City of Manassas, VA
Emergency Operations Plan

Dewberry

This document was prepared under a grant from the Federal Emergency Management Agency's Grant Programs Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or the U.S. Department of Homeland Security.

BASE PLAN

Foreword

This plan fulfills the Commonwealth of Virginia's requirement for each political jurisdiction to prepare and keep current plans to respond to disasters or large-scale emergencies. This document is a result of the collaborative efforts among the City of Manassas departments and partner organizations that have assigned emergency roles and responsibilities. The final plan incorporates comments and suggestions received from a variety of stakeholders that provide critical support during times of disaster.

The City of Manassas Emergency Operations Plan (EOP) is a multi-discipline, all hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the City. The EOP is implemented when it becomes necessary to mobilize the resources identified herein in order to save lives and protect property and infrastructure.

The successful implementation of the EOP is contingent upon a collaborative approach with a wide range of partner agencies and organizations, regional jurisdictions, state, and federal government agencies that provide crucial support during emergency operations. The EOP recognizes the significant coordination that is necessary and defines the functional roles and responsibilities of City departments and establishes the coordination mechanisms for a cohesive response while allowing flexibility in the response organization to respond as necessary to shifting developments and situations.

All City departments and partner organizations with identified roles and responsibilities are expected to understand this plan and to be prepared to execute the actions necessary to implement emergency operations. However, the EOP is not intended as a stand-alone document. Departments and partner organizations should conduct detailed planning to develop policies, plans, and procedures that support this document. All users of this document are encouraged to recommend changes.

Submitted by: Chief Brett R. Bowman, Emergency Management Coordinator

Questions or comments concerning this document should be directed to:

Fire Marshal Francis J. Teevan,
Deputy Emergency Management Coordinator

City of Manassas Fire and Rescue Department
Prevention and Preparedness Division
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703-257-8458

Promulgation Statement

MOTION: **AVENI** **February 25, 2013**
Regular Meeting
SECOND: **LOVEJOY** **Res. No. R-2013-40**

RE: **CITY OF MANASSAS – EMERGENCY OPERATIONS PLAN**

WHEREAS, the City Council of the City of Manassas, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters; and

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

WHEREAS, the City of Manassas has established and appointed a Director, and Coordinator of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED that the Manassas City Council does hereby adopt this Emergency Operations Plan as revised.

BE IT FURTHER RESOLVED that the Director of Emergency Management, or his/her designees, are tasked and authorized to maintain and revise as necessary this document and that a comprehensive review and revision of the emergency operations plan be done every four years to ensure that the plan remains current, and that the revised plan shall be formally adopted by the City Council.

Harry J. Parrish II Mayor
On behalf of the City Council
of Manassas, Virginia

ATTEST:

Andrea P. Madden City Clerk

Votes:
Ayes: Aveni, Harrover, Lovejoy, Randolph, Way and Wolfe
Nayes: None
Absent from Vote: None
Absent from Meeting: None

Plan Maintenance and Distribution

- The City of Manassas Emergency Management Coordinator is responsible for developing, maintaining, and distributing the City of Manassas Emergency Operations Plan (EOP).

- This plan shall be considered a “living plan,” and with each use, either by exercise, incident or planned event, the plan shall be reviewed by the Emergency Management Coordinator.

- At a minimum, the EOP is significantly updated, adopted by the City Council, and promulgated by the City Manager in accordance with Commonwealth of Virginia requirements every four years or upon significant revisions to the document.

- Each department and organization with a role in the implementation of the EOP must be familiar with the EOP to ensure efficient and effective execution of emergency responsibilities. Each must develop and maintain departmental emergency plans, procedures, guidelines, and job aids to effectively meet their assigned emergency responsibilities.

- Primary and support agencies for the Emergency Support Functions (ESFs) are responsible for maintaining and updating their assigned annexes. Annexes should be reviewed annually and proposed updates to the annexes coordinated with all support agencies prior to submission.

- Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation.

- All requests for changes will be submitted to the Emergency Management Coordinator for coordination, approval, and distribution. Any department, City organization, or partner organization may propose and develop a change to the EOP, and are encouraged to do so. Prior to submitting proposals to the Emergency Management Coordinator, the proposing department will obtain the written approval from the appropriate department head.

- The EOP and approved changes will be distributed as listed in the table below:

Table 1: Distribution **HC = Hard Copy E = Electronic Copy**

Department or Partner Agency	Phone	#	HC	EC
Office of the City Manager	703-257-8212	1	x	
- Communications Coordinator	703-257-8456	2	x	
Office of the Mayor and City Council	703-257-8213	3	x	
Office of the City Clerk	703-257-8280	4	x	
Office of the Treasurer	703-257-8246	5	x	
Office of the City Attorney	703-368-8148	6	x	
Office of the Commissioner of the Revenue	703-257-8220	7	x	
Manassas City Police Department	703-257-8001	8	x	
- Animal Control	703-257-8101	9		x
- Public Safety Communications Center	703-257-8061	10	x	
City of Manassas Fire & Rescue Department	703-257-8465	11	x	
Manassas Volunteer Fire Company	703-898-6074	12		x
Greater Manassas Volunteer Rescue Squad	571-238-9196	13		x
Manassas Regional Airport	703-257-8261	14	x	
Department of Community and Economic Development	703-257-8224	15	x	
- Development Services	703-257-8278	16		x
- Neighborhood Services	703-257-8240	17		x
Department of Family Services	703-257-2329	18	x	
Department of Finance and Administration	703-257-8234	19	x	
- Accounting	703-257-8269	20		x
- Information Technology	703-257-8295	21		x
- Purchasing	703-257-8368	22		x
Department of Human Resources	703-257-8248	23	x	

Department or Partner Agency	Phone	#	HC	EC
- Risk Management	703-257-8236	24		x
Department of Public Works and Utilities	703-257-8226	25	x	
- Electric	703-257-8476	26		x
- Street	703-257-8347	27		x
- Water and Sewer	703-257-8380	28		x
Manassas City Public Schools Administrative Office	703-257-8820	29	x	
Prince William County Health Department	703-792-7319	30		x
Prince William County Department of Fire and Rescue	703-792-6500	31		x
American Red Cross – Prince William Chapter	703-368-4511	32		x
Volunteer Prince William	703-369-5292	33		x

Notices of Change

- A notice of change will be prepared and distributed by the Emergency Management Coordinator when changes occur to the EOP. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and City organizations. The notice of change will include revised pages for replacement within the EOP if appropriate.

- Upon publication, the change will be considered as part of the EOP. The following table will be used to track the posting of Notices of Change to the City of Manassas Emergency Operations Plan.

Record of Changes

Table 2: Changes

REVISION	REVISION DATE	SUMMARY OF REVISIONS	REVISED BY
1	June 2008	Entire Document	Olson Group, LTD.
2	January 2009	Entire Document	Olson Group, LTD.
3	August 2009	Entire Document	Emergency Management
4	December 2012	Entire Document	Dewberry, Inc.
5	January 2013	Comprehensive update	Emergency Management

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Purpose and Scope

Purpose

- The purpose of this EOP is to define the preparedness and emergency management activities necessary for the City of Manassas to effectively respond to emergency situations.

- The EOP establishes a framework for an effective system of comprehensive emergency management, the purpose of which is to:

    - Reduce the vulnerability of individuals, communities and businesses to loss of life, injury, or damage to and loss of property resulting from natural, technological, criminal, or hostile acts and;

    - Prepare for prompt and efficient response and recovery activities to protect lives and property affected by emergencies and;

    - Respond to emergencies using all systems, plans and resources as necessary and;

    - Recover from emergencies by providing for the rapid and orderly implementation of restoration and rehabilitation programs for persons and property affected by emergencies.

Scope and Applicability

The EOP:

- Is applicable to all natural or human-caused hazards that threaten the well-being of the citizens and visitors within the geographic boundary of the City of Manassas.

- Establishes a fundamental concept of operations for the comprehensive management of emergencies scalable to the size and scope of the incident.

- Defines the mechanisms to facilitate the delivery of immediate assistance including the direction and control of local, state, interstate, and federal response and recovery assets.

- Establishes lines of authority and organizational relationships for direction and control of emergency operations and shows how all actions will be coordinated.

- Defines and assigns emergency roles and responsibilities to organizations and key positions for conducting emergency operations and carrying out specific actions that exceed routine responsibilities during an emergency.

- Describes how emergency operations will be conducted within the City and coordinated with neighboring and regional jurisdictions, the Commonwealth of Virginia, and the federal government.

- Applies to all City departments that are tasked with roles and responsibilities within the EOP and recognizes the responsibility of each City department to respond when the size and scope of the incident necessitates.

- Describes how people (including unaccompanied minors, individuals with disabilities, others with access and functional needs, and individuals with limited English proficiency) and property are protected.

- Establishes the framework and general concept of operations for emergency operations but must be supplemented with additional detailed planning efforts and documents. All City departments are required to develop and maintain administrative policies and procedures, preparedness, continuity, mitigation, and recovery plans and job aids and tools necessary to effectively execute the assigned responsibilities.

Authorities

Federal

- The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-388, as amended.
- The Disaster Mitigation Act of 2000, Public Law 106-390.
- The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302.
- "Emergency Services and Assistance," Code of Federal Regulations, Title 44.
- Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003.
- National Response Plan (NRP), December 2004 and Notice of Change to the National Response Plan, May 25, 2006 updated and renamed to the National Response Framework (NRF), January 2008.
- National Incident Management System (NIMS), March 2004.
- Homeland Security Presidential Directive 8, National Preparedness, December 17, 2003.

Commonwealth of Virginia

- "Commonwealth of Virginia Emergency Services and Disaster Law of 2000," Sections 44-146.13 to 44-146.28:1 Code of Virginia, as amended.

- "Virginia Post Disaster Anti-Price Gouging Act," Sections 59.1-525 to 59.1-529 Code of Virginia.
- Title 32.1, Section 48.05 to 48.017 Code of Virginia.
- Commonwealth of Virginia, Office of the Governor, Executive Order Number Six (2006), Delegation of Governor's Authority to Declare a State of Emergency and to Call the Virginia National Guard to Active Service for Emergencies or Disasters When the Governor is Out of the Commonwealth of Virginia and Cannot Be Reached.
- Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Five (2004), Promulgation of the Commonwealth of Virginia Emergency Operations Plan.
- Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Nine (2004), Virginia Secure Commonwealth Initiative.
- Commonwealth of Virginia, Office of the Governor, Executive Order One Hundred and Two (2005), Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovery from Crisis Events in the Commonwealth.

