obligation Bonds” Subject to the provisions of Section 8, the issuance and sale of the Bonds are authorized on terms as shall be satisfactory to the Town Manager or the Director of Finance; provided, however, that the Bonds (a) shall have a “true” or “Canadian” interest cost not to exceed 5.50%, (b) shall be sold at a price not less than 98% of the original aggregated principal amount thereof (inclusive of original issue premium, original issue discount and underwriter’s discount), and (c) shall mature, or be subject to mandatory sinking fund redemption, in annual installments beginning no later than December 31, 2027 and ending no later than December 31, 2050. The Bonds may be issued on such date or dates no later than June 30, 2026, in one or more series for one or more of the purposes included in the Plan of Finance, all as may be determined by the Town Manager or the Director of Finance.

Each Bond shall bear interest from its dated date at such rate as shall be determined at the time of sale, calculated on the basis of a 360-day year of twelve 30-day months, and payable semiannually on dates determined by the Town Manager or the Director of Finance. Principal and premium, if any, shall be payable to the registered owners upon surrender of Bonds as they become due at the office of the Registrar (as defined in Section 7 hereof). Interest shall be payable by check or draft mailed to the registered owners at their addresses as they appear on the registration books kept by the Registrar on the date 15 days prior to each interest payment date (the “Record Date”) or as otherwise determined by the Town Manager or the Director of Finance. Principal, premium, if any, and interest shall be payable in lawful money of the United States of America.

Initially, one Bond certificate for each maturity of the Bonds shall be issued to and registered in the name of The Depository Trust Company, New York, New York (“DTC”), or its nominee. The Town has heretofore entered into a Letter of Representations relating to a book-entry system to be maintained by DTC with respect to the Bonds. “Securities Depository” shall mean DTC or any other securities depository for the Bonds appointed pursuant to this Section. In the event that the Bonds are sold by direct private placement with one or more financial institutions, the Bonds shall be issued to and registered in the name of such institution(s) at the request of such institution(s).

In the event that (a) the Securities Depository determines not to continue to act as the securities depository for the Bonds by giving notice to the Registrar, and the Town discharges its responsibilities hereunder, or (b) the Town in its sole discretion determines (i) that beneficial owners of Bonds shall be able to obtain certificated Bonds or (ii) to select a new Securities

Depository, then the Director of Finance of the Town shall, at the direction of the Town, attempt to locate another qualified securities depository to serve as Securities Depository and authenticate and deliver certificated Bonds to the new Securities Depository or its nominee, or authenticate and deliver certificated Bonds to the beneficial owners or to the Securities Depository participants on behalf of beneficial owners substantially in the form provided for in Section 5; provided, however, that such form shall provide for interest on the Bonds to be payable (A) from the date of the Bonds if they are authenticated prior to the first interest payment date, or (B) otherwise from the interest payment date that is or immediately precedes the date on which the Bonds are authenticated (unless payment of interest thereon is in default, in which case interest on such Bonds shall be payable from the date to which interest has been paid). In delivering certificated Bonds, the Director of Finance shall be entitled to rely on the records of the Securities Depository as to the beneficial owners or the records of the Securities Depository participants acting on behalf of beneficial owners. Such certificated Bonds will then be registrable, transferable and exchangeable as set forth in Section 7.

So long as there is a Securities Depository for the Bonds (1) it or its nominee shall be the registered owner of the Bonds, (2) notwithstanding anything to the contrary in this Resolution, determinations of persons entitled to payment of principal, premium, if any, and interest transfers of ownership and exchanges and receipt of notices shall be the responsibility of the Securities Depository and shall be effected pursuant to rules and procedures established by such Securities Depository, (3) the Registrar and the Town shall not be responsible or liable for maintaining, supervising or reviewing the records maintained by the Securities Depository, its participants or persons acting through such participants, (4) references in this Resolution to registered owners of the Bonds shall mean such Securities Depository or its nominee and shall not mean the beneficial owners of the Bonds, and (5) in the event of any inconsistency between the provisions of this Resolution and the provisions of the above-referenced Letter of Representations such provisions of the Letter of Representations, except to the extent set forth in this paragraph and the next preceding paragraph, shall control.

3. Redemption Provisions. The Bonds may be subject to redemption prior to maturity at the option of the Town on or after the dates, if any, determined by the Town Manager or the Director of Finance, in whole or in part (in \$5,000 integrals), at any time, at a redemption price equal to the principal amount of the Bonds, together with any interest accrued to the redemption date, plus (if and as determined to be necessary by the Town Manager or the Director of Finance) either (a) a redemption premium in an amount not to exceed 2.0% of the principal amount of the Bonds, or (b) a “make whole” redemption premium, in either case (if and as determined to be necessary by the Town Manager or the Director of Finance) in such amount as may be determined by the Town Manager or the Director of Finance.

Any Bonds designated and sold as term bonds may be subject to mandatory sinking fund redemption upon terms determined by the Town Manager or the Director of Finance.

If less than all of the Bonds are called for redemption, the maturities of the Bonds to be redeemed shall be selected by the Director of Finance in such manner as she may determine to be in the best interests of the Town. If less than all the Bonds of a particular maturity are called for redemption, the Bonds within such maturity to be redeemed shall be selected by the Securities

Depository pursuant to its rules and procedures or, if the book-entry system is discontinued, shall be selected by the Registrar by lot in such manner as the Registrar in its discretion may determine. In either case, (a) the portion of any Bond to be redeemed shall be in the principal amount of \$5,000 or some integral multiple thereof and (b) in selecting Bonds for redemption, each Bond shall be considered as representing that number of Bonds that is obtained by dividing the principal amount of such Bond by \$5,000. The Town shall cause notice of the call for redemption identifying the Bonds or portions thereof to be redeemed to be sent by facsimile or electronic transmission, registered or certified mail or overnight express delivery, not less than 30 nor more than 60 days prior to the redemption date, to the registered owner of the Bonds. The Town shall not be responsible for giving notice of redemption to anyone other than DTC or another qualified securities depository then serving or its nominee unless no qualified securities depository is the registered owner of the Bonds. If no qualified securities depository is the registered owner of the Bonds, notice of redemption shall be mailed to the registered owners of the Bonds. If a portion of a Bond is called for redemption, a new Bond in principal amount equal to the unredeemed portion thereof will be issued to the registered owner upon the surrender thereof.

In the case of an optional redemption, the notice may state that (1) it is conditioned upon the deposit of moneys, in an amount equal to the amount necessary to effect the redemption, no later than the redemption date or (2) the Town retains the right to rescind such notice on or prior to the scheduled redemption date (in either case, a "Conditional Redemption"), and such notice and optional redemption shall be of no effect if such moneys are not so deposited or if the notice is rescinded as described herein. Any Conditional Redemption may be rescinded at any time. The Town shall give prompt notice of such rescission to the affected Bondholders. Any Bonds subject to Conditional Redemption where redemption has been rescinded shall remain outstanding, and the rescission shall not constitute an event of default. Further, in the case of a Conditional Redemption, the failure of the Town to make funds available on or before the redemption date shall not constitute an event of default, and the Town shall give immediate notice to all organizations registered with the Securities and Exchange Commission as securities depositories or the affected Bondholders that the redemption did not occur and that the Bonds called for redemption and not so paid remain outstanding.

4. Execution and Authentication. The Bonds shall be signed by the manual or facsimile signature of the Mayor or Vice Mayor of the Town, shall be countersigned by the manual or facsimile signature of the Town Manager, and the Town Council's seal shall be affixed thereto or a facsimile thereof printed thereon and shall be attested by the manual or facsimile signature of the Clerk or Deputy Clerk of the Town Council; provided, however, that if both of such signatures are facsimiles, no Bond shall be valid until it has been authenticated by the manual signature of an authorized officer or employee of the Registrar described in Section 7, and the date of authentication noted thereon.

5. Bond Form. The Bonds shall be in substantially the form attached hereto, and incorporated herein by this reference, as Exhibit A, with such completions, omissions, insertions and changes not inconsistent with this Resolution as may be approved by the officers signing the Bonds, whose approval shall be evidenced conclusively by the execution and delivery of the Bonds.

