

EMERGENCY OPERATIONS PLAN (EOP)



Town of Warrenton, Virginia
2022

A RESOLUTION TO ADOPT AND IMPLEMENT THE TOWN OF WARRENTON EMERGENCY OPERATIONS PLAN

WHEREAS, the Town Council of Warrenton, Virginia recognizes the need to prepare for, respond to, and recover from natural and human-caused disasters; and

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

WHEREAS, the Town of Warrenton has established and appointed a Director of Emergency Management and Emergency Management Coordinator;

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

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



Town Clerk

PROMULGATION

Government is responsible for ensuring the health, safety, and welfare of its citizens. The welfare and safety of citizens is never more threatened than during disasters. Emergency Management aims to ensure that mitigation, preparedness, response, and recovery actions exist so that public welfare and safety are preserved.

The Town of Warrenton has adopted the Emergency Operations Plan (EOP) to ensure the effective allocation of resources during an emergency to protect life, property, and the environment. This Plan supersedes any previous plans promulgated for this purpose.

The EOP provides a comprehensive framework for the Town emergency management program. It addresses the roles and responsibilities of government organizations and provides a link to local, State, Federal, and private organizations and resources that may be activated to manage disasters and emergencies in the Town of Warrenton

The Town of Warrenton Emergency Operations Plan ensures consistency with current policy guidance and describes the interrelationship with other levels of government. The Plan will continue to evolve, responding to lessons learned from the actual disaster and emergency experiences, ongoing planning efforts, training and exercise activities, and Federal guidance.

Therefore, in recognition of the emergency management responsibilities of the Town of Warrenton government and with authority vested in me as the Chief Executive Officer of the Town of Warrenton, Virginia, I hereby promulgate the Town of Warrenton Emergency Operations Plan.

Brandie Schaeffer, *Town Manager*
Town of Warrenton, Virginia

A RESOLUTION TO ADOPT THE NATIONAL INCIDENT MANAGEMENT SYSTEM

BE IT RESOLVED, by the Town Council of Warrenton, Virginia as follows:

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

WHEREAS, the collective input and guidance from all Federal, State, Territorial, Tribal, and local partners has been and will continue to be vital to the development, effective implementation and utilization of a comprehensive NIMS; and entities involved in emergency response to adopt NIMS; and

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

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the Town of Warrenton's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes; 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, that 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, the Town of Warrenton Office of Emergency Management currently uses the Incident Command System (ICS) as referred to in NIMS; and

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

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



Town Clerk

Table of Contents

Record of Changes.....	6
Record of Distribution	7
Introduction.....	8
Purpose and Scope	9
Planning Situation and Assumptions.....	10
Statistics.....	11
Assumptions.....	13
Capability Assessment	14
Concept of Operations	14
Organization and Assignment of Responsibility.....	18
Direction, Control and Coordination.....	21
Emergency Declaration.....	23
Information Collection, Analysis, and Dissemination	23
Communications.....	24
Resource Management.....	25
Training and Exercise	27
Improvement Planning.....	28
Victim Services Reporting	29
Authorities and Reference	30

Record of Changes

Change Number	Date of Change	Page or Section Changed	Summary of Change	Name of Person Authorizing Change
1				
2				
3				
4				
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Introduction

The Town of Warrenton is committed to protecting life, the environment, and property. This Plan provides the basis for response and recovery operations in the Town of Warrenton, Virginia. The success of this Plan depends on the collaboration of the departments and agencies responsible for the development and maintenance of these plans and annexes.

Successful emergency planning utilizes a comprehensive approach to prepare for and plan for all-hazards. The Town of Warrenton is vulnerable to various natural hazards, including winter weather, severe storms & tornadoes, technological hazards, such as hazardous materials incidents & resource shortages, and human-caused events such as terrorist attacks & cyber threats. The threat of major disasters and events necessitates this Plan's all-hazards approach.

To respond effectively to any emergency of size or complexity beyond the routine response system, all Town of Warrenton public officials, departments and agencies, non-governmental emergency organizations and the public must understand their roles and responsibilities. These non-routine responsibilities begin when an incident is recognized, and response ensues. As an incident develops and command organizes beyond first responders' initial reactive phase, the roles and responsibilities highlighted in this Plan become more critical.

Per the *Commonwealth of Virginia Emergency Services and Disaster Law of 2000* (Code of Virginia, § 44-146.13 to 44-146.28:1), State and local governments are charged with developing and maintaining current Emergency Operations Plans (EOP) to be prepared for such events.

This Plan serves as the baseline by which the Town of Warrenton prepares for, mitigates against, responds to, and recovers from disasters and emergencies. It is the primary responsibility of the Emergency Management Coordinator of the Town of Warrenton to develop the Town of Warrenton Plan, update the Plan, and maintain a record of changes. This Plan seeks to address the Town of Warrenton emergency response procedures, roles and responsibilities of local departments, and other private organizations during disasters and emergencies.

Purpose and Scope

This Plan aims to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall Plan establishes an emergency organization to direct and control operations during the emergency situation by assigning responsibilities to specific entities. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or human-caused emergency.

The EOP employs a multi-agency operational structure based upon the National Incident Management System Incident Command System (ICS) principles to manage, coordinate, and direct resources committed to an incident. The Town of Warrenton is a practitioner of the National Incident Management System (NIMS) and is committed to ensuring that required training is provided to all persons with direct responsibility for implementing the Plan and critical functions within the Plan. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby Town of Warrenton can effectively apply available resources to insure that casualties and property damage will be minimized and those essential services will be restored as soon as possible following a disaster or emergency situation.

The Town of Warrenton includes all residents, governmental entities and departments, businesses, and non-profit organizations within the bounds of the Town of Warrenton and/or those individuals and entities operating or transiting through the Town of Warrenton.