Local

- Resolution R-2005-72 by the City Council adopting the National Incident Management Systems (NIMS), January 24, 2005.
- Resolution R-2012-42 by the City Council adopting the Northern Virginia Regional Hazard Mitigation Plan, April 9, 2012.
- Resolution by the City Council authorizing the execution of the National Capital Region Mutual Aid Agreement, dated December 12, 2005.

References

- City of Manassas Debris Management Plan, Department of Public Works and Utilities
- City of Manassas Water Emergency Response Plan, Department of Public Works and Utilities
- Prince William County, City of Manassas and City of Manassas Park Hazardous Materials Emergency Response Plan, 2004
- Regional Emergency Coordination Plan, September 11, 2010
- Unified Regional Snow Emergency Plan for the Metropolitan Washington Area, 2010
- VDEM Statewide Mutual Aid Operations Manual, September 2006
- Emergency Management Accreditation Program (EMAP) Standard, September 2007
- Northern Virginia Regional Hazard Mitigation Plan, as updated
- Northern Virginia Emergency Response System Plan
- Northern Virginia Regional Evacuation Plan
- Regional Emergency Operations Center Guidelines
- Commonwealth of Virginia Emergency Operations Plan, as updated

- Comprehensive Preparedness Guide (CPG) 101 version 2

Situation Overview

Location and Geography

- The City of Manassas is situated in Northern Virginia and is bordered by Prince William County on the west, south, and east and the City of Manassas Park to the north.

- The City is comprised of 10 square miles of which, 9.9 square miles of it is land and 0.04 square miles of it (0.20%) is water.

- The City of Manassas is located in the Piedmont physiographic province of Virginia at an elevation level of 276 feet.

Climate

- The area has a moderate climate. Average temperatures are approximately 50 degrees with an average high temperature of 88 degrees in July and 24 degrees in January.

- Annual rainfall average for the City is 35 inches and annual snowfall accumulation is 16 inches.

Education System

- The City of Manassas Public Schools system is one of few school systems to be accredited in the Commonwealth of Virginia. It consists of 5 elementary schools, 2 middle schools, 1 high school, and 1 alternative education school serving 7,154 students (in 2012).

- There are approximately 12 private independent schools serving nearly 1,200 students.

- There are numerous higher education institutions in nearby jurisdictions, however there are none located within the City boundaries.

Demographics

- The population estimate for 2010, according to the U.S Census Bureau, was 37,821. The estimated 2011 population is 39,300 representing a 3.9% increase. The projected 2020 population is 43,654.

- According to the 2010 U.S. Census there are an estimated 11,872 households with an average of 3.08 persons per household.

- There are more than 13,000 housing units at an average density of 1,310.2 per square mile. The home ownership rate is approximately 70%.

- The City of Manassas is comprised of a diverse population. The 2010 U.S. Census reports the composition as follows:

Age	Persons under 5 years	8.4%
	Persons under 18 years	28.4%
	Persons 65 years and over	6.9%
Gender	Female persons	49.9%
	Male persons	50.1%
Race	American Indian and Alaska Native persons	.6%
	Native Hawaiian and Other Pacific Islanders	.1%
	Black persons	13.7%
	Hispanic or Latino origin persons	31.4%
	White persons	61.7%
	Persons reporting two or more races	4.3%
	White persons, not Hispanic	47.6%

Table 3: City of Manassas Composition based on United States Census 2010 Reports

Transportation Infrastructure

- The Manassas Regional Airport is owned and operated by the City of Manassas. It serves general aviation and is heavily used by corporate aircraft. For the 12 months ending June 2012 there were more than 139,000 flights, mostly consisting of general aviation, military and air taxi operations.

- Norfolk Southern owns and operates the train tracks that run through the City of Manassas. Amtrak and the Virginia Railway Express provide regular and commuter train service on these tracks as well.

- The major roads into and out of Manassas are VA-28 and VA-234 Business. I-66 and US-29 service Manassas, but neither passes through the City itself.

Industry

- The top 5 industries by employee numbers are:
  - Healthcare and social assistance
  - Professional scientific and technical services
  - Government
  - Retail
  - Local government

- The top 5 employers in the City are:
  - Micron Technology
  - Prince William Hospital, General Hospital Division
  - City of Manassas School Board
  - Lockheed Martin
  - County of Prince William

Hazard and Threat Analysis Summary

- The City of Manassas, within the Northern Virginia region, is vulnerable to a wide range of natural and human caused hazards. These hazards threaten the safety of residents and have the potential to damage or destroy both public and private property, disrupt the local economy, and impact the overall quality of life of individuals who live, work, and play in the region.

- The City must be prepared to respond to, recover from, and reduce the vulnerability to such incidents. One of the most effective tools a community can use to reduce hazard vulnerability is to develop, adopt, and update, as needed, a local hazard mitigation plan. The City of Manassas participated in and has adopted the *Northern Virginia Regional Hazard Mitigation Plan*. The plan establishes the broad community vision and guiding principles for addressing hazard risk, including the development of specific mitigation actions designed to eliminate or reduce identified vulnerabilities.

- The *Northern Virginia Regional Hazard Mitigation Plan* (December 2011) identifies the natural hazards and their associated risks that threaten the City of Manassas and the Northern Virginia region. Hazards were ranked using a semi-quantitative scoring system that involved grouping the data values (normalized to account for inflation) based on statistical methods. This method prioritizes hazard risk based on a blend of quantitative factors extracted from NCDC and other available data sources. The parameters considered include:
  - Historical occurrence;
  - Vulnerability of population in the hazard area; and

- Historical impact, in terms of human lives and property and crop damage.

- The conclusions drawn from the qualitative assessments, combined with final determinations from the Mitigation Planning Committee, were fitted into categories for a final summary of hazard risk for the City of Manassas. It should be noted that although some hazards are classified as posing low risk, their occurrence of varying or unprecedented magnitudes is still possible.

- The table below demonstrates the summary of the qualitative assessment of the hazards identified and the degree of risk assigned to each hazard based on historical data, anecdotal data, and input from the Mitigation Planning Committee.

High	Medium-High	Medium	Medium-Low
Flood Wind Tornado Winter weather	Drought	Earthquake	Landslide Wildfire Karst

Table 4: Northern Virginia Regional Hazard Mitigation Plan Hazard Ranking for the City of Manassas

Additional Considerations

- In addition to natural hazards the City is susceptible to various technological and human-caused incidents including acts of terrorism involving weapons of mass destruction and hazardous materials.

- Hazardous materials are transported through the City utilizing the road and rail infrastructure. Accidental or intentional release of these materials may pose a threat to the health and safety of the residents and visitors.

- The transportation infrastructure is susceptible to accidents such as multi-vehicle accidents, train derailments, and plane crashes.

- The City owns and operates a dam and water treatment plant at Lake Manassas located in Prince William County. Dam failure is a low risk threat and a Dam Response Plan is maintained by the Public Works and Utilities Department.

- The scope and magnitude of these incidents may vary from minor impact requiring a minimal response to major impact requiring a significant response from numerous departments and partner organizations and may result in disaster declarations.

Planning 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.

- The government of the City of Manassas is responsible for maintaining the EOP and response capability to protect the lives and property of its residents and visitors from the effects of human-caused and natural disasters. The City will commit all available resources to save lives, minimize property and environmental damage, and conduct emergency response and recovery operations.

- The City government must continue to function throughout a disaster or emergency situation. Depending upon the scope and magnitude of the incident, concurrent implementation of Continuity of Operations (COOP)/Continuity of Government (COG) operations may be necessary. All City departments are encouraged to maintain a current Continuity of Operations Plan.

- This plan has been developed to address “all-hazards” that threaten the City of Manassas providing the response framework and guidance to any emergency or disaster situation that occurs. The organization and concept of operations is designed to allow flexibility and discretion through command and control of the incident utilizing the concepts of the Incident Command System (ICS). Emergency operations will be managed in accordance with the National Incident Management System (NIMS).

- The immediate response priority to an emergency or disaster situation of any size and scope will be saving lives and protecting property and critical infrastructure.

- Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the City of Manassas 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 and the environment.

- Emergency preparedness is everyone’s responsibility – citizens and government employees should be informed of their personal preparedness responsibilities and educated on how to appropriately prepare for maintaining self-sufficiency in an emergency situation.

- In situations in which there is warning (i.e. severe weather) appropriate emergency notifications (internal and external) will be conducted and preparedness actions will be taken by the agencies with emergency roles and responsibilities.

- Whenever an alert or notification is made of an emergency all City departments with emergency roles are expected to be prepared. Whenever an emergency or disaster is deemed to be of major or expanding proportions where serious injury, loss of life, or significant damage is anticipated, ALL City departments are expected to be prepared.

- City departments may be required to respond on short notice and at any time of the day or night to provide effective and timely assistance. It is the responsibility of each department to ensure staff are trained, prepared, and available to respond.

- Response operations may last for several hours, days, or weeks. Recovery operations may last for days, weeks, months, or years. City departments and organizations providing staff to the Emergency Operations Center (EOC) must have the capability to maintain operations 24 hours per day/7 days a week (24/7) for the duration of the emergency.

- Response personnel and other employees may be impacted by and/or become a casualty of the emergency situation impacting their availability to execute their emergency responsibilities.

- During emergency situations, capabilities to respond to collateral and non-related emergency situations must be maintained further impacting availability of resources for the emergency incident.

- An emergency situation may require the mobilization and reallocation of available resources. The situation may even overwhelm the local resources and capabilities.

- In the event the emergency situation exceeds local emergency response capabilities, outside assistance may be available, either through mutual aid support agreements with nearby jurisdictions and volunteer emergency organizations or through the Virginia EOC. However, often a local emergency must be declared and local resources must be fully committed before state and Federal assistance is available. Additionally, depending on the size and scope of the incident and/or concurrent incidents across a wide geographic area resources may not be available in a timely manner. This may result in competition among residents and jurisdictions for scarce resources.