6. Pledge of Full Faith and Credit. The full faith and credit of the Town are irrevocably pledged for the payment of principal of and premium, if any, and interest on the Bonds. Unless other funds are lawfully available and appropriated for timely payment of the Bonds, the Town Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the Town sufficient to pay when due the principal of and premium, if any, and interest on the Bonds.

7. Registration, Transfer and Owners of Bonds. In the event that the Bonds are sold by competitive or negotiated public sale, U.S. Bank Trust Company, National Association, shall be and is hereby appointed as paying agent and registrar for the Bonds (the "Registrar"). The Town may at any time replace the Registrar with another qualified bank or trust company. The Registrar shall maintain registration books for the registration and registration of transfers of Bonds. Upon presentation and surrender of any Bonds at the corporate trust office of the Registrar, together with an assignment duly executed by the registered owner or his duly authorized attorney or legal representative in such form as shall be satisfactory to the Registrar, the Town shall execute and the Registrar shall authenticate, if required by Section 4, and deliver in exchange, a new Bond or Bonds having an equal aggregate principal amount, in authorized denominations, of the same form, right of redemption and maturity, bearing interest at the same rate, and registered in names as requested by the then registered owner or his duly authorized attorney or legal representative. Any such exchange shall be at the expense of the Town, except that the Registrar may charge the person requesting such exchange the amount of any tax or other governmental charge required to be paid with respect thereto.

The Registrar shall treat the registered owner as the person exclusively entitled to payment of principal, premium, if any, and interest and the exercise of all other rights and powers of the owner, except that interest payments shall be made to the person shown as owner on the registration books on the Record Date.

In the event that the Bonds are sold by direct, private placement with one or more financial institutions, the Director of Finance of the Town is hereby appointed to serve as paying agent and registrar for the Bonds.

8. Sale of Bonds. The Town Council authorizes the sale of the Bonds upon the following terms. The Bonds may be sold by competitive bid, by negotiated sale, or by direct private placement with one or more financial institutions, as the Town Manager or the Director of Finance, in collaboration with the Financial Advisor, determines to be in the best interests of the Town. The Town Manager or the Director of Finance, in collaboration with the Financial Advisor, is authorized and directed to determine (a) the aggregate principal amount of the Bonds, subject to the limitations set forth in Section 1, (b) the maturity dates, interest rates and purchase prices of the Bonds, subject to the limitations set forth in Section 2, (c) the redemption provisions of the Bonds, subject to the limitations set forth in Section 3, and (d) the dated date, the principal and interest payment dates and the Record Date of the Bonds, all as the Town Manager or the Director of Finance determines to be in the best interests of the Town.

If the Town Manager or the Director of Finance determines to sell the Bonds by competitive bid, the Town Manager or the Director of Finance shall receive bids for the Bonds using such bidding platform program and/or software as the Town Manager or the Director of Finance determines to be in the best interests of the Town, and shall award the Bonds to the bidder providing the lowest “True” or “Canadian” interest cost, subject to the limitations set forth in Section 2. Following a competitive sale of the Bonds, the Town Manager shall file a certificate setting forth the final terms of the Bonds with the Town’s permanent records. The actions of the Town Manager or the Director of Finance in selling the Bonds by competitive sale shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the Town Council.

If the Town Manager or the Director of Finance determines to sell the Bonds by negotiated sale, the Town Manager or the Director of Finance is authorized, in collaboration with the Financial Advisor, to choose any investment bank or firm to serve as underwriter for the Bonds and to execute and deliver to each such underwriter a bond purchase agreement (the “Bond Purchase Agreement”) in a form approved by the Town Manager or the Director of Finance to reflect the final terms of the Bonds, and as approved as to form and correctness by the Town Attorney. The execution thereof by the Town Manager or the Director of Finance shall constitute conclusive evidence of approval of the final form of the Bond Purchase Agreement. Following a negotiated sale, the Town Manager shall file a copy of the Bond Purchase Agreement with the Town’s permanent records. The actions of the Town Manager or the Director of Finance in selling the Bonds by negotiated sale to any underwriter shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the Town Council.

If the Town Manager or the Director of Finance determines to sell the Bonds through a direct private placement with one or more financial institutions, the Town Manager shall file a certificate setting forth the final terms of the Bonds with the Town’s permanent records. The actions of the Town Manager or the Director of Finance in selling the Bonds by direct, private placement with one or more financial institutions shall be conclusive, and no further action with respect to the sale and issuance of the Bonds shall be necessary on the part of the Town Council.

9. Notice of Sale; RFP for Private Placement of Bonds. If the Bonds are sold by competitive sale, the Town Manager or the Director of Finance, in collaboration with the Financial Advisor, is authorized and directed to take all proper steps to advertise the Bonds for sale substantially in accordance with the form of Notice of Sale, a draft of which has been provided to the members of the Town Council, which is hereby approved; provided that the Town Manager or the Director of Finance, in collaboration with the Financial Advisor, may make such changes in the Notice of Sale not inconsistent with the provisions of this Resolution as he or she may consider to be in the best interests of the Town. The distribution of the Notice of Sale shall constitute conclusive evidence of the approval of the Town Manager or the Director of Finance of any such changes.

If the Bonds are sold by direct private placement with one or more financial institutions, the Town Manager or the Director of Finance, in collaboration with the Financial Advisor, is authorized and directed to take all proper steps to solicit proposals from qualified financial

institutions for the purchase of the Bonds through a request for proposals or other process to be instituted by the Financial Advisor on behalf of the Town.

10. Official Statement. The form of Preliminary Official Statement describing the Bonds, a draft of which has been provided to the members of the Town Council, is approved as the form of the Preliminary Official Statement by which the Bonds will be offered for sale, with such completions, omissions, insertions and changes not inconsistent with this Resolution as the Town Manager or the Director of Finance, in collaboration with the Financial Advisor, may consider appropriate, including changes as necessary to reflect a competitive sale or a negotiated sale. After the Bonds have been sold, the Town Manager or the Director of Finance, in collaboration with the Financial Advisor, shall make such completions, omissions, insertions and changes in the Preliminary Official Statement not inconsistent with this Resolution as are necessary or desirable to complete it as a final Official Statement, execution thereof by the Town Manager or the Director of Finance to constitute conclusive evidence of his approval of any such completions, omissions, insertions and changes. The Town shall arrange for the delivery to the underwriters of the Bonds of a reasonable number of copies of the final Official Statement, within seven business days after the Bonds have been sold, for delivery to each potential investor requesting a copy of the Official Statement and to each person to whom the underwriters initially sell Bonds.

11. Official Statement Deemed Final. The Town Manager or the Director of Finance is authorized, on behalf of the Town, to deem the Preliminary Official Statement and the Official Statement in final form to be final as of their dates within the meaning of Rule 15c2-12, as amended (the "Rule"), of the Securities and Exchange Commission, except for the omission from the Preliminary Official Statement of certain pricing and other information permitted to be omitted pursuant to the Rule. The distribution of the Preliminary Official Statement and the Official Statement in final form shall be conclusive evidence that each has been deemed final as of its date by the Town, except for the omission in the Preliminary Official Statement of such pricing and other information permitted to be omitted pursuant to the Rule.

12. Preparation and Delivery of Bonds. After the Bonds have been awarded, the Mayor or Vice Mayor, the Town Manager, and the Clerk or Deputy Clerk of the Town Council are authorized and directed to take all proper steps to have the Bonds prepared and executed in accordance with their terms and to deliver the Bonds to the purchasers thereof upon payment therefor.

13. Deposit of Bond Proceeds. The Director of Finance is authorized and directed to provide for the deposit of the proceeds of the Bonds in one or more special accounts which may be invested as permitted by Virginia law, including without limitation in the Virginia State Non-Arbitrage Program, to be used to pay or reimburse the Town for the costs of (1) the renovation and expansion of the Town's fire and emergency rescue station, and (2) the acquisition of a new fire and rescue apparatus (a ladder truck) to be financed with such portion of the proceeds of the Bonds, and to pay the costs of issuing the Bonds.