The Town of Warrenton relies on contracts or MOU's/MAA's for key services that have a direct bearing on its emergency management organization; specifically, debris management, and sheltering. Close planning and coordination with these agencies and organizations is essential to the preparedness and response capabilities of the Town of Warrenton.

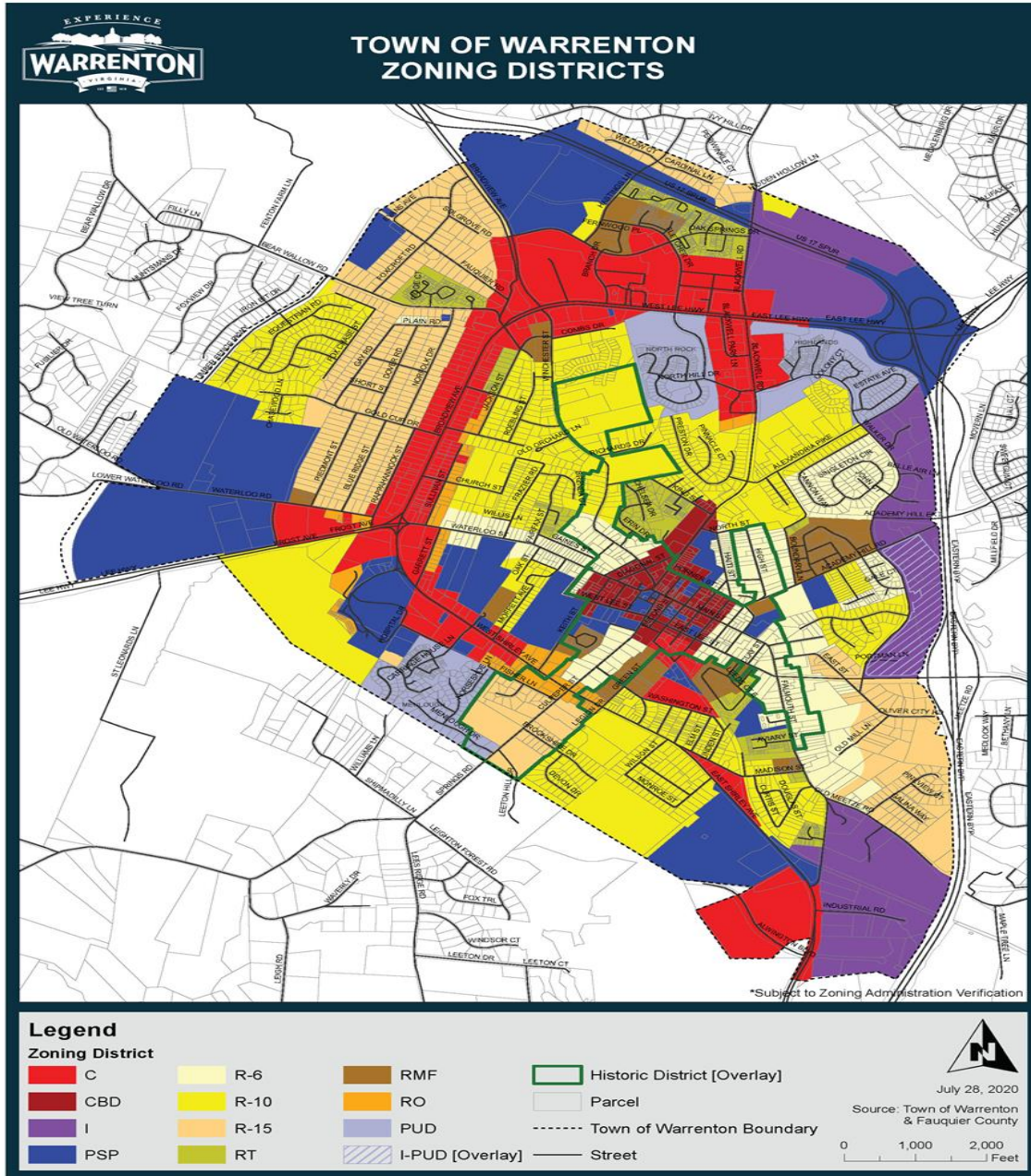
During emergencies, the Emergency Management Coordinator serves as the lead emergency management representative for the Town of Warrenton. The Town of Warrenton submits requests for additional support to the state through WebEOC. If the needs cannot be fulfilled at the state level, the request will be sent on to the Federal level in accordance with NIMS.

The Emergency Operations Plan (EOP) identifies a range of disasters that could possibly occur in or near this locality. The EOP works to anticipate the needs that the Town of Warrenton might experience during an incident and provides guidance across Town departments, agencies, and response organizations by describing an overall emergency response system:

- How Town departments/agencies will be organized during response to an event, including command authorities and resource management;
- Critical actions and interfaces during response and recovery;
- How the interaction between the Town of Warrenton, regional, state, and federal authorities is managed;
- How the interaction between the Town of Warrenton and its private partner organizations (hospitals, non-governmental emergency organizations and others) is managed during emergencies; and

Planning Situation and Assumptions

The Town of Warrenton is located in the north-central Piedmont region of Virginia, approximately 45 miles southwest of Washington, D.C. The Town encompasses 4.5 square miles and is the county seat for Fauquier County.