- Widespread power and communications outages may require the use of alternate methods of communication to deliver essential services and public information. Communications may be problematic due to demands exceeding capacities.

- Residents or visitors may have medical or functional needs and may require assistance during an emergency. Each will have unique needs during an emergency and thus require operational strategies including: communication, registration, transportation, and sheltering designed to meet their needs prior to and during an emergency.

Delegations of Authority

Authority of City Manager

- The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 as Amended designates the City Manager as the Director of Emergency Management.

- The Director of Emergency Management, or designee, is responsible for organizing emergency management and directing emergency operations through the regularly constituted government structure, and using equipment, supplies, and facilities of existing departments and organizations of the City to the maximum extent practical.

- When a local emergency is declared the Director of Emergency Management, or designee, is authorized to:
    - Control, restrict, allocate, or regulate the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resource systems that do not impact systems affecting adjoining political subdivisions.
    - Enter into contracts and incur obligations on behalf of the City necessary to combat such threatened or actual disaster, protect the health and safety of persons or property, and provide emergency assistance to the victims of such disaster.
    - In exercising these powers, proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and expenditure of public funds, provided such funds in excess of appropriations in the current approved budget, un-obligated, are available.

- The EOP delegates the Director of Emergency Management's authority to specific individuals in the event that he or she is unavailable or delegates his/her authority. The line of succession for the Director of Emergency Management is established to be:
    - Fire and Rescue Department Chief
    - Police Department Chief.

- The Director of Emergency Management may designate other personnel when the nature of the emergency is such that a specific level or field of expertise is essential to direct operations.

Authority of On-Scene Commanders

- The Director of Emergency Management delegates authority to the Fire Chief, Police Chief, the Director of Public Works, and the Prince William Health District Public Health Director to appoint on-scene incident commanders and establish standard operating procedures (SOPs) to guide the management of emergency operations depending upon the type of incident.

- Upon arrival at an emergency, the senior responsible official on scene will establish "incident command" and designate a command post location in order to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet actual or expected needs.

Authority of the Emergency Management Coordinator

- The Director of Emergency Management, or designee, delegates authority to the Emergency Management Coordinator to activate, staff, and manage the EOC. In the absence of the Coordinator, an acting Coordinator will be appointed to carry out his/her assigned duties and responsibilities.

Authority of City Department Directors

- The City Manager delegates authority to each City department director to carry out his/her assigned duties and responsibilities. In the absence of the Director, an acting director will be appointed to carry out the assigned duties and responsibilities. Each department will have a Continuity of Operations Plan that identifies lines of authority and succession within the department.

Concept of Operations

- Each City department is responsible for ensuring that the specific Emergency Support Function(s) (ESFs) for which they are the primary or support department fulfills its applicable responsibilities. That obligation includes resources and personnel, which means each department needs to be cognizant of their available equipment and other physical resources and those resources' disposition, as well as ensuring that personnel are aware of and trained on the department's responsibilities.

Direction and Control

- The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, as amended, stipulates that emergency services organizations and operations will be structured around existing constitutional government. The City of Manassas organization for emergency operations consists of existing government departments and private emergency response organizations.

- Direction and control of emergency management is the responsibility of the City Manager as the designated Director of Emergency Management. The day-to-day emergency preparedness program has been delegated to the Emergency Management Coordinator. The Director, in conjunction with the Coordinator 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 Management, or designee, has the constituted legal authority for implementing the Emergency Operations Plan and declaring a local emergency. A local emergency may be declared by the Director in consultation with the Emergency Management Coordinator. The declaration of a local emergency activates the EOP or parts thereof.

- The Director of Emergency Management, or designee or, the Emergency Management Coordinator will notify the Virginia Department of Emergency Management (VDEM) immediately upon the declaration of a local emergency.

- The Emergency Management Coordinator, or designee, monitors developing or threatening situations and determines when to recommend activation of the EOC. Any emergency situation requiring more than routine coordination and assistance and involving multiple departments and organizations may result in activation of the EOC.

- The Director of Emergency Management, or designee, has the authority to order a full activation of the EOC whenever it is appropriate in order to coordinate the response of the City departments to the incident. These circumstances may result in the Declaration of a Local Emergency.

- Departments and organizations will either be directed to provide a representative to the EOC or be placed on alert. ESFs may be selectively activated by the Director of Emergency Management, or designee, to meet actual or anticipated requirements. Representatives must have the authority to make decisions and commit resources on behalf of their department or organization.

- The Director of Emergency Management, or designee, in coordination with the Policy Group and the City Attorney when necessary, will make policy decisions and actions necessary to ensure an effective and efficient response to emergency incidents.

Incident Command System

- The Incident Command System is an emergency management system designed to enable effective and efficient management of incidents by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common

organizational structure. The ICS is widely applicable to organize both short-term and long-term field operations for the full spectrum of emergencies.

- Most emergency situations are handled routinely by the Fire and Rescue and Police Departments with response activities conducted at the field level. The ICS is routinely implemented to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS (unified command, action planning, span of control, hierarchy of command).

- Once an emergency or disaster has occurred or is imminent the responding department establishes on-scene incident command. This includes designating an Incident Commander (IC) and the establishing an Incident Command Post (ICP). Depending upon the scope and magnitude of the event, the ICP may be a designated emergency vehicle or may evolve into a more formal facility as dictated by the situation.

- The IC is responsible for managing all on-scene tactical operations. The IC, as necessary, may request additional resources through established mutual aid agreements with neighboring jurisdictions. The IC allocates resources assigned to the incident including resources activated through the local mutual aid agreement.

- In the event that multiple locations within the City are affected, there may be several separate incidents each with an on-scene IC.

Unified Command

- Unified Command (UC) will be used when there is more than one City department or organization with incident jurisdiction, or when incidents cross political jurisdictions. Departments will work together through the designated members of the UC to establish common objectives and strategies under a single Incident Action Plan (IAP).

- In large-scale emergencies, Fire and Rescue officers and Police commanders may establish a Unified Command Post (UCP) at or near the incident site. They will notify other agencies that need to be present at the UCP. They will jointly appoint command and general staff as necessary to carry out incident objectives.

Area Command

- When a single incident covers a large geographical area or there are multiple incidents, multiple local ICS organizations may be required. When multiple organizations are operational, it may be necessary to establish an Area Command (AC) organization.

- An AC is an organization established to oversee the management of multiple incidents that are being handled by an ICS organization or to oversee the management of large or multiple incidents.

- AC has the responsibility to set the overall strategy and priority, allocate critical resources according to the priorities, and to ensure that all incidents are properly managed and established objectives are achieved.

- In the event an AC is needed, the Police Chief or Fire and Rescue Chief will ensure that appropriate coordination and consultation with the Emergency Management Coordinator is accomplished.

Multi-Agency Coordination System (MACS)

- The primary function of multi-agency coordination is to coordinate activities above the field level and to prioritize the incident demands for critical or competing resources, thereby assisting the coordination of the operations in the field.

- MACS consists of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system. For the purpose of coordinating resources and support between multiple jurisdictions, MACS can be implemented from a fixed facility or by other arrangements outlined within the system.

Emergency Operations Center (EOC)

- One of the most commonly used elements of the MACS is the EOC. In emergency situations that require additional resource and coordination support, the City EOC will be used for this function and in some cases may also manage direction and control of the incident.

- Upon activation, communications and coordination will be established between Incident Command and the EOC. Additionally, the EOC will establish communication and coordination with neighboring EOCs and the Virginia EOC to coordinate response and recovery activities.

Department Operations Center (DOC)

- The DOC is an EOC specific to a single department or agency. The focus of a DOC is on internal departmental incident management and response.

- City departments may choose to establish a DOC to coordinate their emergency management activities.

- The DOC will be linked to the EOC and actions will be coordinated through the departmental representatives in the EOC.

Phases of Response Operations

- The following three phases will be used by the City of Manassas in conducting response operations:

  - **Increased Readiness**: For disasters or events with an advance warning, such as a weather forecast or other warning, actions will be taken prior to the projected impact to save lives and protect property. During this phase, warning systems may be activated, resources mobilized and positioned for immediate use, the EOC activated, and evacuations implemented as appropriate.

  - **Immediate Response**: During this phase, the emphasis will be on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response activities are accomplished by City departments and organizations supported by local mutual aid resources and segments of the private sector. During this phase, an ICP and the EOC may be activated, emergency instructions issued to the public, and immediate response activities accomplished.

  - **Sustained Response**: As the emergency continues, assistance is provided to those affected and efforts are made to reduce secondary damage. Regional and/or Statewide mutual aid and Federal assistance may be provided. Response support facilities may be established.

Emergency Operations Plan/Emergency Operations Center Activation

- The implementation of the EOP and activation of the EOC may occur simultaneously. The level of EOC and EOP activation will be based upon the severity and scope of the incident. The Emergency Support Functions (ESF) established by this plan and the Hazard Specific Annexes may be selectively activated based upon initial or anticipated requirements.

- The EOP may be implemented by the Director of Emergency Management, the Emergency Management Coordinator or designee. Activation may be based upon weather warnings issued through the National Weather Service (NWS), incidents or threats reported by other sources such as the Regional Incident Communications and Coordination System (RICCS), or through incidents reported through 911 communications.

- Any department head may request that the EOC be activated to support emergencies being managed by their organization.

- The EOC may be activated at one of three levels depending upon the nature and scope of the incident or potential incident. The EOC may also be activated for a significant planned event in order to monitor activities and provide for an effective response if necessary. The Director of Emergency Management, or designee, in cooperation with the Emergency

Management Coordinator, will designate the level of activation and will ensure appropriate notifications are completed.

- **Monitoring**: Monitoring activation provides for increased monitoring capability beyond normal daily operations and will typically involve staff and representatives from key response departments such as Fire and Rescue and Police. Activities will focus on collecting, analyzing, and disseminating information and conducting appropriate contingency planning.

- **Partial:** Partial activation provides for a select activation of Emergency Support Function primary agencies and key support agencies that may be or will be engaged in the emergency situation.