14. Arbitrage Covenants. The Town covenants that it shall not take or omit to take any action the taking or omission of which will cause the Bonds to be "arbitrage bonds" within the

meaning of Section 148 of the Internal Revenue Code of 1986, as amended, and the regulations issued pursuant thereto (the “Code”), or otherwise cause interest on the Bonds to be includable in the gross income of the registered owners thereof under existing law. Without limiting the generality of the foregoing, the Town shall comply with any provision of law which may require the Town at any time to rebate to the United States any part of the earnings derived from the investment of the gross proceeds of the Bonds, unless the Town receives an opinion of nationally recognized bond counsel that such compliance is not required to prevent interest on the Bonds from being includable in the gross income of the registered owners thereof under existing law. The Town shall pay any such required rebate from its legally available funds.

15. Non-Arbitrage Certificate and Elections. Such officers of the Town as may be requested are authorized and directed to execute an appropriate certificate setting forth the expected use and investment of the proceeds of the Bonds in order to show that such expected use and investment will not violate the provisions of Section 148 of the Code, and any elections such officers deem desirable regarding rebate of earnings to the United States for purposes of complying with Section 148 of the Code. Such certificate and elections shall be in such form as may be requested by bond counsel for the Town.

16. Limitation on Private Use. The Town covenants that it shall not permit the proceeds of the Bonds or the facilities financed with the proceeds of the Bonds to be used in any manner that would result in (a) 5% or more of such proceeds or the facilities financed with such proceeds being used in a trade or business carried on by any person other than a governmental unit, as provided in Section 141(b) of the Code, (b) 5% or more of such proceeds or the facilities financed with such proceeds being used with respect to any output facility (other than a facility for the furnishing of water), within the meaning of Section 141(b)(4) of the Code, or (c) 5% or more of such proceeds being used directly or indirectly to make or finance loans to any persons other than a governmental unit, as provided in Section 141(c) of the Code; provided, however, that if the Town receives an opinion of nationally recognized bond counsel that any such covenants need not be complied with to prevent the interest on the Bonds from being includable in the gross income for federal income tax purposes of the registered owners thereof under existing law, the Town need not comply with such covenants.

17. Continuing Disclosure Agreement. The Mayor or the Vice Mayor of the Town and the Town Manager and such officer or officers of the Town as either may designate are hereby authorized and directed to execute a continuing disclosure agreement (the “Continuing Disclosure Agreement”) setting forth the reports and notices to be filed by the Town and containing such covenants as may be necessary to assist the purchasers of the Bonds in complying with the provisions of the Rule. The Continuing Disclosure Agreement shall be substantially in the form attached as Appendix C to the draft Preliminary Official Statement circulated to the Town Council prior to this meeting, with such completions, omissions, insertions and changes that are not inconsistent with this Resolution.

18. SNAP Investment Authorization. The Town Council has previously received and reviewed an Information Statement describing the State Non-Arbitrage Program of the Commonwealth of Virginia (“SNAP”) and the Contract Creating the State Non-Arbitrage Program Pool I (the “Contract”), and the Town Council has determined to authorize the Director of Finance

of the Town to utilize SNAP in connection with the investment of the non-refunding portion of the proceeds of the Bonds, if the Town Manager or the Director of Finance determines that the utilization of SNAP is in the best interests of the Town. The Town Council acknowledges that the Treasury Board of the Commonwealth of Virginia is not, and shall not be, in any way liable to the Town in connection with SNAP, except as otherwise provided in the Contract.

19. Official Intent. The Town intends that the adoption of this resolution be considered as “official intent” within the meaning of the Treasury Regulations, Section 1.150-2, promulgated under the Code (the “Regs”), to reimburse certain expenditures related to (1) the renovation and expansion of the Town’s fire and emergency rescue station, and (2) the acquisition of a new fire and rescue apparatus (a ladder truck) with a portion of the proceeds of the Bonds, as permitted by the Regs.

20. Defeasance. The obligations of the Town under this Resolution and covenants of the Town provided for herein shall be fully discharged and satisfied as to the Bonds and the Bonds shall no longer be deemed to outstanding hereunder when the Bonds shall have been purchased by the Town and cancelled or destroyed, when the payment of principal of the Bonds plus interest on the principal to the due date thereof either (a) shall have been made or (b) shall have been provided for by irrevocably depositing with the Paying Agent for the bonds, money sufficient to make such payment, or direct and general obligations of, or obligations the principal of and interest on which are guaranteed by, the United States of America, maturing in such amounts and at such times as will insure the availability of sufficient monies to make such payment.

21. Other Actions. All other actions of officers of the Town and the Town Council in conformity with the purposes and intent of this Resolution and in furtherance of the issuance and sale of the Bonds are approved and confirmed. The officers of the Town are authorized and directed to execute and deliver all certificates and instruments and to take all such further action as may be considered necessary or desirable in connection with the issuance, sale and delivery of the Bonds.

22. Repeal of Conflicting Resolutions. All resolutions or parts of resolutions in conflict herewith are hereby repealed.

23. Filing of Resolution with Circuit Court. The Clerk of the Town Council is hereby directed to file a certified copy of this Resolution with the Circuit Court of Prince Edward County, Virginia, promptly following its adoption.

24. Effective Date. This Resolution shall take effect immediately.

* * *

CERTIFICATE

The undersigned Clerk of the Town Council (the “Town Council”) of the Town of Farmville, Virginia (the “Town”) hereby certifies that:

1. A meeting of the Town Council was duly called and held on October 8, 2025 (the “Meeting”).

2 Attached hereto is a true, correct and complete copy of a resolution (the “Resolution”) of the Town Council entitled “A RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION BONDS IN A MAXIMUM AGGREGATE PRINCIPAL AMOUNT OF \$16,400,000 OF THE TOWN OF FARMVILLE, VIRGINIA, AND PROVIDING FOR THE FORM, DETAILS AND PAYMENT THEREOF, FOR THE FINANCING OF CERTAIN PUBLIC SAFETY IMPROVEMENTS AND EQUIPMENT” as recorded in full in the minutes of the Meeting and duly adopted by a majority of the members of the Town Council present and voting during the Meeting.

3. A summary of the members of the Town Council present or absent at the Meeting, and the recorded vote with respect to the Resolution, is set forth below:

<u>Member Name</u>	<u>Voting</u>				
	<u>Present</u>	<u>Absent</u>	<u>Yes</u>	<u>No</u>	<u>Abstaining</u>
Brian Vincent, Mayor	_____	_____	_____	_____	_____
A.D. “Chuckie” Reid, Vice Mayor	_____	_____	_____	_____	_____
Sallie O. Amos	_____	_____	_____	_____	_____
Daniel E. Dwyer	_____	_____	_____	_____	_____
John Hardy	_____	_____	_____	_____	_____
Donald L. Hunter	_____	_____	_____	_____	_____
Thomas M. Pairet	_____	_____	_____	_____	_____
Adam Yoelin	_____	_____	_____	_____	_____

4. The Resolution has not been repealed, revoked, rescinded or amended, and is in full force and effect on the date hereof.

WITNESS MY HAND and the seal of the Town Council of the Town of Farmville, Virginia, this ____ day of _____, 2025.

Clerk, Town Council of
the Town of Farmville, Virginia

[SEAL]

EXHIBIT A

Unless this certificate is presented by an authorized representative of The Depository Trust Company, a New York corporation (“DTC”), to the issuer or its agent for registration of transfer, exchange, or payment, and any certificate is registered in the name of Cede & Co., or in such other name as is requested by an authorized representative of DTC (and any payment is made to Cede & Co. or to such other entity as is requested by an authorized representative of DTC), ANY TRANSFER, PLEDGE, OR OTHER USE HEREOF FOR VALUE OR OTHERWISE BY OR TO ANY PERSON IS WRONGFUL inasmuch as the registered owner hereof, Cede & Co., has an interest herein.