Statistics

Incorporation

Detail / Statistic	Town of Warrenton	Virginia
Incorporated	1810	1788

Geological Features

Detail / Statistic	Town of Warrenton	Virginia
Land Area	4.5 square miles	39,490.09
Elevation	Approximately 643 feet	Sea Level to 5,729 feet

Population

Detail / Statistic	Town of Warrenton	Virginia
2019 Population Estimate	10,057	8,535,519
Median Age (2019)	38	38.4
High School Graduate or Above (2019)	92.9%	89.7%

Housing

Detail / Statistic	Town of Warrenton	Virginia
Median Household Income (2019)	\$73,402	\$74,222
Median Family Income (2015 to 2019)	\$37,031	\$39,278
Poverty Rate (2019)	6.0%	9.90%
Living in the Same House 1 Year or More (2009 - 2013)	85.8%	84.70%
Homeownership Rate (2019)	61%	66.3%

Detail / Statistic	Town of Warrenton	Virginia
Median Value Owner-Occupied Units (2019)	\$342,600	\$273,100
Median Rent (2019)	\$1,314	\$1,234

Business

Detail / Statistic	Town of Warrenton	Virginia
Total Number of Firms (2012)	1,412	653,193
Women-Owned Firms (2012)	35%	36.20%
Retail Sales Per Capita (2012)	\$51,062	\$13,438
Average Travel Time to Work in Minutes (2019)	38.8	28.7

Based on hazard analysis of the area, the primary hazards in the Town of Warrenton are:

High	Medium	Low
Wind Winter Weather Drought Tornado	Flood Earthquake	Landslide Wildfire

In addition to the hazards listed above, the additional risks below have also been identified and are listed in the table below.

Natural	Technological	Human-Caused
Epidemic/Pandemic Extreme Heat/Cold Hurricane/Tropical Storm	Airplane Crash Dam Failure Traffic Gridlock Infrastructure Failure (Water, Communications) Hazardous Material Incident	Active Violence Cyberattack Civil Disturbance Complex Coordinated Attack

Assumptions

Nothing in this EOP alters or impedes the ability of federal, state, or local departments and agencies to carry out their specific authorities or perform their responsibilities under all applicable laws, executive orders, and directives.

- When activated, the Town will commit all available resources to save lives, minimize property and environmental damage, and conduct emergency response and recovery operations while working to establish and maintain direction and control through the Town Emergency Operations Center.
- An emergency situation may escalate quickly and require the rapid mobilization and reallocation of available resources. The situation may overwhelm the local resources and capabilities, requiring mutual aid assistance from outside agencies and organizations.
- Emergencies of various types, sizes, intensities, and durations may occur within or near the jurisdictional boundaries of the Town of Warrenton with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and cause damage or destruction to private and public property as well as the environment.
- This Plan has been developed to address all hazards that threaten the Town of Warrenton by providing the response framework and guidance for any emergency or disaster situation that occurs. The organization and concept of operations allow flexibility and discretion through command and control of the incident, using the concepts of the Incident Command System (ICS). Emergency operations will be managed per the National Incident Management System (NIMS).
- The Town government must continue to function throughout a disaster or emergency situation. Depending upon the scope and magnitude of the incident, concurrent implementation of the Continuity of Operations Plan (COOP) may be necessary. All Town departments will maintain current COOP(s).
- Town departments may be required to respond on short notice and at any time of the day or night to provide adequate and timely assistance. It is the responsibility of each department to ensure staff and assets are trained, prepared, and available to respond.
- During emergencies, capabilities to respond to collateral and unrelated emergency situations must be maintained, further impacting the availability of resources for the emergency incident.
- Preparedness activities are a critical component of emergency management. Achieving and maintaining effective citizen and community preparedness reduces the immediate demands on response organizations. Community preparedness requires the Town to engage in continual and ongoing public awareness and education programs to ensure residents and businesses will take appropriate advance actions to reduce their vulnerability and increase their readiness for emergencies.
- Emergency preparedness is everyone's responsibility. Residents, business owners, and government staff should all understand their personal preparedness responsibilities and be educated on appropriately preparing for maintaining self-sufficiency in an emergency situation.

Capability Assessment

The Town of Warrenton recognizes its limitations in its ability to handle complex incidents. The Town relies solely on outside agencies for fire suppression, emergency medical services, and hazardous materials response and sheltering. The external organizations responsible for handling these tasks are comprised of federal government, local government, and private not-for-profit agencies.

Concept of Operations

The Emergency Operations Plan is the framework by which the Town will respond to events of high complexity or significant impact. The Emergency Management Coordinator is responsible for maintaining comprehensive situational awareness of all incidents that may increase in complexity/impact. Below a framework of incident complexity (which was adapted from the Federal Emergency Management Agency Incident Complexity Guide) is provided for reference, beginning with the least complex incident, a Type 5 incident.

	INCIDENT INDICATORS	EXAMPLES
Type 5	<ul style="list-style-type: none"> • Incident shows no resistance to stabilization or mitigation • Incident objectives typically met within one or two hours once resources arrive on scene • Minimal effects to population immediately surrounding the incident; few or no evacuations needed during mitigation • No adverse impact on critical infrastructure and key resources (CIKR) • Elected/appointed governing officials and stakeholder groups require little or no interaction and may not need notification • Conditions or actions that caused the original incident do not persist; as a result, there is no probability of a cascading event or exacerbation of the current incident 	<p>Type 5 incidents and exercises can include a vehicle fire, a medical response to an injured/sick person, or a highrisk felony traffic stop.</p> <p>Planned events can include a 5K or 10K road race.</p>
Type 4	<ul style="list-style-type: none"> • Incident shows little resistance to stabilization or mitigation • Incident objectives typically met within several hours once resources arrive on scene • Incident may extend from several hours to 24 hours • Limited effects to population surrounding incident; few or no evacuations necessary during mitigation 	<p>Type 4 incidents and exercises can include a barricaded suspect, a hazardous materials (HAZMAT) spill on a roadway or waterway, a large commercial fire, or a localized flooding event affecting a neighborhood or subdivision.</p>