- **Full:** Full activation will include most if not all primary and support departments and organizations identified within the EOP. At Full activation the EOC may operate 24 hours a day.

- All departments and partner organizations are expected to provide a trained representative to the EOC with authority to make decisions and commit resources when requested.

Internal Notification and Warning

- All department point of contacts will be notified of the EOC activation by the Emergency Management Coordinator, or designee, through RSAN messaging, emails and/or other available resources. City departments and organizations will notify their EOC representative(s) and other staff as appropriate though their internal notification process.

- The Director of Emergency Management, or designee, will notify the City Council of the activation of the EOC.

- Each ESF will be responsible for additional notifications necessary for emergency operations.

- Upon notification, identified EOC representatives shall report to the EOC at the appointed time and be prepared to carry out their assigned roles and responsibilities. Departments will provide appropriate representation to the EOC based upon the level of activation. Department representatives shall be prepared to staff the EOC until they are relieved by other department personnel or the incident is terminated.

- The Emergency Management Coordinator or designee will advise the Virginia Department of Emergency Management of EOP implementation and EOC activation through the Virginia EOC.

Emergency Support Functions

- The City of Manassas organizes the various departments and partner organizations into the Emergency Support Functions (ESF) structure. This structure is utilized by the Commonwealth of Virginia as outlined in the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and the federal government as outlined in the National Response Framework (NRF). It provides the organization for coordinating interagency support for a response to an incident across all levels of government. It is a mechanism for grouping functions most frequently used to facilitate planning and coordination prior to an incident and to achieve effective emergency response and recovery following an incident. Each ESF represents an important function that may need to be fulfilled during an emergency response.

- Each ESF has an assigned ***Primary Agency***, designated ***Support Agency***, and partner organizations if applicable. An ESF may have multiple primary agencies (co-primary agencies) and have the specific responsibilities as outlined in the ESF Annex.

- The ***Primary Agency*** is designated because it has either statutory responsibility, significant authorities, or they have the prerequisite expertise, capabilities, and /or resources due to their programmatic or regulatory responsibilities. The table below designates the ***Primary Agency*** and ***Support Agency*** for each of the ESFs.

Function	Primary Agency	Support Agencies
ESF 1 – Transportation	Police Department	Manassas Regional Airport Public Works and Utilities Manassas City Public Schools
ESF 2 – Communications	Finance and Administration – Information Technology Public Works and Utilities – Communications and Control	Police Department
ESF 3 – Public Works and Engineering	Public Works and Utilities	Community and Economic Development – Development Services
ESF 4 – Firefighting and Emergency Medical Services	Fire and Rescue System	None

ESF 5 – Emergency Management	Fire and Rescue Department – Emergency Management	Police Department
ESF 6 – Mass Care, Housing, Emergency Assistance and Human Services	Family Services	Manassas City Public Schools Prince William Health District American Red Cross Volunteer Prince William
ESF 7 – Logistics Management and Resource Support	Finance and Administration	None
ESF 8 - Public Health and Behavioral Health Services	Prince William Health District	None
ESF 9 – Search and Rescue	Fire and Rescue System Police Department	None
ESF 10 – Hazardous Materials	Fire and Rescue System	Prince William County Fire and Rescue Department
ESF 11 – Agriculture and Natural Resources	Prince William Health District	Public Works and Utilities
ESF 12 – Energy and Utilities	Public Works and Utilities	Utility Companies
ESF 13 – Public Safety and Security	Police Department	Adult Detention Center Prince William County Sheriff's Office
ESF 14 – Long-Term Community Recovery	Community and Economic Development	Finance and Administration Fire and Rescue Department – Emergency Management Public Works and Utilities Volunteer Prince William

ESF 15 – External Affairs	City Manager's Office – Communications Manager	Fire and Rescue Department Police Department Manassas Regional Airport Manassas City Public Schools
ESF 16 – Volunteer and Donations Management	Community and Economic Development – Neighborhood Services	Volunteer Prince William
ESF 17 – Animal Protection	Police Department – Animal Control Division	None

Table 5: Emergency Support Function Primary and Support Agencies

- The ESFs will be activated as needed to support actual or anticipated requirements. Primary agencies and organizations will provide a representative to the EOC when activated to coordinate ESF operations. Detailed information on each of the ESFs is provided in the corresponding ESF Annexes to this plan.

- ***Primary Agency*** is generally a local government agency, is responsible for the following:
  - Pre-incident planning and coordination to ensure that all support departments and organizations are prepared to provide resources and perform assigned operations roles.
  - Supporting the EOC Manager and coordinating closely with the other ESFs for the provision of resources and technical expertise.
  - Orchestrating response support within their functional area.
  - Providing staff for the operations functions at fixed and field facilities.
  - Notifying and requesting assistance from support agencies.
  - Managing mission assignments and coordinating with support agencies, as well as appropriate State officials, operations centers, and agencies.
  - Working with appropriate private-sector organizations to maximize use of all available resources.
  - Supporting and keeping other ESFs and organizational elements informed of operational priorities and activities.
  - Conducting situational and periodic readiness assessments.
  - Executing contracts and procuring goods and services as needed.
  - Ensuring financial and property accountability for ESF activities.
  - Planning for short- and long-term incident management and recovery operations.
  - Maintaining trained personnel to support interagency emergency response and support teams.
  - Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

- Developing and maintaining annex(es) to the EOP as well as supporting documents such as standard operating procedures and job aids. Annex(es) will be developed in coordination with Emergency Management.

- ***Support Agency*** has specific capabilities or resources that support the primary agency in executing the mission of the ESF. Support agencies are responsible for:
  - Conducting operations, when requested by Emergency Management or the designated ESF primary agency.
  - Participating in planning for short- and long-term incident management and recovery operations and the development of supporting operational plans, SOPs, checklists, or other job aids, in concert with existing first-responder standards.
  - Assisting in the conduct of situational assessments.
  - Furnishing available personnel, equipment, or other resource support as requested.
  - Providing input to periodic readiness assessments.
  - Maintaining trained personnel to support interagency emergency response and support teams.
  - Identifying new equipment or capabilities required to prevent or respond to new or emerging threats and hazards, or to improve the ability to address existing threats.

Emergency Operations Center

- The EOC will serve as the direction and coordination facility for the City of Manassas government during major emergencies and disasters for assignment of resources, establishing policies, and coordination and approval of all requests for assistance outside the City. The City of Manassas maintains an alternate EOC site in the event the EOC is inaccessible or otherwise not operational.

- The major functions of the EOC are:

  - **Situation Assessment.** This assessment includes the collection, processing, and display of all information needed. This may take the form of consolidating situation reports, obtaining supplemental information, and preparing maps and status boards.

  - **Incident Priority Determination.** The EOC will establish the priorities among ongoing incidents within the City. Processes and procedures will be established to coordinate with Area or Incident Commands to prioritize the incident demands for critical resources. Additional considerations for determining priorities will include: life-threatening situations, threat to property, high damage potential, incident complexity, environmental impact. , economic impact, and other criteria established by the EOC.

  - **Critical Resource Acquisition and Allocation.** Critical resources will be acquired, when possible, from City departments. Resources may need to be shifted to match the incident needs as a result of incident priority decisions. Resources available from

incidents in the process of demobilization may be shifted, for example, to higher priority incidents. Resources may also be acquired from outside the affected area.

- **Support for Relevant Incident Management Policies and Interagency Activities.** The EOC will coordinate, support, and assist with policy-level decisions and interagency activities relevant to incident management activities, policies, priorities, and strategies.

- **Coordination with Others.** A critical part of the EOC process is establishing communication and coordination with surrounding jurisdictions, the state and federal governments, partner organizations, and public and private sector resources.

- **Coordination with Elected and Appointed Officials.** The EOC will have established policies and procedures to keep elected and appointed officials at all levels of government informed. Providing support and awareness for the officials is extremely important.

- **Coordination of Summary Information.** Through situation assessment personnel implementing the multiagency coordination procedures may provide summary information within their area of responsibility as well as provide agency/jurisdictional contacts for media and other interested agencies.

- The EOC is organized utilizing ICS principals and consists of a command staff and 4 sections: Operations, Logistics, Planning, and Finance and Administration. Oversight of City-wide emergency operations will be managed by the Director of Emergency Management and the Policy Group. The organization structure is depicted below.