REGISTERED

REGISTERED

No. R-___

\$ _____

UNITED STATES OF AMERICA
COMMONWEALTH OF VIRGINIA
TOWN OF FARMVILLE, VIRGINIA

General Obligation Bonds,
Series 2025

INTEREST RATE	MATURITY DATE	DATED DATE	CUSIP
_____%	January 15, _____	_____, 2025	_____

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: _____ AND NO/100 DOLLARS

The Town of Farmville, Virginia (the “Town”), for value received, promises to pay, upon surrender hereof to the registered owner hereof, or registered assigns or legal representative, the principal sum stated above on the maturity date stated above, subject to prior redemption as hereinafter provided, and to pay interest hereon from its date semiannually on each January 15 and July 15, beginning July 15, 2026, at the annual rate stated above, calculated on the basis of a 360-day year of twelve 30-day months. Principal, premium, if any, and interest are payable in lawful money of the United States of America by U.S. Bank Trust Company, National Association, which has been appointed paying agent and registrar for this bond (the “Registrar”). If any payment date with respect to this bond is not a Business Day (as hereinafter defined), such payment will be made on the next succeeding Business Day with the same effect as if made on the payment date and no additional interest shall accrue. “Business Day” shall mean a day on which banking business is transacted, but not including a Saturday, Sunday or legal holiday, or any other day on which banking institutions are authorized by law to close in the Commonwealth of Virginia.

Notwithstanding any other provision hereof, this bond is subject to a book-entry system maintained by The Depository Trust Company, New York, New York (“DTC”), and the payment of principal, premium, if any, and interest, the providing of notices and other matters shall be made as described in the Town's Letter of Representations to DTC.

This bond is one of an issue of \$_____ General Obligation Bonds, Series 2025 (the “Series 2025 Bonds”), of like date and tenor, except as to number, denomination, rate of interest, privilege of redemption and maturity.

The Series 2025 Bonds are issued pursuant to the Constitution and statutes of the Commonwealth of Virginia, including the Public Finance Act of 1991, the Town Charter, and a resolution adopted by the Town Council of the Town on October 8, 2025, to provide funds to finance (1) the renovation and expansion of the Town’s fire and emergency rescue station, and (2) the acquisition of a new fire and rescue apparatus (a ladder truck) and to pay the costs of issuing the Series 2025 Bonds.

Optional Redemption. The Series 2025 Bonds may be redeemed at the option of the Town prior to their respective maturities in whole or in part (in integral multiples of \$5,000) at any time, following requisite notice, on or after [July 15, 2035], upon payment of 100% of the principal amount of the Series 2025 Bonds to be redeemed, together with accrued interest to the redemption date.

[Mandatory Redemption. The Series 2025 Bonds maturing on [_____] 1, 20[___] are subject to mandatory sinking fund redemption, in part, on _____, 20[___] and on each June 1 thereafter, at a redemption price equal to the principal amount to be redeemed (less any principal amount retired by optional redemption or otherwise as provided in the Resolution) plus accrued interest thereon to the date fixed for redemption, in the years set forth below and in the following amounts:

<u>Year</u>	<u>Amount</u>
-------------	---------------

(final maturity)]

If less than all of the bonds are called for redemption, the maturities of the bonds to be redeemed shall be selected by the Director of Finance of the Town in such manner as may be determined to be in the best interest of the Town. If less than all of the bonds of a particular maturity are called for redemption, the bonds within such maturity to be redeemed shall be selected by DTC or any successor securities depository pursuant to its rules and procedures or, if the book entry system is discontinued, shall be selected by the Registrar by lot in such manner as the Registrar in its discretion may determine. In either case, (a) the portion of any bond to be redeemed shall be in the principal amount of \$5,000 or some integral multiple thereof and (b) in selecting bonds for redemption, each bond shall be considered as representing that number of bonds that is

obtained by dividing the principal amount of such bond by \$5,000. The Town shall cause notice of the call for redemption identifying the bonds or portions thereof to be redeemed to be sent by facsimile or electronic transmission, registered or certified mail or overnight express delivery, not less than 30 nor more than 60 days prior to the redemption date, to DTC or its nominee as the registered owner of the bonds. If a portion of this bond is called for redemption, a new bond in the principal amount of the unredeemed portion hereof shall be issued to the registered owner upon surrender hereof.

The Town may give a notice of redemption prior to a deposit of redemption moneys if such notice states that the redemption is to be funded with the proceeds of a refunding bond issue and is conditioned on the deposit of such proceeds. Provided that moneys are deposited on or before the redemption date, such notice shall be effective when given. If such proceeds are not available on the redemption date, such bonds will continue to bear interest until paid at the same rate they would have borne had they not been called for redemption. On presentation and surrender of the bonds called for redemption at the place or places of payment, such bonds shall be paid and redeemed.

The full faith and credit of the Town are irrevocably pledged for the payment of principal of and premium, if any, and interest on this bond. Unless other funds are lawfully available appropriated for timely payment of this bond, the Town Council shall levy and collect an annual ad valorem tax, over and above all other taxes authorized or limited by law and without limitation as to rate or amount, on all locally taxable property in the Town sufficient to pay when due the principal of and premium, if any, and interest on this bond.

The Registrar shall treat the registered owner of this bond as the person exclusively entitled to payment of principal of and premium, if any, and interest on the bond and the exercise of all rights and powers of the owner, except that interest payments shall be made to the person shown as the owner on the registration books on the date 15 days prior to each interest payment date.

All acts, conditions and things required by the Constitution and statutes of the Commonwealth of Virginia to happen, exist or be performed precedent to and in the issuance of this bond have happened, exist and have been performed, and the issue of bonds of which this bond is one, together with all other indebtedness of the Town, is within every debt and other limit prescribed by the Constitution and statutes of the Commonwealth of Virginia.

IN WITNESS WHEREOF, the Town Council of the Town of Farmville, Virginia, has caused this bond to be issued in the name of the Town of Farmville, Virginia, to be signed by its [Vice] Mayor and Town Manager, its seal to be affixed hereto and attested by the Clerk of the Town Council, and this bond to be dated the date first above written.

TOWN OF FARMVILLE, VIRGINIA

[Vice] Mayor,
Town of Farmville, Virginia

Town Manager,
Town of Farmville, Virginia

(SEAL)

ATTEST:

Clerk, Town Council of the
Town of Farmville, Virginia

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sell(s), assign(s) and transfers unto

(Please print or type name and address, including postal zip code, of Transferee)

PLEASE INSERT SOCIAL SECURITY OR OTHER
IDENTIFYING NUMBER OF TRANSFEE:

the within Bond and all rights hereunder, hereby irrevocably constituting and appointing _____,
Attorney, to transfer the within Bond on the books kept for registration hereof, with full power of
substitution in the premises.

Dated: _____

Signature Guaranteed:

NOTICE: Signature(s) must be guaranteed
by an Eligible Guarantor Institution such as
a Commercial Bank, Trust Company,
Securities Broker/Dealer, Credit Union or
Savings Association who is a member of a
medallion program approved by The
Securities Transfer Association, Inc.

(Signature of Registered Owner)

NOTICE: The signature above must
correspond with the name of the
registered owner as it appears on the
front of this Bond in every particular,
without alteration or enlargement or
any change whatsoever.

TOWN MANAGER'S REPORT

Town Manager Davis provided several updates:

- Staff are still trying to obtain an estimate to renovate the cinderblock building to use as the splashpad restroom.
- Employee Fall Picnic, October 17th at Wilck's Lake Island, 11:30 AM-1:00 PM.
- Citizen Input Meeting for the road improvement project at the intersection of East Third, Persimmon Tree Fork Road and Milnwood Road – October 9th, 5:30-7:00 PM at the Moton Museum.

- The Council needed to decide whether to send the newest sidewalk draft to the Planning Commission. Comments were made about the unclear wording and the need to be more defined. There was a verbal consensus from Council members Reid, Dwyer, Pairret, Yoelin, and Hardy to send the draft to the Planning Commission.
- To move the discussion forward, a last call was mentioned for Council feedback on discussion topics for the Comprehensive Plan. Friday, October 10th date was mentioned for notes to be sent to the Town Manager so that additional joint meetings could be scheduled with the Planning Commission.

COMMENTS BY MAYOR AND TOWN COUNCIL

Mr. Hardy welcomed the new firefighters, thanked Chief Ellington and all who were involved in organizing the National Night Out event. He expressed gratitude to Kerby Moore, Friends of the Farmville Veterans, and the other agencies who support the veterans.