	<ul style="list-style-type: none"> • Incident threatens, damages, or destroys a minimal number of residential, commercial, cultural or environmental properties • CIKR may suffer adverse impacts, but mitigation measures are uncomplicated and can be implemented within 24 hours • Elected/appointed governing officials and stakeholder groups require little or no interaction, but they may need to be notified • Conditions or actions that caused the original incident do not persist; as a result, there is little to no probability of a cascading event or exacerbation of the current incident 	<p>Planned events include single day events with a smaller attendance and limited resources deployed.</p>
<p>Type 3</p>	<ul style="list-style-type: none"> • Incident shows some resistance to stabilization or mitigation • Incident objectives typically not met within the first 24 hours after resources arrive • Incident may extend from several days to one week • Population within and immediately surrounding incident area may require evacuations during mitigation • Incident threatens, damages, or destroys residential, commercial, or cultural properties • CIKR may suffer adverse impacts, and mitigation actions may extend into multiple operational periods • Elected/appointed governing officials and stakeholder groups require some level of interaction • Conditions or actions that caused the incident may persist; as a result, there is some possibility of a cascading event or exacerbation of the current incident 	<p>Type 3 incidents and exercises can include a tornado that damage a small section of Town; HAZMAT leak requiring evacuation of a neighborhood or section of a community; an active shooter; a sink hole; a water main break; a Category 1 or 2 hurricane; or a small aircraft crash in a populated area.</p> <p>Planned events include those that are multi-day, have a large attendance or require a large deployment of resources to support.</p>
<p>Type 2</p>	<ul style="list-style-type: none"> • Incident shows high resistance to stabilization or mitigation • Incident objectives typically not met within the first several days • Incident may extend from several days to two weeks • Population within and surrounding the general incident area are affected and may require evacuation during mitigation 	<p>Type 2 incidents and exercises can include a tornado with damage to an entire section of a city, village, or Town; HAZMAT leak requiring a several-dayslong evacuation of an entire section of Town; a wildland fire in an area with numerous residences, requiring evacuations and</p>

	<ul style="list-style-type: none"> • Incident threatens damages, or destroys residential, commercial, and cultural properties • CIKR may suffer adverse impacts, including destruction, and mitigation actions may extend into multiple operational periods, requiring considerable coordination • Elected/appointed governing officials, political organizations, and stakeholder groups require a moderate level of interaction • Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management • Conditions or actions that caused the original incident may persist, so a cascading event or exacerbation of the current incident is likely 	<p>several days of firefighting to bring under control; or a river flooding event affecting an entire section of Town, with continued precipitation anticipated.</p> <p>Planned events can include a VIP visit, a large demonstration or strike, or a large concert.</p>
Type 1	<ul style="list-style-type: none"> • Incident shows high resistance to stabilization or mitigation • Incident objectives cannot be met within numerous operational periods • Incident extends from two weeks to over a month or longer • Population within and surrounding the region or state where the incident occurred is significantly affected • Incident threatens, damages, or destroys significant numbers of residential, commercial, and cultural properties • Incident damages or destroys numerous CIKRs; mitigation extends multiple operational periods and requires long-term planning and extensive coordination • Evacuated and relocated populations may require sheltering and housing for weeks or months • Elected/appointed governing officials, political organizations, and stakeholder groups require a high level of interaction • Incident has resulted in external influences, has widespread impact, and involves political and media sensitivities requiring comprehensive management • Conditions or actions that caused the original incident still exist, so a cascading 	<p>Type 1 incidents and exercises can include a tornado with damage or destruction to an entire community; a multi-level terrorist attack; a Category 3, 4, or 5 hurricane; a pandemic; a large wind-driven wildland fire threatening the entire Town, causing several evacuations and destroying many homes, businesses, and critical infrastructure assets; or a widespread river flooding event in Town, with continued precipitation anticipated.</p> <p>Planned events could include a political convention, the Super Bowl, the World Series, or a presidential visit</p>

	event or exacerbation of the current incident is likely	
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When the Emergency Management Coordinator becomes aware of an event that is increasing in complexity or community impact, the first step is to notify Town leadership of the details surrounding the event to ensure awareness and begin creating a common operating picture. This notification is accomplished by issuing an informational bulletin or spot report. At a minimum, the informational document will include the following details: type of incident, a brief narrative of impacts, timeframe, and required action or follow-up. This bulletin will be issued primarily via email, however redundant systems are in place to distribute this message via text/SMS.

If at the discretion of the coordinator, the event is of such scope or magnitude to require support from multiple Town departments, a recommendation to open the Town Emergency Operations Center (TEOC) will be made to the Director of Emergency Management. This activation signals the shift to a centralized and coordinated response. The primary goal of the TEOC is to coordinate response across all departments to streamline response and recovery operations. This goal is achieved by setting overarching objectives, providing accurate and timely event-specific information, and coordinating the deployment of resources required to stabilize the event. Departments will provide qualified personnel to fill roles in the TEOC to support field operations. Additionally, the coordinator may recommend a declaration of local emergency to the director. More detailed information regarding EOC Operations and Emergency Declaration can be found in the Direction, Control, and Coordination section.

When all recovery objectives have been met, the TEOC Manager will begin to demobilize personnel to return to their normal day-to-day jobs. The size, scale, and complexity of the significant event will determine the amount of time until full demobilization. It is important that all resources (human and equipment) must be accounted for and provided adequate time for rest or repair, before fully demobilizing.

Organization and Assignment of Responsibility

This section identifies individuals and groups who have functional and/or operational responsibilities before, during, or after a significant event. The director may engage any Town department and assign specific tasks or missions even if the department is not pre-identified in this EOP.

