



Office of the Town Manager  
Frank Cassidy

#### Warrenton Town Council

Carter Nevill, Mayor  
Roy Francis, Ward 1  
William Semple, Ward 2  
Larry Kovalik, Ward 3  
Michele O'Halloran, Ward 4  
Eric Gagnon, Ward 5  
Paul Mooney, At Large  
David McGuire, At Large

# STAFF REPORT

<b>Council Meeting Date:</b>	October 14 <sup>th</sup> , 2025
<b>Agenda Title:</b>	Emergency Management Agency Designation & Updates
<b>Requested Action:</b>	Approve the updated COOP as written.
<b>Department / Agency Lead:</b>	Office of Emergency Management
<b>Staff Lead:</b>	Frank Cassidy, Town Manager / Johnny Switzer, EM Coordinator

## EXECUTIVE SUMMARY

The Town of Warrenton, Virginia, recognizes the importance of proactive emergency management and, in 2020, established an Office of Emergency Management to address potential hazards and protect its citizens.

**The Continuity of Operations Plan has been updated to reflect the designation of the EMA and has undergone an update of key contacts, departmental structures, and organization format.**

## BACKGROUND

The Town of Warrenton's Office of Emergency Management was created in December 2020 in response to the COVID-19 pandemic. It was officially established as an agency of emergency management for the town by Ordinance 2022-11 at the July 12, 2022, Town Council Meeting. The office operates under the Commonwealth of Virginia Emergency Services and Disaster Law of 2000. Town Manager Frank Cassidy serves as the Director of Emergency Management, and he appointed Johnny Switzer as the Coordinator of Emergency Management on August 20, 2024.

A request for the Town of Warrenton to be recognized as an independent political subdivision for emergency management purposes was submitted to VDEM on February 4, 2025. This request was affirmed by VDEM's Acting State Coordinator, John J. Scrivani, on April 22, 2025. The town is now an independent emergency management jurisdiction, and the Region 2 team of VDEM will be the primary point of contact for the state.

## STAFF RECOMMENDATION

Approve the updated COOP as written.

### **Service Level/Collaborative Impact**

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**Continuity of Operations Plan (COOP):** The COOP was established in 2022 and was revised on April 22, 2025, to reflect the town's new standalone emergency management designation. The plan will be reviewed with the Town Council on September 9, 2025, and is anticipated to be adopted on October 14, 2025.

### **Policy Direction/Warrenton Plan 2040**

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**Continuity of Operations Plan (COOP):** The COOP is a required plan to be in place and reviewed/adopted every four years.

### **Legal & Fiscal Impact**

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The legal basis for the Office of Emergency Management is rooted in Ordinance 2022-11 and is governed by the Commonwealth of Virginia Emergency Services and Disaster Law of 2000. As an independent emergency management jurisdiction, the town is now responsible for its own comprehensive program.

### **ATTACHMENTS**

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- A. 02/11/25 Council Meeting – EM Staff Report – COOP
- B. ToW COOP ~2025 - 10.14.25 - Final - Public Copy Redacted
- C. OEM COOP Memo