Mr. Yoelin expressed gratitude to attendees, acknowledged concerns about speeding on High Street and assured that solutions are being sought, welcoming community input. He also addressed the streetlight issue, the preference sheet mentioned that could be submitted to Dominion Power to guide future installations on light intensity and that he wants to move forward as soon as possible.

Mr. Reid agreed with Mrs. Andrews' concerns about parking and driveway safety and suggested that the Town may need to consider painting the curbs to help residents.

Mr. Yoelin added a reminder of the Shrimp Fest scheduled for October 9th from 5:00 to 9:00 PM at the Fireman's Sports Arena. Tickets are still available and support the local Lions Club organization.

Mayor Vincent provided updates on recent events and activities. He attended a Virginia Municipal League (VML) legislative committee meeting as Vice Chair of that committee, focusing on advocating for local control over issues like ADUs. He participated in several community events, including the Heart of Virginia Festival, the SPCA's 50th Anniversary event where he presented a proclamation, and gave a keynote address at Longwood University's Citizen Leaders Fall Symposium. Students expressed a strong desire for a more pedestrian- and bike-friendly town. The National Night Out event was mentioned and was a great opportunity to visit with law enforcement and first responders. He concluded his update by mentioning that some of the Council members will be attending the upcoming VML Annual Conference this weekend.

There being no other business and on a motion by Mr. Dwyer, seconded by Mr. Reid, and with all Council members voting “aye”, the meeting was adjourned at 6:57 PM.

APPROVED:

ATTEST:

Brian R. Vincent, Mayor

Mary H. McKay, Clerk of Council

DRAFT



Town of Farmville

Agenda Item Summary

MEETING DATE: November 12, 2025

ITEM NUMBER: 10.a. – October 2025 Finance Report

BACKGROUND: Verbal Report by Deputy Town Manager/Finance Director Julie Moore

RECOMMENDATION: Approve the October 2025 Finance Report as presented

FISCAL IMPACT:

ATTACHMENTS:

1. Finance Report October 2025
2. Rescue Squad 2025-2026-YTD Expenses through Oct'25
3. Rescue Squad Monthly Expenses-Oct'25
4. Variable Revenue October-Charts

TOWN OF FARMVILLE
FINANCE REPORT OF CASH RECEIPTS AND DISBURSEMENTS
FOR THE MONTH OF OCTOBER 2025

FUND NUMBER	FUND TITLE	BALANCE 10/01/2025	NET CHANGE	BALANCE 10/31/2025
<u>UNRESTRICTED FUNDS</u>				
10	GENERAL FUND	\$ 1,172,124	\$ (758,392)	\$ 413,732
15	ST MAINT FUND	149,160	325,907	475,067
40	WATER FUND	1,974,828	(6,963)	1,967,865
42	SEWER FUND	1,741,646	(48,030)	1,693,616
44	TRANSPORTATION FUND	1,251,794	(60,271)	1,191,523
45	AIRPORT FUND	<u>(79,815)</u>	<u>5,706</u>	<u>(74,109)</u>
TOTAL	UNRESTRICTED FUNDS	\$ 6,209,736	\$ (542,043)	\$ 5,667,694
<u>RESTRICTED FUNDS</u>				
10	ARPA-COVID FUNDS	\$ 2,830,942	\$ -	\$ 2,830,942
10	ENHANCED 911-WIRELESS	409,247	11,785	421,032
10	E911-RESERVE	133,449	17	133,466
10	SET ASIDE ACCOUNT	2,265,053	109,284	2,374,337
10	E-CITATION	35,824	745	36,569
10	MEDICAL COMPENSATION	78,026	45	78,071
10	BOA - LEASE PURCHASE	135,778	(135,778)	-
40	BOA - LEASE PURCHASE	294,349	(294,349)	-
42	COUNCIL RESTRICTED	2,579,332	12,152	2,591,484
70	NARCOTICS FUND	14,268	2	14,270
70	TASK FORCE	<u>-</u>	<u>-</u>	<u>-</u>
TOTAL	RESTRICTED FUNDS	\$ 8,776,268	\$ (296,097)	\$ 8,480,171
TOTAL ALL FUNDS		\$ 14,986,004	\$ (838,140)	\$ 14,147,865

UNRESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

PETTY CASH	\$ 2,500
VIP ACCT - GOLF SALE PROCEEDS	1,038,274
VIP ACCTS - UNRESTRICTED	834,135
LGIP ACCT - UNRESTRICTED	2,541,524
CHECKING ACCT-BENCHMARK-AIRPORT	342,714
CHECKING ACCOUNT-BENCHMARK-UNRESTRICTED	<u>908,547</u>
TOTAL UNRESTRICTED FUNDS	\$ 5,667,694

RESTRICTED FUNDS - ACCOUNTED FOR AS FOLLOWS:

LGIP ACCT - ARPA -COVID FUNDS	\$ 2,830,942
MONEY MARKET - BENCHMARK - 911 WIRELESS	79,752
VIP ACCT - WIRELESS	341,280
INTEREST CHECKING-BENCHMARK-E911 RESERVE	133,466
INTEREST CHECKING-BENCHMARK-SET ASIDE ACCOUNT	691,130
LGIP ACCT - SET ASIDE ACCOUNT	1,214,199
VIP ACCT - SET ASIDE ACCOUNT	469,008
INTEREST CHECKING-FARMERS BANK-E-CITATION ACCOUNT	36,569
INTEREST CHECKING-BENCHARK-MEDICAL COMPENSATION	78,071
VIP ACCT - BOA - LEASE PURCHASE	-
VIP ACCT - FUND 42 - COUNCIL RESTRICTED	1,137,599
LGIP ACCT - FUND 42 - COUNCIL RESTRICTED	1,453,885
INTEREST CHECKING-BENCHMARK - NARCOTICS FUND-STATE	14,270
INTEREST CHECKING-BENCHMARK-TASK FORCE	-
TOTAL RESTRICTED FUNDS	\$ 8,480,171

RESPECTFULLY SUBMITTED:



Julie A. Moore, CPA, CFE, CGFM

Year-to-Date Costs - Rescue Squad
July 2025 - June 2026

	<u>July</u>	<u>August</u>	<u>Sept</u>	<u>Oct</u>	<u>Nov</u>	<u>Dec</u>	<u>Jan</u>	<u>Feb</u>	<u>March</u>	<u>April</u>	<u>May</u>	<u>June</u>	<u>Total</u>
Labor	835.63	1,313.50	1,003.00	843.52	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$3,995.65
Materials	2,785.55	3,872.07	1,920.68	216.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$8,794.86
Equipment	310.00	310.00	310.00	310.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$1,240.00
Fuel	<u>955.34</u>	<u>1,013.90</u>	<u>841.44</u>	<u>1,760.79</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>\$4,571.47</u>
	\$4,886.52	\$6,509.47	\$4,075.12	\$3,130.87	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$18,601.98