Town Council

The Town Council is the Town's legislative body and is empowered by the Town Charter to make Town policy. The Council is composed of a Mayor and seven Council members. Five are elected by ward and two at large. If the Mayor is incapacitated or otherwise unavailable, the duties will fall to the Vice Mayor who was selected by the council. During an emergency, the Town Council:

- Serves as a conduit of information to and from constituents sharing incident information with Town staff
- Endorses a declaration of local emergency in accordance with Chapter 20 of the Town Code and Title 44 of the Code of Virginia
- Liaise with elected officials of other jurisdictions

Prior to a significant event, the Town Council plays an important role in Town wide preparedness through the following actions:

- Adopting and promulgating the Town of Warrenton Emergency Operations Plan
- Adopting the Rappahannock-Rapidan Regional Commission Hazard Mitigation Plan
- Providing funding for preparedness, response and mitigation activities based on recommendations from the Emergency Management Coordinator

Director of Emergency Management

In accordance with Chapter 20 of the Town Code, the Town Manager is designated as the Director of Emergency Management. If the Town Manager is unavailable, powers shall pass to a successor official, in the following order: Director of Community Development, Finance Director, Emergency Management Coordinator, or Director of Public Works. During an emergency, the director is authorized to:

- Declare a local emergency in response to an actual or impending incident • Implement any applicable emergency plan and mutual aid agreements
- Control, restrict, allocate or regulate the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resources systems that fall only within the Town
- Enter into contracts and incur obligations necessary to combat such threatened or actual disaster
- Protect the health and safety of persons and property and provide emergency assistance to the victims of such disaster
- Commandeer and appropriate automobiles, boats, other vehicles, or other personal property if needed to protect the public

- Direct any Town employees to work at such hours and to perform such duties as are reasonably necessary to help protect and serve the public
- Request assistance from the county administrator, superintendent of schools, the sheriff, the director of public health, or any other public official to make employees, officials, facilities, and equipment available to assist as needed with emergency efforts
- Order an emergency curfew
- Order the evacuation of areas of the Town. Any sworn law enforcement officer may enforce evacuations
- Provide support or cooperation for the county director of public health or the state health commissioner

Prior to a significant event, the Director of Emergency Management plays an important role in Town-wide preparedness through the following actions:

- Provide strategic direction to the Town-wide emergency management program
- Approve grant funding applications for preparedness, response, or mitigation activities
- Approve and authorize mutual aid agreements or memorandum of understanding supporting incident response

Emergency Management Coordinator

The Emergency Management Coordinator is responsible for the day-to-day management of the comprehensive emergency management program. During an emergency, the coordinator:

- Ensures overall coordination between all Town departments and partner agencies to achieve emergency management goals
- Implements mutual aid agreements or requests resources from the Fauquier County EOC
- Coordinates with Fauquier County Emergency Management to issue public alerts and warnings
- Maintains a common operating picture and shares situational awareness with partner agencies at the local and state level
- Maintains a written record of all official actions taken hereunder for later review by applicable state, federal and local agencies

Prior to a significant event, the coordinator:

- Maintains the Town of Warrenton Emergency Operations Plan
- Assists departments with identifying and closing capability gaps
- Maintains awareness of Town resources and assists with the development of mutual aid agreements as required
- Provides training to educate personnel on their assigned roles and responsibilities • Conducts exercises to test and refine plans and procedures
- Coordinates with local, state, and federal agencies to increase preparedness
- Conducts public outreach to educate and prepare residents and businesses

Town Government Departments

- Develops, maintains, and reviews detailed plans and procedures to support incident response and recovery

- Identifies sources of emergency supplies, equipment, and transportation
- Implements and maintains mutual aid agreements to support operations in the event resources become overwhelmed
- Maintains records of disaster-related expenditures and actions
- Protects and preserves records essential for the continuity of government
- Establishes and maintains a line of succession of key emergency personnel

Residents

During a significant event, residents are the first to respond, taking critical first steps before the arrival of responding personnel to protect lives and property. Resident preparedness is a critical component of the overall resiliency of the Town. All residents are encouraged to:

- Develop an emergency plan based on the hazards presented in this Plan
- Regularly test, review and update your personal Plan
- Maintain a well-supplied emergency kit
- Maintain multiple ways to receive emergency information from Town officials

Private Sector

Private sector organizations support emergency management through all phases. In the preparedness phase, they share information with the local government, identify risks, perform vulnerability assessments, and develop emergency response and business continuity plans to enhance their overall readiness. During the response and recovery phases, the private sector implements plans and may donate goods and services through contractual arrangements or government purchases. The Town strives to integrate the private sector into its emergency response activities and encourages these organizations to develop and maintain capabilities to respond and manage events of all size, scope and complexity.

Direction, Control, and Coordination

EOC Operations

The Town Emergency Operations Center (TEOC) serves as the central hub for incident coordination, focusing on sharing incident information and centralizing allocation of resources. The physical space provides audio visual and communications technology that allows staff to collect, analyze, and report incident specific information and create a common operating picture. The coordinator, or designee, is responsible for the maintenance and readiness of the TEOC.

In accordance with Chapter 20 of the Town Code, all departments will cooperate in full with all directives from the Director of Emergency Management or the Emergency Management Coordinator. During a significant event, Town departments will:

- Provide personnel qualified and authorized to act on behalf of their department to the TEOC
- Maintain and report situational awareness regarding activities within the department's area of responsibility
- Notify the Emergency Management Coordinator of any resource deficiencies and provide detailed resource request information
- Maintain documentation of all actions taken supporting incident response to include cost tracking procedures

The coordinator makes the recommendation to the director to activate the TEOC at one of three levels listed below depending on the size, scope and complexity of the event:

1. **Monitoring:** Activation of representatives from key agencies to maintain situational awareness of an emerging or impending event
2. **Partial:** Activation of five or less personnel
3. **Full:** Activation of six or more personnel

