



COMMONWEALTH OF VIRGINIA

Department of Emergency Management

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JOHN J. SCRIVANI
Acting State Coordinator

TO: Frank Cassidy, Town Manager/Director of Emergency Management
Johnny H. Switzer, Town of Warrenton Coordinator of Emergency Management

FROM: John J. Scrivani, Acting State Coordinator

DATE: April 22, 2025

RE: Designation of Emergency Management Organization

Director Cassidy,

I am pleased to inform you that the Virginia Department of Emergency Management (VDEM) has approved the Town of Warrenton's request to be recognized as an independent political subdivision solely for the purposes of emergency management, as defined in §44-146.16 of the Code of Virginia. This designation affirms the town's commitment to maintaining a robust and self-sufficient emergency management program in accordance with Title 44 of the Code of Virginia.

As an independent emergency management jurisdiction, the Town of Warrenton is now responsible for establishing and maintaining a comprehensive local emergency management program. In addition to maintaining the requirements for application, this includes, but is not limited to, the following requirements:

1. **Local Capability Assessment of Readiness (LCAR):** The Town of Warrenton must complete and submit the LCAR survey on or before August 1 of each year. VDEM regional staff will be available to provide assistance completing this survey if needed.
2. **Utilizing VDEM Systems:** The Town will be given access to VDEM's external reporting and communication systems including WebEOC and Crisis Track to support unified coordination during response and recovery.
3. **Annual Exercise After Action Review and Integrated Preparedness Planning Workshop (IPPW):** A representative from the Town of Warrenton's Office of Emergency Management will

attend the annual Region 2 including incident after action reviews.

4. **Compliance with Title 44:** As shown in the document provided with your request, the Town of Warrenton is committed to maintaining full compliance with all requirements and responsibilities imposed on political subdivisions under Title 44. The adoption of Chapter 20 of the Town Code, establishing the framework for a stand-alone EMA, demonstrates this commitment.

We commend the Town of Warrenton for its commitment to strengthening local emergency preparedness and resilience. As a political subdivision in VDEM Region 2, the Region 2 team will serve as your primary point of contact for the state and be available to support your town in preparing for, responding to, recovering from, and mitigating against the impacts of disasters. Please do not hesitate to reach out should you require any support developing and enhancing your program.

Congratulations on this important milestone. We look forward to working closely with you to enhance the safety and security of your community.

Sincerely,

A handwritten signature in black ink, appearing to read 'John Scrivani', with a stylized, cursive script.

John Scrivani