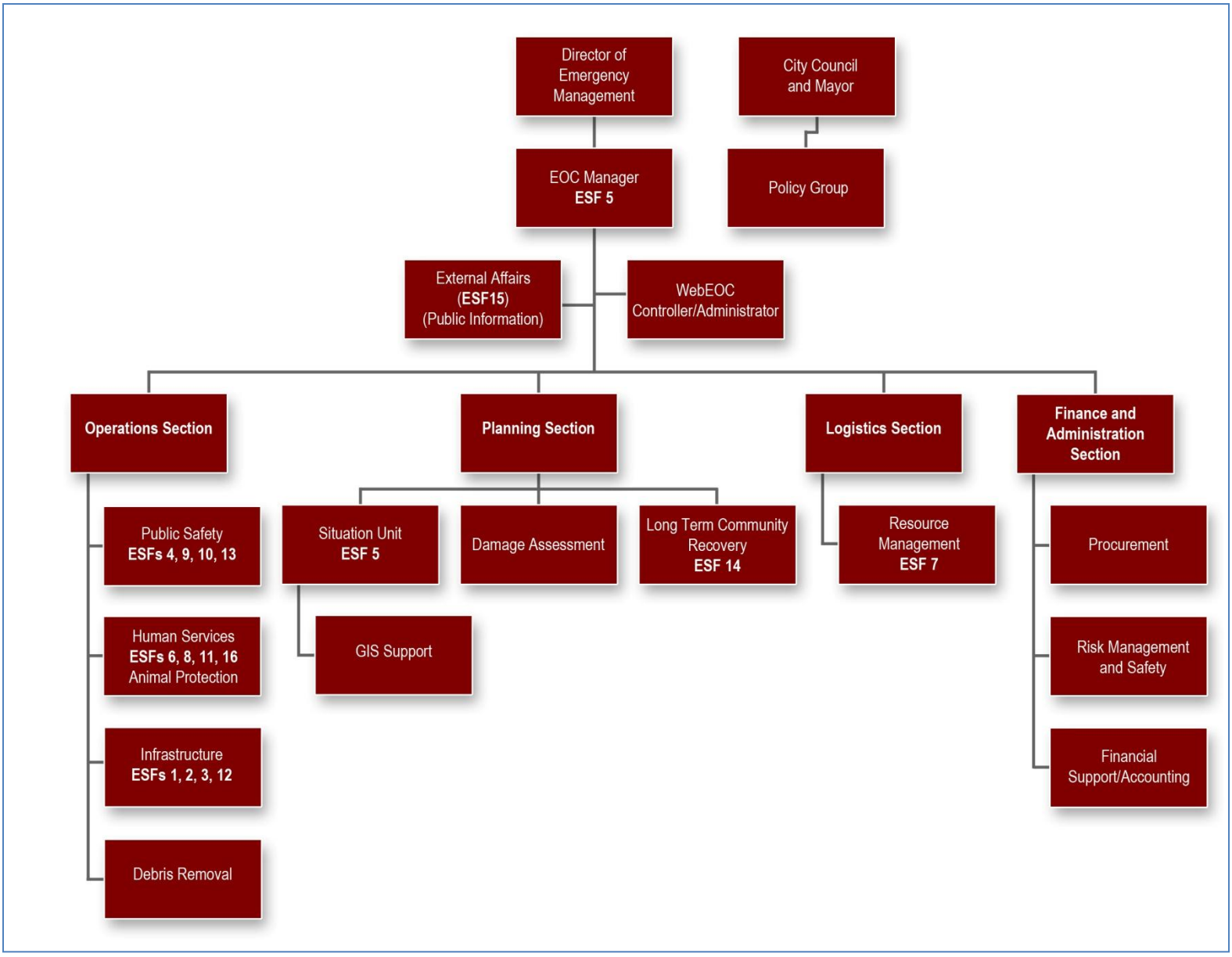

Figure 1 **City of Manassas EOC Organization graphic**

- The **Policy Group** is comprised of the City Manager, the Mayor, Department Directors, and the City Attorney. The primary responsibilities of this Group include:
  - Establishing and promulgating emergency policy decisions.
  - Providing strategic direction and priorities for field operations.
  - Authorizing issuance of mandatory public evacuation orders.
  - Resolving incident related policy issues.

- The **EOC Manager** is appointed by the Emergency Management Coordinator and is responsible for the staffing and operations of the EOC. The EOC Manager directs the activities of the EOC staff and ensures that policies and priorities established by the

Policy Group are implemented. He/she establishes the EOC objectives and directs, in consultation with the Policy Group, strategic and contingency planning efforts to address incident-related concerns and issues. The EOC Manager establishes the operational periods for the EOC and is the approving authority for the EOC Incident Action Plan.

- The **EOC Operations Section** provides support to field operations directed towards reducing the immediate hazard, saving lives and property, establishing situational control, and restoring normal conditions. This Section also ensures that policy and resource decisions of the Policy Group related to operations are implemented. The Operations Section is responsible for coordination of all response elements applied to the incident.

- The **EOC Planning Section** collects, analyzes, displays, and disseminates information related to the incident and the status of operations. This section also collects and maintains information on the status of all resources assigned by the EOC to field operations. The Section is also responsible for facilitating the incident action planning process for the EOC and produces the Incident Action Plan (IAP). The Planning Section functions as the primary support for strategic level decision making at the EOC including preparing situation reports and briefings, map displays, collecting and consolidating damage assessment information, and developing plans necessary to address situational changes in the field.

- The **EOC Logistics Section** is responsible for the acquisition and movement of supplies, equipment, and personnel in support of the response operations in the field. This Section also will provide for the establishment of operating facilities needed to support on-going response and recovery operations.

- The **EOC Finance and Administration Section** provides financial management policy guidance and establishes procedures to authorize the commitment and payment of funds for resources or services ordered through the EOC. This section tracks expenditures and processes invoices for payment of vendor purchases, contracts, and other payments, and ensures that an accurate accounting of the cost of responding to the incident is maintained.

- The EOC will establish operational periods as a basis for the incident action planning process at the EOC. Typically, the operational periods are 12 hours long (i.e. 0700 to 1900 and 1900 to 0700) during 24-hour operations. The planning process is designed around identifying expected accomplishments over the next operational period. An IAP will be produced for each operational period to communicate overall EOC objectives.

- The EOC will schedule and conduct an operational period (or shift change) briefing at the beginning of each operational period to ensure EOC staff are briefed on the

operational elements of the IAP and are aware of the objectives that are expected to be accomplished.

- Operations within the EOC will be organized and conducted with established operational procedures, checklists, and job aids.

Emergency Declarations

Non-Declared Disasters

- The Director of Emergency Management, or designee, may direct City departments to respond to emergencies or disasters as outlined in this plan without a formal declaration of an emergency when the expectation is that local resources will be used and that no reimbursement of costs will be requested.

- The Director of Emergency Management, or designee, may re-direct and deploy City resources and assets as necessary to prepare for, adequately respond to, and quickly recover from an emergency incident.

- For significant events, the EOC may be activated to monitor the situation, coordinate activities among departments, and to ensure that the City is positioned to rapidly respond to the incident.

Types of Declarations

There are three types of emergency declarations that may apply to a disaster or emergency within the City of Manassas, depending upon the scope and magnitude of the event: local, Commonwealth, and Federal.

- **Local Declaration**: A local emergency declaration activates the Emergency Operations Plan and provides for the expeditious mobilization of City resources in responding to a major incident.

- **Commonwealth Declaration**: A declaration of an emergency by the Governor of Virginia that includes the City of Manassas provides the City access to the resources and assistance of the departments and agencies of the Commonwealth, including the National Guard, in the event local resources are insufficient to meet the needs.

- **Federal Declaration**: The Governor of Virginia may request a Federal emergency or major disaster declaration. In the event that the City of Manassas is included in the Federal declaration the resources of Federal departments and agencies are available to provide resources and assistance to augment those of the City and the Commonwealth.

Local Emergency Declaration

- The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Sections 44-146.13 to 44-146.28:1 Code of Virginia, as amended prescribes the authorities pertaining to the declaration of local emergencies.

- The Director of Emergency Management, or designee, may declare a local emergency subject to later ratification by the City Council.

- A local emergency is declared when, in the judgment of the Director of Emergency Management, or designee, the threat or actual occurrence of an emergency or disaster is of sufficient severity and magnitude to warrant a coordinated response by the various City departments and support organizations.

- The declaration of a local emergency activates the EOP and applicable provisions of the plan.

- When, in its judgment, all emergency activities have been completed the City Council will take action to terminate the declared emergency.

- All City departments and partner organizations will receive notification of emergency declarations and terminations through established notification procedures.

State of Emergency

- The Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Sections 44-146.13 to 44-146.28:1 Code of Virginia, as amended, prescribes the authority and implications of a declaration of a state of emergency by the Governor.

- The Governor may declare a state of emergency to exist whenever, in his or her opinion, the safety and welfare of the people of the Commonwealth require the exercise of emergency measures due to a threatened or actual disaster.

- The Governor's Declaration of a State of Emergency provides for the expeditious provision of assistance to local jurisdictions, including use of the Virginia Army and Air National Guard.

Federal Emergency and Major Disaster Declarations

- Under the provisions of the Robert T. Stafford Act, the Governor may request the President to declare a major disaster or emergency declaration for incidents that are (or threaten to be) beyond the scope of the state and local jurisdictions to effectively respond.

- A Presidential Major Disaster Declaration puts into motion long-term Federal recovery programs, some of which are matched by State programs, designed to help disaster victims, businesses, and public entities.

- An Emergency Declaration is more limited in scope and without the long-term Federal recovery programs of a Major Disaster Declaration. Generally, Federal assistance and funding are provided to meet specific emergency needs or to help prevent a major disaster from occurring.

- The Major Disaster or Emergency Declaration designates the political subdivisions within the State (normally counties and independent cities) that are eligible for assistance.

Continuity of Operations (COOP)

- A major incident or emergency could include death or injury of key City officials, the partial or complete destruction of established facilities, and the destruction of vital public records essential to the continued operations of the government. It is essential that law and order be preserved and government services maintained.

- Continuity of leadership and government services is particularly important with respect to emergency services, direction of emergency response operations, and management of recovery activities. Under the Commonwealth of Virginia's concept of mutual aid, local officials remain in control of their jurisdiction's emergency operations while additional resources may be provided from other local, State, or Federal sources. A key aspect of this control is the continued capability to communicate official requests, situation reports, and other emergency information throughout the event.

- The Letter of Agreement to this plan includes a provision that all departments maintain a department-specific Continuity of Operations Plan (COOP), according to standards issued by Emergency Management Coordinator and the overall City of Manassas Continuity of Operations Plan.

- To ensure continuity of government, the following elements need to be addressed:
  - Line of succession (minimum three "deep") for essential department positions.
  - Pre-delegation (in writing) of emergency authorities to key officials.
  - Provision for the safeguarding of vital records and systems.
  - Protection of facilities and personnel.
  - Provision for relocation to an alternate operating facility.

Public Notifications and Warnings (External Communications)

- During an emergency situation, it is essential that the public be provided with timely, accurate, and easily understood information on any protective measures that need to be

taken to save lives and protect property. An emergency situation may occur with little or no warning.

- When a local emergency is declared and/or upon activation of the EOC, the City of Manassas Communications Manager will serve as the Public Information Officer (PIO) and will be the primary point of contact for release of information to the media. The PIO will coordinate with the EOC and will assume responsibility for public information as the lead for Emergency Support Function 15, External Affairs.

- Any request for information by the media shall be referred to the EOC and/or the PIO. This does not preclude public safety PIOs from responding to media inquiries on the scene and coordinating with ESF 15.

- The PIO will be provided assistance by other departments with technical expertise for preparing appropriate protective action guidance and other emergency related information.

- The PIO will coordinate the release of information through the appropriate outlets. The PIO will also be responsible for arranging regular briefings for the media at a suitable time and location.