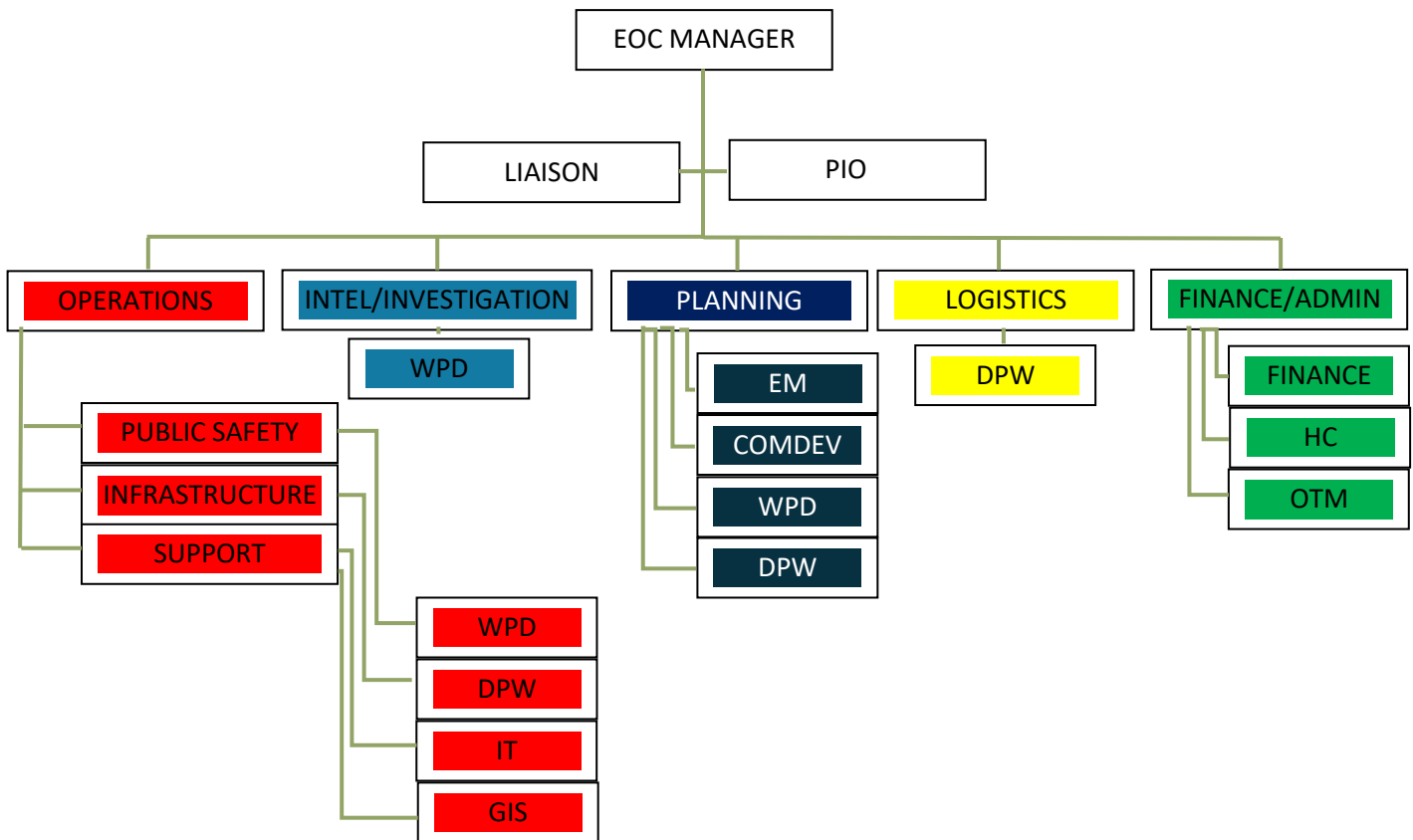
The coordinator will also ensure the following actions are completed:

- Create the initial incident action plan (IAP)
- Ensure the operational status of all TEOC equipment
- Notify Fauquier County DFREM and Virginia DEM of the activation

Operational periods in the TEOC will not exceed 12 hours, and if 24-hour operations are warranted, two 12-hour shifts will be implemented. Personnel will be provided adequate rest periods to ensure their safety and well-being.

Organizational Structure

The organizational structure utilizes a hybrid NIMS/ICS approach with the goal of resolving resource and policy issues at the lowest possible organizational level. The structure also allows for complex issues to be tackled by groups with complementary skill sets, enhancing resolution through teamwork and collaboration. A graphical representation of the organization structure utilized during a significant event is below.



Briefings

Briefings are an essential part of any TEOC activation. Each operational period will begin with a briefing that includes the following information:

- Situation overview
- Personnel assignments
- Review current objectives, unmet resources, and future actions
- Questions and answers

Following this formal briefing, personnel speak with the people they are relieving to gather any more specific information that was not covered in the larger briefing.

Coordination with Fauquier County EOC

The Town recognizes that an incident of significance may require the activation of the County EOC. In the event of a County EOC activation, the Town will ensure that coordination processes are not being duplicated. The Town may deploy personnel to the County EOC to assist with staffing, information sharing, and resource requests to achieve coordination.

Emergency Declaration

The director may declare a local emergency with the consent of the Town Council (council) per Section 20.5 of the Town Code and § 44-146.21 of the Code of Virginia. In the event the Council cannot convene due to the disaster or other exigent circumstances, the director or successor may declare the existence of a local emergency, subject to confirmation by the council at its next regularly scheduled meeting or at a special meeting within 45 days of the declaration, whichever occurs first.

A local emergency is defined as the condition declared by the local governing body when in its judgment, the threat or actual occurrence of an emergency or disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby. A declaration of local emergency shall activate this Plan and authorize the furnishing of aid and assistance thereunder.

The declaration shall be in writing and shall remain in effect for 45 days or until confirmed, modified, extended, or canceled by an official recorded council vote, whichever occurs first. If the council extends the declaration, it shall state the length of the extension and the conditions and procedures under which it shall be ended. When all emergency actions have been taken in the judgment of the council, the governing body shall take appropriate action to end the declared emergency.