OCTOBER MONTHLY COST-RESCUE SQUAD

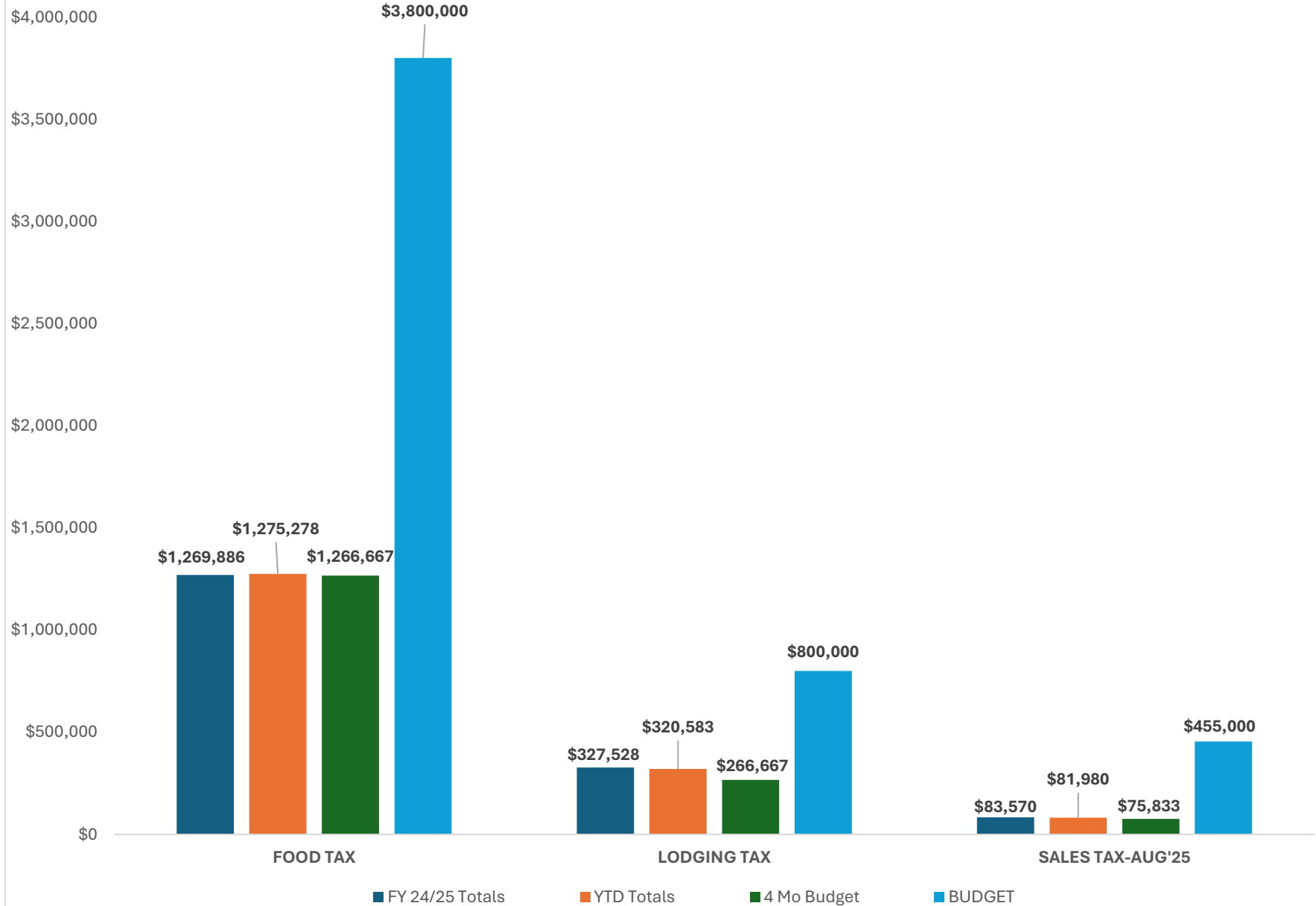
2025

DATE	VEHICLE	DESCRIPTION OF SERVICE	Man	LABOR	MATERIAL	EQUIPMENT	FUEL
			Hours	COST	COST	COST	COST
6-Oct	Rescue 12	Battery warranty	2	\$57.19			
1-Oct	Medic 1	Replace valence po 26-01454	2	\$60.00	\$155.88		
1-Oct	Medic 1	Checked computer, added brake fluid	3	\$84.92			
29-Oct	Rescue 14	Rear bumper bent	5	\$133.65			
22-Oct	Rescue 10	Inspection/oil change	6	\$145.75	\$60.68		
7-Oct	Trash Crew	Weekly trash pick up (George, Ed, Anthony)	3	\$66.83			
7-Oct	Grass Crew	Cut Grass (Jerry, Clayton, Taven)	6	\$101.04			
14-Oct	Trash Crew	Weekly Trash pick up (Goerge, Ed, Tondell)	3	\$69.05			
21-Oct	Trash Crew	Weekly Trash pick up (Goerge, Ed, Tondell)	3	\$69.05			
28-Oct	Trash Crew	Weekly Trash pick up (Stephen, Anthony, Tondell)	3	\$56.04			
		Cut Grass				\$310.00	
		Fuel Cost					\$1,760.79

Total Labor Cost		\$843.52
Total Material Cost		\$216.56
Total Equipment Cost		\$310.00
Total Fuel Cost		\$1,760.79
Total October		\$3,130.87

YTD Total		\$18,601.98
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VARIABLE REVENUE - October 2025





Town of Farmville

Agenda Item Summary

MEETING DATE: November 12, 2025

ITEM NUMBER: 12.a. – Request Adoption of Resolution No. 2025-11-01 Accepting the \$900,000 Consolidation Grant Award for the Prince Edward and Town of Farmville Dispatch Merger

BACKGROUND: VERBAL REPORT BY TOWN MANAGER

The Town of Farmville has been awarded a \$900,000 Consolidation Grant from the Virginia 9-1-1 Services Board. This funding supports the merger of the Prince Edward County Emergency Communications Center with the Town of Farmville Emergency Communications Center in accordance with the Memorandum of Understanding (MOU) effective October 1, 2025.

The Consolidation Grant will be administered as a reimbursement grant through the FY25 Consolidation Grant Program. Funds will be used to support eligible implementation activities such as equipment relocation, facility improvements, technology integration, and other approved expenses related to the consolidation effort.

This consolidation represents a major step toward regional cooperation, operational efficiency, and improved public safety response for both the Town and Prince Edward County.

ACTION REQUESTED: Approval of the following:

- Accept the \$900,000 Consolidation Grant award from the Virginia 9-1-1 Services Board.
- Authorize the Town Manager and Finance Director to execute all required documents and process reimbursements in accordance with grant guidelines.
- Adopt Resolution No. 2025-11-01 reflecting Council's formal acceptance of the award and authorization to proceed with implementation.

PURPOSE: To enhance emergency communication services through the consolidation of the Prince Edward and Town of Farmville dispatch centers, supported by the FY25 Consolidation Grant award, without requiring local matching funds.

RECOMMENDATION: Adopt Resolution No. 2025-11-01

FISCAL IMPACT:

ATTACHMENTS:

1. 900k Grant Awarded Consolidation Resolution

Resolution No. 2025-11-01

A RESOLUTION TO AUTHORIZE THE ACCEPTANCE AND USE OF A \$900,000 GRANT AWARD FOR THE CONSOLIDATION OF THE PRINCE EDWARD DISPATCH WITH THE TOWN OF FARMVILLE DISPATCH

WHEREAS, the Town of Farmville has been awarded a \$900,000 Consolidation Grant from the Virginia 9-1-1 Services Board to support the merger of the Prince Edward County Emergency Communications Center with the Town of Farmville Emergency Communications Center; and

WHEREAS, this award supplements the Town's previously approved \$100,000 grant allocation and is intended to assist with the implementation of the consolidation as outlined in the Memorandum of Understanding (MOU) between the Town of Farmville and Prince Edward County, effective October 1, 2025; and

WHEREAS, the Consolidation Grant will be administered on a reimbursement basis in accordance with the FY25 Consolidation Grant Program Guidelines, and all expenditures must comply with the approved grant application and state regulations; and

WHEREAS, this consolidation will enhance operational efficiency, improve service delivery, and promote regional collaboration in emergency communications across jurisdictions;

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE TOWN OF FARMVILLE:

1. That the Town of Farmville hereby accepts the \$900,000 Consolidation Grant award from the Virginia 9-1-1 Services Board for the purpose of consolidating the Prince Edward County and Town of Farmville dispatch operations.
2. That the Town Manager and Finance Director are authorized to execute all necessary documents, submit reimbursement requests, and take such actions as may be required to carry out the intent of this resolution.
3. That the Finance Director is authorized to make the necessary budget amendments to reflect the grant award in the FY25 budget and to ensure compliance with all reporting and audit requirements.

This resolution shall take effect immediately upon adoption.

Approved:

Mayor

Attest: _____

Clerk of Council

Certification:

I certify that the above resolution was adopted on _____.