- The Virginia EOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area. State-level emergency public information will be broadcast by the Emergency Alert System (EAS). This will supplement information provided by the National Weather Service.

- The EAS is a national system jointly administered by the Federal Communications Commission, the Federal Emergency Management Agency (FEMA), and the National Weather Service. It is designed to provide the President of the United States automatic access to the nation's broadcast and cable systems to speak directly to the nation in times of national disaster. The EAS system will be used as necessary within the City to disseminate appropriate emergency information.

- The National Weather Service issues watches and warnings related to weather related threats that are disseminated through a variety of sources.

- The City website will be used to provide emergency information to residents.

- The City of Manassas has access to the Regional Incident Communication and Coordination System (RICCS) managed by the Metropolitan Washington Council of Governments (MWCOG) as a means of receiving and distributing information to government officials about incidents with regional implications for the National Capital Region (NCR).

- The City of Manassas Roam Secure Alert Network (RSAN) system provides the capability to distribute notifications and emergency alerts to residents that have registered with the system via electronic mail, cellular phone, or pager using a text messaging system.

Special Considerations

- The Stafford Act and Post-Katrina Emergency Management Reform Act (PKEMRA), along with Federal civil rights laws, mandate integration, and equal opportunity for people with disabilities.

- The City of Manassas recognizes the varying and special requirements of individuals that require and utilize the assistance of family members, personal assistants, and/or service animals and is committed to ensuring that the physical and mental health needs of these individuals are appropriately addressed and that the individuals and assistance providers remain together to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services. Service animals shall be treated as required by law (e.g., the Americans with Disabilities Act of 1990).

- This plan is developed on the premise of non-discrimination and recognizes the need for reasonable modifications of policies, practices, and procedures to ensure nondiscrimination, with reasonableness judged in light of nondiscrimination principles applied in emergent circumstances. The following hallmark tenets of nondiscrimination laws are observed in all phases of emergency management:

    - Self-Determination – People with disabilities are the most knowledgeable about their own needs.
    - No "One-Size-Fits-All" – People with disabilities do not all require the same assistance and do not all have the same needs. Many different types of disabilities affect people in different ways. Preparations should be made for people with a variety of functional needs, including people who use mobility aids, require medication or portable medical equipment, use service animals, need information in alternate formats, or rely on a caregiver.
    - Equal Opportunity – People with disabilities must have the same opportunities to benefit from emergency programs, services, and activities as people without disabilities. Emergency recovery services and programs should be designed to provide equivalent choices for people with disabilities as they do for people without disabilities. This includes choices relating to short-term housing or other short- and long-term disaster support services.
    - Inclusion – People with disabilities have the right to participate in and receive the benefits of emergency programs, services, and activities provided by governments, private businesses, and nonprofit organizations. Inclusion of people with various types of disabilities in planning, training, and evaluation of programs and services will ensure that all people are given appropriate consideration during emergencies.

- Integration – Emergency programs, services, and activities typically must be provided in an integrated setting. The provision of services such as sheltering, information intake for disaster services, and short-term housing in integrated settings keeps people connected to their support system and caregivers and avoids the need for disparate services facilities.
- Physical Access – Emergency programs, services, and activities must be provided at locations that all people can access, including people with disabilities. People with disabilities should be able to enter and use emergency facilities and access the programs, services, and activities that are provided. Facilities typically required to be accessible include: parking, drop-off areas, entrances and exits, security screening areas, bathrooms, bathing facilities, sleeping areas, dining facilities, areas where medical care or human services are provided, and paths of travel to and from and between these areas.
- Equal Access – People with disabilities must be able to access and benefit from emergency programs, services, and activities equal to the general population. Equal access applies to emergency preparedness, notification of emergencies, evacuation, transportation, communication, shelter, distribution of supplies, food, first aid, medical care, housing, and application for and distribution of benefits.
- Effective Communication – People with disabilities must be given information that is comparable in content and detail to that given to the general public. It must also be accessible, understandable and timely. Auxiliary aids and services may be needed to ensure effective communication. These resources may include pen and paper; sign language interpreters through on-site or video; and interpretation aids for people who are deaf, deaf-blind, hard of hearing or have speech impairments. People who are blind, deaf-blind, have low vision, or have cognitive disabilities may need large print information or people to assist with reading and filling out forms.
- Program Modifications – People with disabilities must have equal access to emergency programs and services, which may entail modifications to rules, policies, practices, and procedures. Service staff may need to change the way questions are asked, provide reader assistance to complete forms, or provide assistance in a more accessible location.
- No Charge – People with disabilities may not be charged to cover the costs of measures necessary to ensure equal access and nondiscriminatory treatment. Examples of accommodations provided without charge to the individual may include ramps; cots modified to address disability-related needs; a visual alarm; grab bars; additional storage space for medical equipment; lowered counters or shelves; Braille and raised letter signage; a sign language interpreter; a message board; assistance in completing forms or documents in Braille, large print or audio recording.

Medical, Functional, and Access Needs

- Residents or visitors with medical, access and functional needs may include those who have disabilities, live in institutional settings, are elderly, are from diverse cultures, have limited, or no English proficiency, are children, or are transportation disadvantaged.

- People with medical, access and functional needs may require assistance in one or more functions including but not limited to maintaining independence, communications, transportation, supervision, and medical care.

- Residents or visitors with medical needs are those who have a health condition and cannot manage independently in a shelter or evacuation center and require assistance in performing activities of daily living and/or require care for the monitoring of a health condition. Physical conditions that require equipment that uses electricity may come under this definition, although the individuals may regularly perform activities of daily living without human help.

- The City will develop and maintain policies and procedures to serve these populations to facilitate the delivery of service during an emergency or disaster.

- The Police Department as the primary agency for ESF 1 (Transportation), will be responsible for coordinating transportation for individuals with medical and access needs to and from shelters.

- The Department of Family Services, as the primary agency for ESF 6 (Mass Mass Care, Emergency Assistance, Housing, and Human Services) will develop and maintain plans and procedures to ensure shelter accommodations are suitable for people with access, functional and medical needs.

- The Emergency Management Coordinator in coordination with the Public Information Officer will be responsible for ensuring information is communicated during all four phases of emergency management using an array of technologies.

- The Fire and Rescue System, as the primary agency for ESF 4 (Firefighting and Emergency Medical Services, and the Health Department, as the primary agency for ESF 8 (Public Health and Behavioral Health Services) will be responsible for establishing procedures to address the needs of those with medical conditions.

Companion Animals

- The Pets Evacuation and Transportation Standards Act of 2006 (PETS Act) amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to ensure that State and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

- Any disaster that threatens humans, threatens animals too. Whether it is a natural disaster or human-caused, caring for animals, either domesticated or wild, will pose special challenges. Depending on the circumstances and nature of the emergency, it may be

necessary to provide water, shelter, food, and first aid for more animals than anticipated facilities can house or handle.

- A companion animal is generally defined as "any dog, cat, or other domesticated animal normally residing and cared for in or near the household of the owner of that animal."

- Animal protection planning will ensure proper care and recovery for animals and people during emergencies. Keeping in compliance with the PETS Act, these plans will include measures to identify housing and shelter, communicating information to the public and proper animal care, reunification, fostering, adoption, or in the case of wildlife, release.

- Animal evacuation and sheltering will be conducted in conjunction with human evacuation and sheltering efforts. Animals should be sheltered near their owners to the extent possible however owners should be expected to provide food, water, husbandry, and exercise for their pets during the time they are in emergency shelters when it is determined safe to do so.

Children

- The City of Manassas recognizes the varying and special requirements of children and is committed to ensuring that the physical and mental health needs of children will be appropriately addressed, and that children will stay with their families or caregivers to the maximum extent possible during evacuation, transport, sheltering, or the delivery of other services in emergency situations.

Assignment of Responsibilities

General

- Officials at all levels of government share responsibility for the planning needed to minimize losses and provide relief from possible disasters. This shared responsibility includes the disaster preparedness and response capabilities of the City of Manassas government, districts and independent authorities, regions, volunteer agencies, and State and Federal governments.

- Operational plans shall be developed for accomplishment of various emergency management program goals and objectives designed to effectively reduce hazards and to bring long-range recovery to distressed areas.

- In the event of a significant emergency incident, the City of Manassas government will make every effort to continue to function and provide emergency and essential services. Emergency operations will mirror day-to-day government operations to the extent possible. A Continuity of Operations Plan (COOP) is in place to establish procedures for continuity of operations.

Mayor

- Receives regular situation status updates from the City Manager and is briefed as appropriate on policy issues related to the response and recovery operations.
- Coordinates with other elected officials at the local, regional and state level including the Congressional Delegation.

City Council

- Establishes policy and provides guidance to the Mayor and senior staff.
- Reviews and ratifies local declarations of emergency.
- Receives regular situation status updates from the City Manager and is briefed as appropriate on policy issues related to the response and recovery operations.
- Hosts community meetings to ensure needs are being addressed and information is provided to residents.
- Maintains internal notification rosters and Continuity of Operations (COOP) Plan.
- Promulgates the codes, regulations, and ordinances of the City, and provides the funds required to implement and enforce an effective response, recovery, and mitigation program.

City Manager (Director of Emergency Management)

- Serves as the designated Director of Emergency Management for the City of Manassas and performs the functions identified in the Code of Virginia and this Plan.
- Appoints, with the consent of the City Council, the Emergency Management Coordinator to manage the day–to-day functions of emergency management.
- As the Director of Emergency Management, provides direction and control of emergency operations.
- Directs activation of the City's COOP, as necessary, in order to maintain essential City operations.
- Organizes and directs emergency operations through the regularly constituted City government using equipment, supplies, and facilities of existing departments and organizations to the maximum extent practical.
- Develops or causes the development of mutual aid or reciprocal assistance agreements with other public and private agencies within the Commonwealth, other States, or localities within other States, as necessary.
- Directs and reallocates, when necessary, City assets and resources during an emergency.
- The Director of Emergency Management may assume command of an incident or appoint incident commanders to carry out his/her directives.