Information Collection, Analysis, and Dissemination

The Planning Section in the TEOC will be responsible for the collection, analysis, and dissemination of incident-specific information through various mechanisms, including situation status reports, briefings, email communication, maps, graphics, and WebEOC.

Each support function will be responsible for establishing the necessary communication and coordination mechanisms with partner organizations for information sharing and situational awareness.

Warrenton Police Department (WPD) receives intelligence products from various methods, including the Virginia Fusion Center. WPD will be responsible for sharing pertinent information with the Planning Section before or during an incident or event. WPD will also be responsible for reporting terrorist or potential terrorist activity to the Virginia Fusion Center.

During an activation of the TEOC, a situation report will be developed and issued at the end of each operational period or more frequently if necessary. Each activated support function will gather and provide information to the Planning Section. The Planning Section will be responsible for analyzing and developing a draft situation report that will be reviewed and approved by the TEOC manager before release.

Communications

Effective communications are critical for staff response, intergovernmental coordination, public awareness, and rumor control. The Town has in place robust and redundant systems, both internal and external, to facilitate incident-related communications.

Internal

The Town maintains or has access to multiple communications systems and infrastructure to facilitate critical communications during a significant event, including:

- Internal email system
- Internal VOIP phone system
- FirstNet cellular telephone service
- Town-owned and operated public works radio system
- Fauquier County-owned and operated public safety radio system
- Fauquier County-hosted Everbridge notification system
- Fauquier County-hosted WebEOC incident management software

External

During a significant event, the Town uses a variety of means to communicate with residents, businesses, and visitors, including:

- Media notification to local print, radio, and television media
- Updates to the Town's website
- Postings to the Town's social media sites
- Electronic alerts through the Fauquier Alert Network (Everbridge) notification system
- Access to Wireless Emergency Alerts (WEA) or the Emergency Alert System (EAS) coordinated through Fauquier County Emergency Management
- Electronic signboards, as available
- Public notices posted at Town facilities, time and circumstances permitting
- Announcements via public safety vehicles, time and circumstances permitting

- Door-to-door notification, time and circumstances permitting
- Press conferences and briefings

Throughout the event and during the recovery phase, the Public Information Office (PIO) will ensure that available information is disseminated to the public regarding:

- Town response/recovery activities
- Safety information (boil water notices, etc.)
- Restricted areas
- Movement or travel restrictions
- Shelter location(s)
- Types and locations of emergency assistance available
- Changes to Town services
- Other pertinent information

Resource Management

Before, during, and after a significant event, resource management is critical to a successful response. The Town adheres to the National Incident Management System (NIMS) tenants to conduct comprehensive resource management.

Preparedness

In the preparedness phase, resource management focuses on four key areas: identifying and typing resources; qualifying, certifying, and credentialing personnel; planning for resources; and acquiring, storing, and inventorying resources.

Identifying and Typing

Resource typing definitions establish a common language for discussing resources and defining minimum capabilities for personnel, teams, facilities, equipment, and supplies. All Town departments will maintain up-to-date resource inventories and work with the Emergency Management Coordinator annually to type resources using the FEMA Resource Typing Library Tool. This preparation will allow the Town to stand ready to support mutual aid requests and ensure horizontal and vertical integration with responding local, state, and federal response agencies if resources need to be requested to support Town response operations.

Qualifying, Certifying, and Credentialing Personnel

Qualifying, certifying, and credentialing are the essential steps that ensure that personnel deploying through mutual aid agreements have the knowledge, experience, training, and capability to perform the duties of their assigned roles. The Emergency Management Coordinator will establish minimum training requirements for personnel supporting Town response operations and certify and credential individuals who have demonstrated proficiency.

Planning for Resources

The Town will participate in the Fauquier County or Rappahannock Regional Commission-led Threat and Hazard Identification and Risk Assessment (THIRA), which should be conducted

every four years. Through this collaborative process, Town departments can identify resource requirements based on the threats to and vulnerabilities of the Town. Additionally, pre-event resource planning should consider:

- Storage of critical resources
- Establishing mutual aid agreements to obtain resources from neighboring jurisdictions
- Determining how and where to reassign existing resources from non-essential tasks
- Developing contracts to acquire resources from vendors rapidly when needed

Acquiring, Storing, and Inventorying Resources

The Town maintains many resources to support daily operations but should also incorporate planning focused on periodic replenishments, preventive maintenance, and capital improvements to support response operations. Planning should also consider the potential for large or complex incidents that may require ancillary support, supplies, or spaces. Effective resource management involves establishing a resource inventory and maintaining the currency and accuracy of the information. Each department should keep an accurate resource inventory and promptly report needs to the Emergency Management Coordinator.

During an Event

During a significant event, the TEOC facilitates resource management by identifying requirements, ordering and acquiring, mobilizing, tracking, and demobilizing.

Identifying Requirements

A principal objective of the TEOC is to ensure that field personnel have the resources they need to complete incident objectives. TEOC personnel should continually identify, validate, and refine resource needs during activation, which may change frequently during a complex event.

