



Office of the Town Manager
Judson Rex

STAFF REPORT

Warrenton Town Council

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Eric Gagnon, Ward 5
Paul Mooney, At Large
David McGuire, At Large

Council Meeting Date:	July 14 th , 2026
Agenda Title:	Adoption of Revised Emergency Operations Plan
Requested Action:	Adopt the Revised Emergency Operations Plan
Department / Agency Lead:	Town Manager's Office/Emergency Management
Staff Lead:	Timothy M. Carter, Chief of Police

EXECUTIVE SUMMARY

The Town of Warrenton's Emergency Operations Plan (EOP) provides the framework for coordinating emergency preparedness, response, recovery, and mitigation efforts. The revised plan incorporates updated procedures, organizational changes, lessons learned, and current emergency management practices to improve the Town's ability to respond to emergencies.

The revised EOP aligns with state and federal emergency management guidance and strengthens coordination among Town departments, partner agencies, and regional organizations. Adoption of the plan will enhance community preparedness and operational readiness with no immediate fiscal impact.

BACKGROUND

The Town of Warrenton maintains an Emergency Operations Plan (EOP) to provide a coordinated framework for preparing for, responding to, recovering from, and mitigating the effects of emergencies and disasters affecting the community. The EOP establishes organizational responsibilities, outlines emergency response procedures, and identifies coordination mechanisms among Town departments, Fauquier County, the Commonwealth of Virginia, volunteer organizations, private-sector partners, and state and federal agencies.

The current revision represents a comprehensive review of the Town's emergency management program and incorporates lessons learned from recent emergency incidents, training exercises, and changes in emergency management best practices. The update also reflects organizational changes within the Town, revised contact information, current resource capabilities, and updated operational procedures.

The revised EOP has been developed in coordination with Town departments and emergency response partners to ensure consistency with the Fauquier County Emergency Operations Plan, the Virginia Emergency Operations Plan, and the National Incident Management System (NIMS).

STAFF RECOMMENDATION

Staff recommend that the Town Council adopt the attached resolution approving the revised Town of Warrenton Emergency Operations Plan (EOP) and authorize the Town Manager to implement the plan and approve future administrative updates that do not alter policy.

Service Level/Collaborative Impact

Adoption of the revised Emergency Operations Plan (EOP) will enhance the Town's ability to coordinate and deliver essential services during emergency events while providing updated guidance for departments and personnel responsible for emergency response activities. The revised EOP clarifies roles, responsibilities, communication procedures, and operational expectations for Town staff tasked with emergency management, response, recovery, and continuity of operations.

Implementation of the EOP will require continued collaboration among all Town departments, including Public Works, Police, Fire and Rescue partners, Administration, Finance, Community Development, Information Technology, and Parks and Recreation. Departments will be responsible for maintaining awareness of assigned emergency functions, participating in training and exercises as appropriate, updating departmental procedures, and coordinating resources during emergency operations.

The impact on Town services is expected to be positive by improving interdepartmental coordination, reducing response delays, and strengthening the Town's ability to maintain critical operations during disruptions. Implementation may require staff time for periodic training, plan reviews, exercises, and administrative updates; however, no significant operational impacts are anticipated. Any future resource needs identified through emergency preparedness activities will be addressed through the Town's annual budget process or available grant opportunities.

Policy Direction/Warrenton Plan 2040

Adoption of the revised Emergency Operations Plan supports the goals of Plan Warrenton 2040 by enhancing community resilience, public safety, continuity of essential services, and coordination of Town resources. The EOP directly supports the Comprehensive Plan's Community Health, Community Facilities, and Economic & Fiscal Resilience elements by ensuring the Town is prepared to respond to and recover from emergency events while protecting residents, infrastructure, and public assets.

Fiscal Impact

There is no direct fiscal impact associated with adoption of the Plan.

Implementation of specific preparedness initiatives, equipment purchases, training activities, or mitigation projects identified during future planning efforts will be considered through the Town's annual budget process or funded through available grant opportunities when appropriate.

Legal Impact

Adoption of the revised Emergency Operations Plan ensures the Town maintains compliance with applicable emergency management requirements under the Virginia Emergency Services and Disaster Law of 2000 and related guidance. The revised plan provides an updated framework for emergency response coordination, clarifies organizational responsibilities, and supports the Town's ability to effectively manage emergency situations.

Adoption of the plan does not create new legal obligations beyond existing statutory requirements; however, it strengthens the Town's preparedness, documentation, and operational framework for emergency management activities.

ATTACHMENTS

1. Resolution Adopting the Town of Warrenton Emergency Operations Plan
2. Revised Town of Warrenton Emergency Operations Plan