Emergency Management Coordinator

- The Emergency Management Coordinator is appointed by the City Manager.
- Develops and coordinates emergency management plans governing the immediate use of all facilities, equipment, staff, and other resources of the City for the purposes of minimizing or preventing damage to persons and property, and for restoring government services and public utilities necessary for public health, safety, and welfare.
- Ensures the timely activation, staffing, and management of the Emergency Operations Center.
- Coordinates with State and Federal authorities and other political subdivisions as necessary to ensure effective disaster preparedness and response capabilities.
- Coordinates the recruitment of volunteer personnel to provide assistance during disasters and emergencies
- Coordinates with other public and private agencies engaged in emergency management activities.
- Develops and maintains the City of Manassas Continuity of Operations Plan.
- Develops and maintains the City's Emergency Operations Plan.
- Coordinates damage assessment activities within the City and submission of required reports to the Virginia Department of Emergency Management (VDEM).
- Coordinates the submission of all requests for statewide mutual aid.
- Coordinates emergency management mutual aid agreements dealing with adjacent jurisdictions and relief organizations, such as the American Red Cross in the National Capital Region.
- Facilitates an after-action assessment of the disaster/emergency incident to determine what actions can be taken to mitigate future disaster effects. Maintains a corrective action program that records and monitors "lessons learned" and "corrective actions."

City Department and Organizations

- City department heads are responsible for managing their departments and organizations on a day-to-day basis in accordance with the authority granted to them by the City Council, Mayor, City Manager, or Commonwealth law. In the event of a significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP Base Plan and ESF and Hazard Specific Annexes.

- The general emergency preparedness responsibilities of all City government organizations and non-government organizations include:
  - Perform assigned roles and responsibilities identified in this plan.
  - Implement the Emergency Operations Plan concepts, processes, and structures when carrying out assigned roles and functional responsibilities.
  - Conduct operations in accordance with the National Incident Management System, applicable Homeland Security Directives, the Commonwealth of Virginia Emergency Operations Plan, and the National Response Framework.
  - Conduct planning and preparedness activities designed to prepare department staff to accomplish assigned emergency preparedness, response, and recovery responsibilities.

- Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis.
- Develop and maintain supporting plans, operational procedures, functional annexes, and checklists to accomplish assigned responsibilities.
- Conduct planning and training in cooperation with identified primary and support agencies and Emergency Management.
- Maintain financial records in accordance with guidance from the Finance and Administration Department, Emergency Management, and other applicable City procedures.
- Establish, maintain, and exercise emergency notification procedures.
- Develop and maintain an inventory of department resources applicable to accomplishing assigned emergency functions.
- Provide senior representatives to the Emergency Operations Center, command post, or other identified emergency locations when activated and requested with appropriate authority to commit personnel and resources on behalf of the department.
- Participate in approved drills, tests, and exercises.
- Maintain an approved department-specific Continuity of Operations Plan in accordance with guidelines and standards, including identifying and preparing an alternate site(s) for the efficient relocation of operations.
- Maintain a three-tier (or greater) line of succession for the department's senior position(s) with authority to make decisions for committing organizational resources.
- Safeguard vital records including computer digital data at all times.
- Where appropriate, establish stand-by contracts for services, equipment, and other resources with private industry in consultation with the Finance and Administration Department.
- Establish mutual aid agreements to maintain liaison with surrounding municipal, county, non-profit, and private sector counterparts as appropriate.
- Periodically review and update all emergency plans, policies, and procedures.

- The Emergency Support Function (ESF) roles of each department are identified in the annexes to this Plan. In addition, other responsibilities for departments during emergency operations in the City of Manassas may be assigned depending on the type, scope, and needs of the incident.

Partner Organizations

- The City of Manassas has established relationships with organizations that provide support services to the government and residents of the City either on a daily or as-needed basis. During emergency operations it may be necessary to coordinate with these organizations for the information sharing or the provision of services.

- Roles and responsibilities of key partner organizations have been identified in the ESF and Hazard/Incident Specific annexes where necessary. Other organizations will be engaged on an as needed basis depending on the type, scope, and needs of the incident.

Regional

- The National Capital Region (NCR) is not an operational entity. However, the Metropolitan Washington Council of Governments (MWCOG) champions emergency planning, training, and exercises among the NCR jurisdictions.

- The Metropolitan Washington Council of Governments (MWCOG) is a not-for-profit organization representing local governments in the District of Columbia, Suburban Maryland, and Northern Virginia. The MWCOG members are the elected officials from 19 local governments in the NCR plus area delegation members from the Maryland and Virginia legislatures, the United States Senate, and the United States House of Representatives.

- The COG includes a Human Services and Public Safety Policy Committee and National Capital Region Emergency Preparedness Council (NCREPC). The NCREPC oversees and implements the Regional Emergency Coordination Plan (RECP) and coordinates the activities of the various Regional Emergency Support Function (RESF) working groups. The City of Manassas is actively engaged in these activities.

Commonwealth of Virginia

- The Commonwealth of Virginia maintains the Commonwealth of Virginia Emergency Operations Plan (COVEOP) which establishes the framework for how emergency operations will be conducted within the Commonwealth including assigning emergency roles and responsibilities to state agencies and delineating the coordination and communication mechanisms between the local jurisdictions and the state.

- The City of Manassas will coordinate with the Commonwealth for information sharing and requesting resources when all local resources have been exhausted. Each ESF within the City EOC will coordinate with its state counterpart ESF at the Virginia EOC when necessary. Additionally, City departments will coordinate directly with their state counterpart agencies based on established requirements and procedures.

Federal

- The National Response Framework (NRF) presents the guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies – from the smallest incident to the largest catastrophe. The NRF defines the key principles, roles, and structures that organize the way we respond as a Nation. It describes how communities, tribes, States, the Federal Government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national

response. The NRF is always in effect, and elements can be implemented at any level at any time.

Information Collection, Analysis, and Dissemination

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

- ESF 5 will establish the essential elements of information and reporting schedule.

- All ESFs will be responsible for maintaining current situational awareness and reporting requested information accurately and in a timely manner. Critical information will be disseminated in a timely manner independent of reporting schedules.

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

- Information related to the incident and other information such as personal protective actions or recovery activities will be coordinated with the PIO (ESF 15) and disseminated to the public.

Communications

- The communications infrastructure may be impacted by the emergency situation. Additionally, communications may be problematic due to demands exceeding capacities. It can be anticipated that normal means of communication in the affected areas will either be disrupted or incapacitated. This will require the use of alternate methods of communication to deliver essential services and public information.

- ESF 2 in the EOC will be responsible for establishing and maintaining internal City communications systems.

- The EOC Manager and ESF 5 will be responsible for establishing communications with surrounding jurisdictions, the Virginia EOC, and federal agencies as appropriate.

- Public safety agencies maintain interoperable radio communications as established through the National Capital Region Tactical Interoperability Communications Plan as well as with the State Interdepartmental Radio System.

Administration

Reporting and Documentation

- Documenting actions taken during response and recovery is important to create a historical record of the event, recover reimbursable costs, document when and why decisions were made, under what circumstances, and what actions were taken, and provide data for after action reviews, planning, mitigation and preparedness purposes.

- Each ESF and EOC representative and each department is responsible for documenting actions and expenditures for the duration of the incident.

- The Planning Section in the EOC is responsible for collecting and collating all reports.

- The Finance and Administration Section of the EOC is responsible for collecting and collating all financial documentation.

- WebEOC is a web-based crisis information management system that provides secure real-time information sharing. It is used by the City of Manassas and other NCR jurisdictions to manage local and regional incidents. WebEOC logs provide a means to share pertinent information and create a historical record of actions.

- Periodic Situation Reports and Incident Action Plans will be created when the EOC is activated. Each ESF will be required to provide requested information in accordance with the established reporting schedule.

After Action Reporting

- After-action reviews are essential for identifying issues that impeded operations or innovative approaches that were introduced during the response and recovery that may be applicable to future incidents. In order for issues to be addressed they need to be identified and documented.

- All departments and partner organizations will participate in the after-action review process and submit issues and recommended solutions to the Emergency Management Coordinator for review and consolidation.

- The Emergency Management Coordinator or designee may schedule and facilitate an after-action review meeting to verify and document issues for further review and corrective action. Primary ESF agencies should conduct after-action reviews with their support agencies to identify ESF specific issues or concerns that will be monitored through the corrective actions process.

- A formal after-action report may be developed for significant incidents or planned events. Corrective actions for the identified deficiencies or areas for improvement will be developed.

- Departments will be assigned responsibility for developing recommended solutions, identifying a timeline for completion, and implementing the corrective actions.

- The Emergency Management Coordinator will be responsible for managing the corrective action program by documenting issues and tracking the status of resolutions. Open actions will be reviewed as determined appropriated.

Finance

- All agencies participating in response and recovery operations will maintain accurate records that substantiate their response and recovery actions to include costs and obligations for resources utilized.

- The City of Manassas may be eligible to apply for reimbursement of disaster-related expenses either through the state or the federal government. It is important that accurate records are readily available to support requests for recovery assistance from the state or federal government.

- Specific guidance for documentation will be provided through the Finance and Administration Section in the EOC. Information that may be required includes, but is not limited to:
  - Purchase orders
  - Invoices
  - Vouchers
  - Payroll information
  - Hours worked and work locations

Logistics

Resource Ordering and Management

- In a disaster or emergency situation, any resources or assets in control of the City will be made available to resolve the situation. Requests will be made by the Incident Commander (IC) to the EOC. If additional resources are required, procurement will be processed via ESF 7.

- The following are sources or potential sources for resources that may be available to the City in responding to disasters and emergencies:

  - Personnel, staff, equipment, and facilities belonging to the City.
  - Resources available from neighboring jurisdictions through local mutual aid agreements.
  - Resources available from the private sector through acquisition/purchasing.
  - Resources of the Commonwealth of Virginia including the National Guard.

  - Mutual aid resources from other states through the Emergency Management Assistance Compact (EMAC).
  - Mutual aid available through the Statewide Mutual Aid Program.
  - Resources available from the Federal government under the National Response Framework.

- If City resources are exhausted, the EOC will submit the request to the State or request mutual aid assistance from outside jurisdictions within the State or other local jurisdictions within the National Capital Region. Note that this provision does not apply to existing "automatic" aid/mutual aid agreements.