Ayes: _____ Nays: _____ Absent: _____ Abstain: _____

The Honorable Sallie O. Amos: _____

The Honorable A.D. "Chuckie" Reid: _____

The Honorable Daniel E. Dwyer: _____

The Honorable Tommy Pairet: _____

The Honorable Adam B. Yoelin: _____

The Honorable Donald L. Hunter: _____

The Honorable John F. Hardy: _____



Town of Farmville

Agenda Item Summary

MEETING DATE: November 12, 2025

ITEM NUMBER: 12.b. – Request adoption of the Emergency Operations Plan

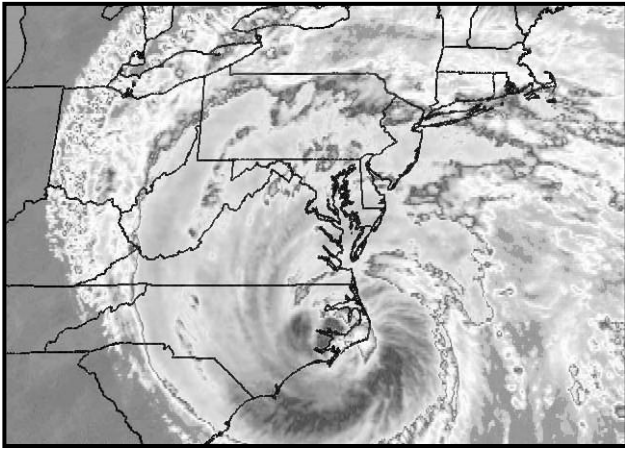
BACKGROUND: The proposed Emergency Operations Plan was presented and discussed at the November Work Session.

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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Town of Farmville Emergency Operations Plan

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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

Town Council Town Manager

PIO

Hazard Education
Protective Actions
Reentry Procedures

Policy Development
Decision Making/Management
Interdepartmental Coordination

Deputy Director

Assist in All Functions
Assigned Acts in Absence of Director

Legal

Interpretation of Law
Emergency Authorities
Preparation of Opinions
Preparation of New
Ordinances/Regulations

Coordinator

Emergency Planning
Hazard Mitigation
Emergency Response
Emergency Relief
Disaster Assistance

Finances

Public Finance
Budgeting
Contracting Claims
Processing
Taxation
Insurance Settlements

Public Works Department

Develop, Maintain, and
Protect Water and Sewer
Systems
Communications
Space
Supplies/Equipment
Vehicles

Fire & Rescue

Fire/Haz Mat
Search & Rescue
Communications

Police

Law Enforcement
Traffic Control
Security
Communications

Health

Food/Water Inspections
Provide Medical Care
Assist Haz Mat

VPI-SI Extension

Assists in
Damage
Assessment

Personnel
Restoration of Services
Debris Removal
Resource Support

Schools

Mass Care
Transportation

Human Services

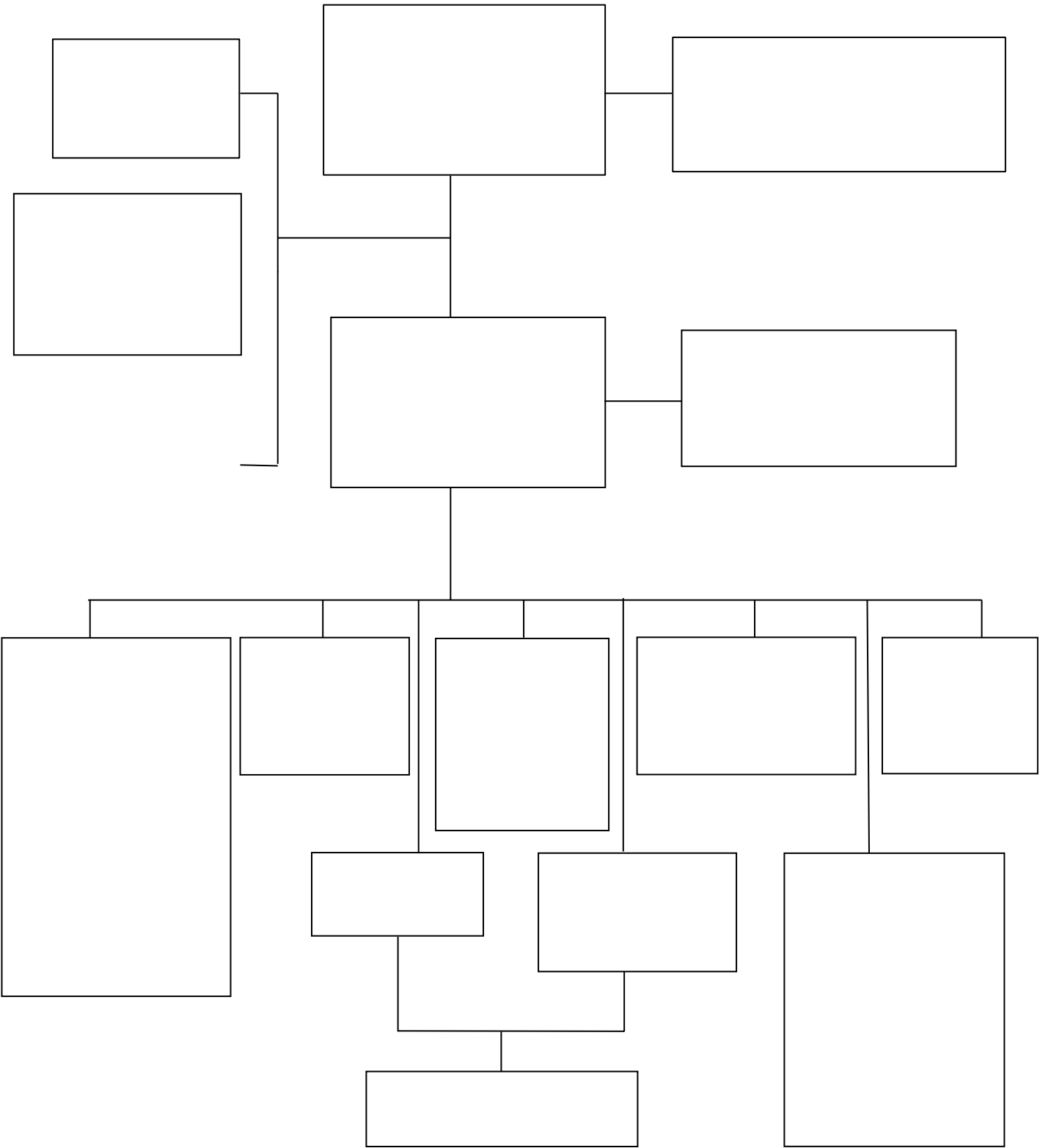
Social Services
Mass Care
Emergency Relief

Building Inspector Planning & Zoning

Building Regulations
Inspection/Demolition
Code Enforcement
Construction Permits
Plan Review
Land Use
Zoning

**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: _____

[illegible]

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:

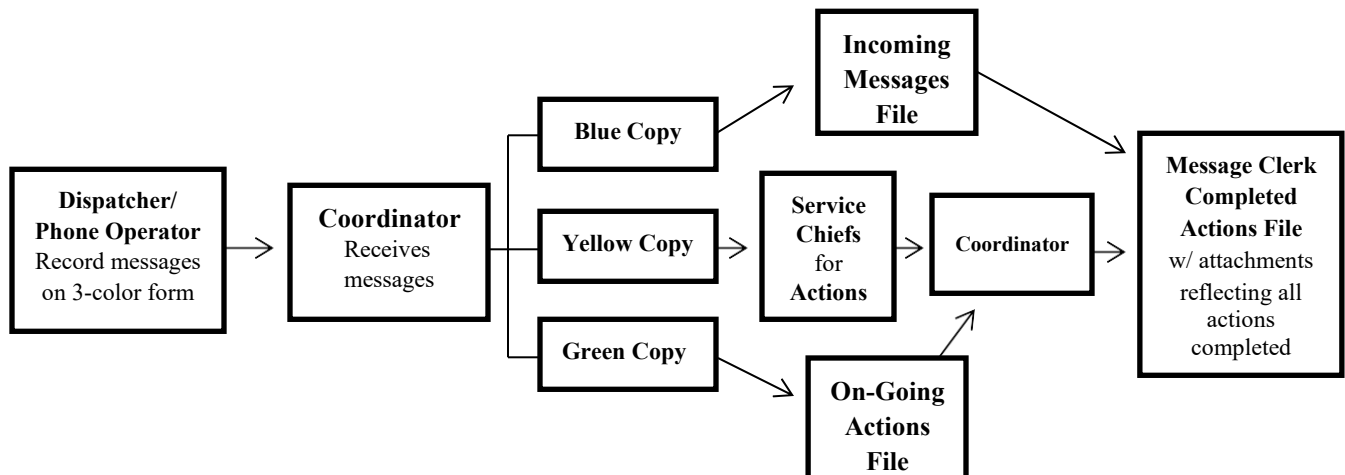
Maintain the official files for the Coordinator "Incoming Messages" "On-going Actions" and "Completed Actions". Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