Ordering and Acquiring

Field and TEOC Personnel should work collaboratively to identify:

- Description of required capability or kind and type (if resource typing is known)
- Quantity needed
- Procurement source (if known)
- Required arrival date and time
- Required delivery or reporting location
- Who will receive and use the resource(s)

Once the information is known, TEOC personnel may begin acquiring the resource through the following sequential steps:

- Confirm the Town does not already have the requested resource
- Request the resource through Fauquier County Emergency Management
- Acquisition through existing Town contract
- Acquisition through emergency procurement under Town Code Section 20-6 and Code of Virginia § 44-146.17

Resource requests should include the following:

- Capability
 - Description of what you need and what it will be used for
- Size
 - A physical size descriptive word (small, large, adult, child, 4'x5')
- Amount
 - Numerical value
- Location
 - Address or coordinates where the resource will report
- Type
 - Unless the resource is FEMA typed, utilize descriptive words
- Timeframe needed
 - When you need the resource

Mobilization

Mobilization involves readying the resource for operations and providing the following critical information to the support department or agency:

- Reporting location (address, on-site point of contact, phone number, radio frequency)
- Anticipated incident assignment
- Anticipated duration of deployment
- Just-in-time training outlining Town geography, operations, and any other pertinent information

Resource Tracking

Once the resource has completed the assigned task, it may be reassigned or demobilized. The resource will report to check-out, and a number of functions may occur:

- Rehabilitation
- Replenishment
- Disposal
- Returned to operational condition

TEOC personnel will then update the event documentation to match the disposition identified in the check-out process.

Training and Exercise

A comprehensive training and exercise program is essential to support the effective implementation of the EOP. The Emergency Management Coordinator is responsible for the overall execution of training and exercises to support emergency operations utilizing the tenets identified in the Homeland Security Exercise and Evaluation Program (HSEEP). Annually, the Town departments and partner agencies will assist the coordinator with identifying training/exercise priorities and target capabilities to develop a yearly training and exercise plan.

This Plan will ensure that staff members from all departments with assigned roles and responsibilities are trained and prepared for response and recovery operations.

The Town will also coordinate with Fauquier County to ensure integration with training and exercise efforts at the county level. Departments are encouraged to engage in training and exercises with local and regional partner agencies.

Improvement Planning

The Town will conduct improvement planning after exercises and incidents to ensure continual learning and capacity building. The improvement planning process aims to identify both strengths and measurable corrective actions to enhance preparedness, response, and recovery activities. Actions identified during the improvement planning process will help strengthen elements of the organization's capability to plan, organize/equip, train, and exercise consistent with Homeland Security Exercise and Evaluation Program process.

The Emergency Management Coordinator will facilitate the review process post-exercise or incident with affected departments focusing on:

- Discussion of strengths and areas of improvement by each department
- Prioritization of correction actions identified by participants
- Initiation of Plan, policy or procedure review or development
- Identification of needed training, equipment, or other resources
- Corrective action tracking and implementation

Victim Services Reporting

Per the Code of Virginia § 44-146.19E, the Virginia Department of Criminal Justice Services (DCJS) 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. DCJS has developed an online reporting form that can be accessed at: <https://www.dcjs.virginia.gov/victims-services/report-campus-local-emergency>.

Additional points of contact for DCJS / Virginia Victims Fund can be found below:

Department of Criminal Justice Services

Julia Fuller-Wilson, State Crisis Response Coordinator

- During office hours: (804) 371-0386
- After hours: (804) 840-4276

Virginia Victims Fund (officially the Criminal Injuries Compensation Fund)

Kassandra Bullock, Director

- During office hours: (804) 367-1018

Leigh Snellings, Assistant Director

- During office hours: 1-800-552-4007

Authorities and Reference

The following authorities and references constitute the statutory and operational basis for response to a significant event in the Town of Warrenton.

Authorities:

- Federal
 - Disaster Mitigation Act of 2000, Public Law 106-390
 - Homeland Security Act of 2002, 6 U.S.C. 101, et seq., as amended
 - Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
 - Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003
 - Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295
 - Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
- State
 - Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Law
- Local
 - Town Code of Warrenton Virginia, Part II, Chapter 20 Emergency Management

References:

- Federal
 - Homeland Security Exercise and Evaluation Program (HSEEP), January 2020
 - National Incident Management System, Third Edition, October 2017
 - National Preparedness Goal, Second Edition, September 2015
 - National Response Framework, Fourth Edition, October 2019
- State
 - Commonwealth of Virginia Emergency Operations Plan (COVEOP)
 - Virginia Department of Emergency Management Locality Plan Template
- Local
 - Fauquier County County Emergency Operations Plan
 - Town of Warrenton Community Water System Emergency Response Plan
 - Rappahannock-Rapidan Regional Hazard Mitigation Plan

**A SAMPLE RESOLUTION CONFIRMING THE DECLARATION OF
LOCAL EMERGENCY MADE JANUARY XXXX**

WHEREAS, on January XXX, Governor XXX declared a state of emergency in the Commonwealth of Virginia to prepare and coordinate our response to severe winter weather involving two storms, the first of which began Monday, XXXX and the second which is forecasted to move into Virginia in the afternoon of January XXXX

WHEREAS, on January XXXX, the Fauquier County Administrator, in his capacity as the local director of emergency management, upon the recommendation of the Fauquier County Chief of the Department of Fire, Rescue, and Emergency Management, issued a Declaration of Local Emergency; and

WHEREAS, the disruption in transportation routes threatens the delivery of public safety services and goods to citizens and businesses, requiring additional personnel, equipment, and personnel to be on standby; and

NOW, THEREFORE, IT IS HEREBY PROCLAIMED, on XXXX under the *Code of Virginia* § 44-146.19 **Powers and duties of political subdivisions**, and § 44-146.21 **Declaration of local emergency**, a local emergency exists in the Town of Warrenton, Virginia.

IT IS FURTHER PROCLAIMED AND ORDERED, that during the existence of said emergency, the powers, functions, and duties of the Emergency Manager of the Town of Warrenton shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the Town, in order to mitigate the effects of said emergency.

NOW THEREFORE BE IT RESOLVED by the Town Council of Warrenton Virginia this day, January XXXX, That the Declaration of Local Emergency made by the Town Manager on January XXXX as a result of Winter Storm, ahead of anticipated impacts of the January XXXX winter storm is hereby, confirmed.

H. E. Carter Nevill, Mayor Town of Warrenton, Virginia