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**

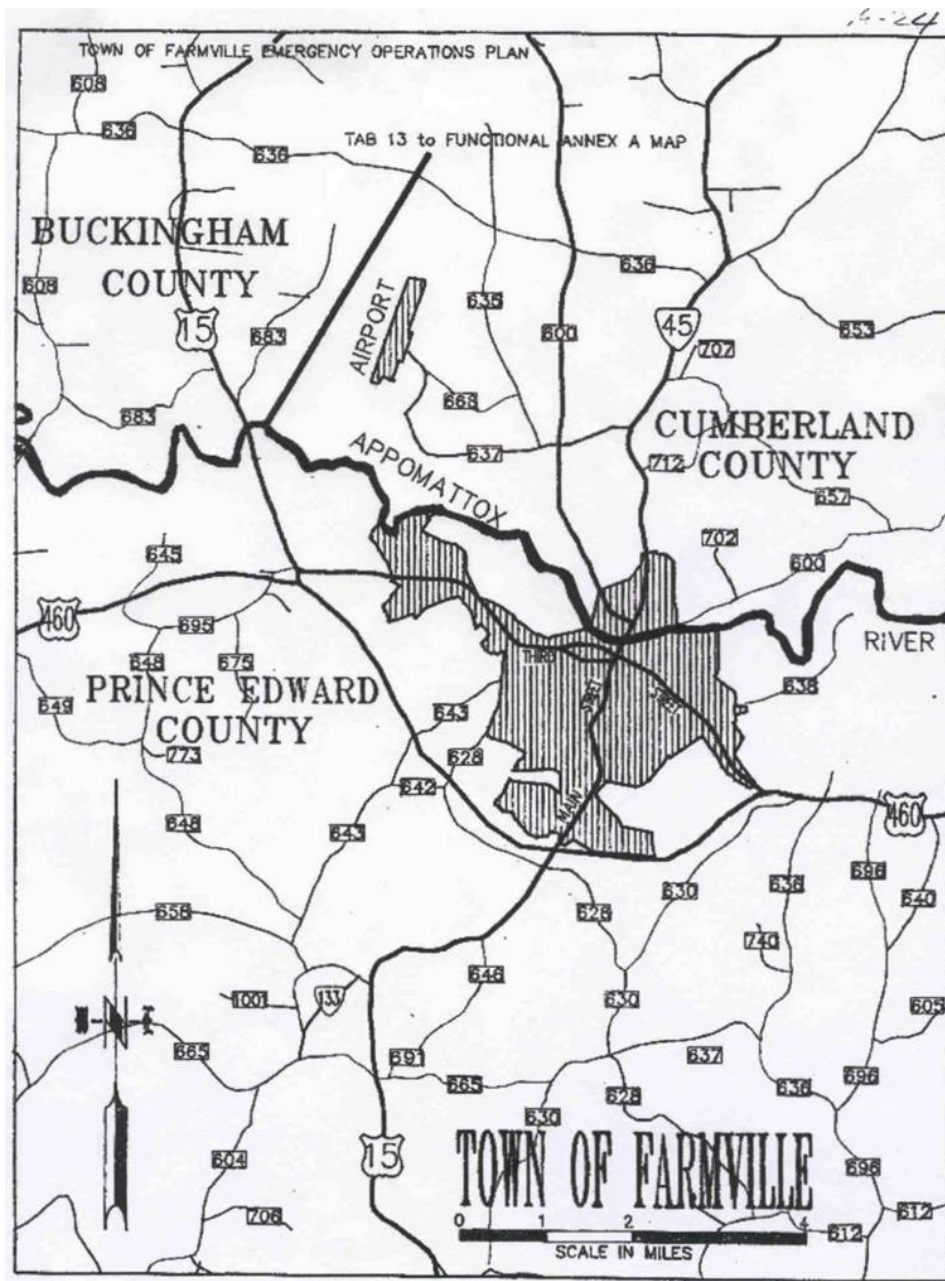
[illegible]

**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

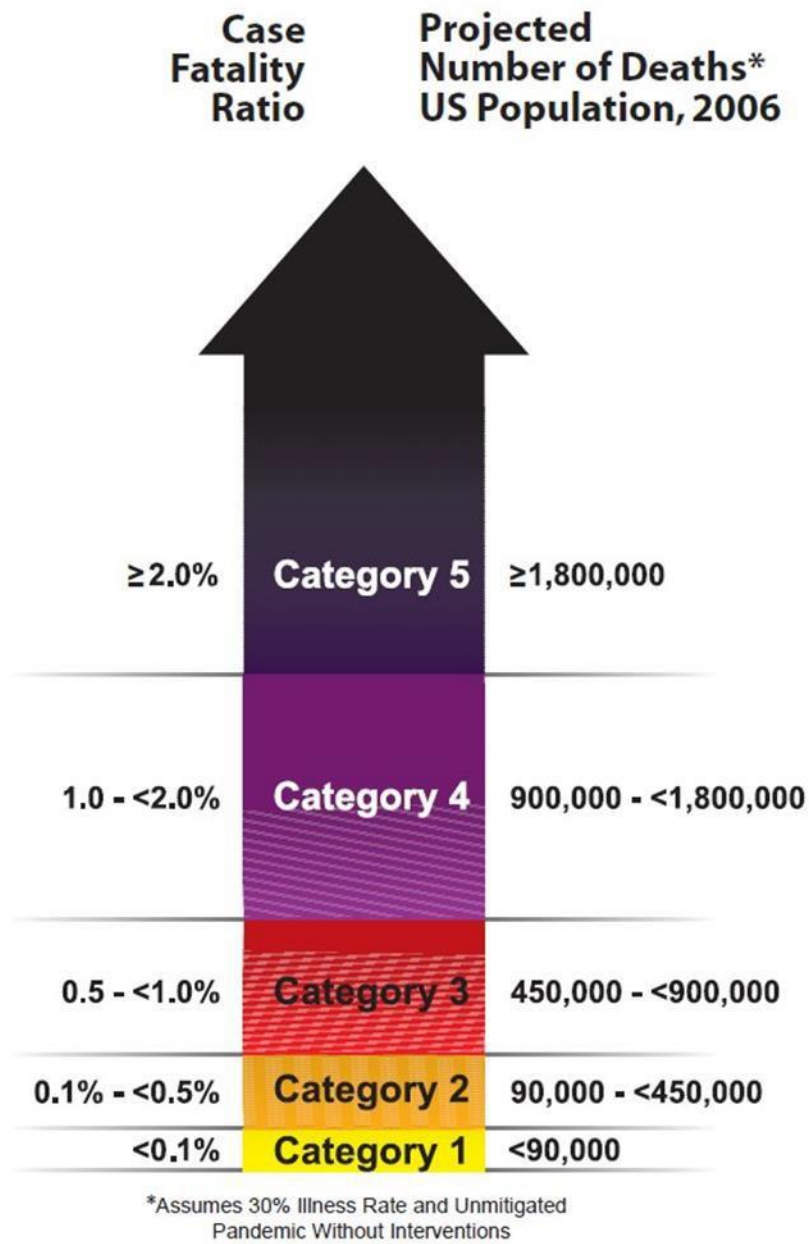
you are sick, and avoiding close contact with people who are sick. Antiviral medications may also be used to prevent or treat the flu – talk to your healthcare provider for more information.

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-