- Unique and/or specialized resources will be requested from local vendors or the State to resolve the situation.

- All costs associated with resource procurement will be documented for recovery of expenses incurred regardless of the source.

- All requests for outside assistance must be made to the EOC when a declared "Local State of Emergency" exists, so that City-wide requests can be tracked and prioritized. ESF 5 at the EOC is responsible for tracking resource requests on behalf of the EOC.

- If State resources are exhausted, VDEM will request outside assistance from the Federal government provided that a Federal declaration of an emergency or major disaster is in place.

- Support by military units may be requested through State EOC provided that a State of Emergency Declaration including the City of Manassas is in place. Military forces, when made available, will support and assist local agencies, and may receive from the City Manager or his/her designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.

Mutual Aid and Memoranda of Understanding

- The Virginia Emergency Services and Disaster Law of 2000, as amended, authorizes the City Manager, as the Director of Emergency Management, in collaboration with other public and private agencies within the Commonwealth of Virginia or other States or localities within other States, to develop mutual aid or reciprocal assistance agreements in case of a disaster that is too great to be dealt with unassisted.

- Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency resources may be sent from the City of Manassas to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, as directed by the City Manager, or designee, when it is determined that such assistance is necessary and feasible.

- The City coordinates the deployment of fire and rescue resources with neighboring jurisdictions through written mutual aid agreements. The City of Manassas maintains a Mutual Fire Fighting and Rescue Assistance Agreement with the City of Manassas Park and Prince William County (April 1994) that establishes an automatic regional fire and rescue response system among the 3 jurisdictions.

- The City of Manassas has adopted the National Capital Region Mutual Aid Agreement that provides a framework for mutual aid among the 19 NCR jurisdictions. Requests for mutual aid assistance under the auspices of this agreement will be coordinated through the EOC. Individual City departments will request assistance accordingly.

- The City has also adopted the Virginia Statewide Mutual Aid Agreement operated by the Virginia Department of Emergency Management as a supplement to day-to-day local mutual aid agreements. Requests for statewide mutual aid will be coordinated by Emergency Management in accordance with the Statewide Mutual Assistance Manual.

- Mutual aid assistance from other States is available through the Emergency Management Assistant Compact (EMAC). A Governor's Proclamation of a State of Emergency must be in place to request EMAC assistance. ESF 5 at the EOC will process and manage requests for EMAC assistance in accordance with procedures established by VDEM.

- City Departments may establish additional local mutual aid agreements as necessary to carry out their assigned roles and responsibilities following a disaster or emergency.

Recovery Operations

Transition to Recovery

- Although there is no clear line between the response and recovery phases, the command and control, coordination, and resources to serve disaster victims transitions from immediate needs to a more deliberate process of program delivery. Recovery activities may include coordination with the State and Federal government for administering State and Federal assistance.

- Generally, the termination of the local declaration of emergency and/or the closing of the EOC will signal the formal transition to the recovery phase. The Community and Economic Development Department is the lead for coordinating recovery operations and developing a plan for long-term recovery and will assume incident command upon the approval of the Director of Emergency Management, or designee.

- The formal transition from response and recovery and the transfer of incident command to Community and Economic Development will be announced to all departments and organizations using existing notification protocols and procedures.

- Short-term recovery is generally any activity to return vital life-support systems and critical infrastructure to minimum operating standards. Short-term recovery operations will begin during the response phase and will focus on rapid debris removal and cleanup, and a coordinated restoration of essential services such as electricity, water, and sanitary systems. Generally, the existing command and ESF structures established by this plan will be used to manage short-term recovery.

- Long-term recovery includes any activity designed to return life to normal or an improved state such as business resumption, employment, and rebuilding efforts. The goal of long-term recovery is to restore facilities to pre-disaster condition. Long-term recovery includes hazard mitigation activities, restoration or reconstruction of public facilities, and recovery of disaster response costs. The major objectives of long-term recovery include:

    - Coordinating delivery of social and health services;
    - Improving land use planning;
    - Restoring local economy to pre-disasters levels;
    - Recovering disaster response costs; and
    - Effectively integrating mitigation strategies into recovery planning and operations.

- The City of Manassas may be eligible to apply for reimbursement of disaster-related expenses either through the Commonwealth of Virginia or the Federal government. Recovery assistance that will be available will depend upon whether or not the City is included in a State and/or Federal emergency or disaster declaration. In the event there is no State or Federal declaration, recovery assistance will include what is provided through City departments and various voluntary organizations.

- In the event of a Federal disaster or emergency declaration, Federal and State officials will establish and co-locate at a Joint Field Office (JFO) that will serve as the hub for the coordination of disaster assistance and recovery programs throughout the Commonwealth for all declared jurisdictions. Community and Economic Development as the lead for ESF 14 will provide coordination with VDEM on implementation and management of the recovery programs. Other City departments will provide support as appropriate.

- The disaster recovery process may continue for an extended period of time depending upon the scope and magnitude of the incident and the complexity of the recovery process. The Director of Emergency Management, or designee, may establish a Recovery and Restoration Task Force to serve as an advisory group on long-term recovery and restoration issues, policies, and activities.

Damage Assessment

- Damage assessment is a critical element of recovery operations. The damage assessment determines the impact of the disaster, identifies resource needs, and, as appropriate, justifies requests for State and Federal assistance. The damage assessment also provides a basis for determining priorities for repair and restoration of essential facilities.

- The Emergency Management Coordinator, with assistance from other City departments, is responsible for damage assessment. Department heads are responsible for assessing damage to their resources and in their area of expertise. Within the EOC, the Planning Section is responsible for the collection, analysis, and distribution of damage assessment information.

- Damage assessment includes the collection of information on the status of critical infrastructure, such as electric power generation and distribution, telecommunications, transportation, medical services, water supply and distribution, sanitary services, and information on the number and types of residential, commercial, and/or industrial structures that have been damaged or destroyed. The collection of this information requires the support of multiple City departments and Emergency Support Functions.

- The damage assessment process begins with the on-scene public safety personnel. Responders will immediately begin collecting damage information on the numbers and types of injuries and fatalities, environmental hazards, street and bridge access, damage to buildings, downed power lines, and damage to critical infrastructure. This information will be provided to the Incident Commander or his/her designee for use in managing the incident, establishing priorities, and determining the need to request additional resources.

- There are three types of damage assessments that will be conducted as needed throughout the incident: rapid assessment, initial damage assessment, and preliminary damage assessment.

    - **Rapid Assessment (RA) (also referred to as "Windshield Survey):** a quick survey of the area impacted by a disaster or emergency to ascertain the scope of the event and to determine immediate life-threatening situations and imminent hazards. The RA is conducted by the Fire and Rescue System, supported by other on-scene public safety personnel. A Rapid Assessment is normally accomplished within 24 hours of the incident.

    - **Initial Damage Assessment (IDA):** an initial and/or detailed evaluation and inspection of residential and commercial structures damaged by the incident. IDAs are conducted by City departments for their respective areas of responsibilities and by the Damage Assessment Team if mobilized. An IDA normally will commence within 24 to 48 hours following an incident.

- **Preliminary Damage Assessment (PDA):** a survey of the affected area(s) by Federal and State officials to assess the scope and magnitude of damage to determine if Federal assistance may be required. A PDA is initiated by a request from the State to FEMA. Generally, a PDA is conducted prior to an official request by the Governor for the declaration of an emergency or major disaster by the President. Depending upon the types of damages, PDA teams will be organized to assess damage to private property (Individual Assistance - the Federal program the provides disaster housing, grants and loans to aid individuals and households) or public property (Public Assistance – the Federal program that provides aid to local and state governments to help pay the cost of rebuilding a community's damaged infrastructure), or separate teams to assess both. The City, through the EOC, will provide administrative and logistical support for the PDA process. Data collected by the City damage assessment process will be provided as appropriate to the joint State and Federal PDA teams.

- The objectives of damage assessments are as follows:
  - Determine the immediate needs and priorities of disaster victims.
  - Evaluate the damage to housing, businesses, lifelines, and critical facilities.
  - Develop initial cost estimates of damage to housing, businesses, lifelines, and critical facilities.
  - Identify obstacles or interruptions to emergency operations or impediments to relief efforts.
  - Identify secondary threats such as unsafe buildings still occupied or areas at risk to rising floodwaters.
  - Estimate the economic impact of the disaster including damages to commerce and industry.
  - Monitor public health.
  - Determine the resources needed to respond to the disaster and identifying the gaps that need to be filled from outside sources.

- The departments with assigned damage assessment responsibilities will develop appropriate internal procedures to accomplish their assigned tasks. City departments will work together at the EOC to gather and share information regarding the status of critical infrastructure to maximize the use of specialized resources and to provide a basis for requesting assistance. Information will be provided to the Planning Section at the EOC for consolidation and analysis.

Disaster Assistance Programs

- The types of disaster assistance will vary depending upon the level of emergency and/or disaster declarations. Disaster assistance programs are designed to meet the needs of four distinct groups: individuals and families, businesses, government, and nonprofit organizations.

- Individuals may receive loans or grants for real and personal property, dental, funeral, medical, transportation, unemployment, sheltering, and rental assistance, depending upon the extent of the damage. The State Recovery Task Force program assists the local government to ensure that needed assistance is provided to disaster victims.

- The Small Business Administration (SBA) provides loans to many types of businesses, and can provide assistance with both physical and economic losses as the result of a disaster of emergency.

- Funds and grants are available to government and certain nonprofit organizations to repair, reconstruct, and mitigate the risk of future damage. The Commonwealth Emergency Relief for Localities program is designed to assist local governments that suffer uninsured damages to public property.

- Under a Presidential Major Disaster Declaration, individuals, businesses, and the City may be eligible for a variety of Federal disaster assistance programs.

- Assistance for individuals and families is also provided by a wide variety of voluntary relief organizations including, among others, the American Red Cross in the National Capital Region and the Salvation Army.

- The FEMA public assistance program requires a local emergency declaration, a state of emergency proclamation, and a Federal declaration of a major disaster that specifically authorizes public assistance for the City of Manassas.

- This program provides public assistance to state agencies, local governments, political subdivisions of local governments, and certain private nonprofit organizations. This assistance can cover debris removal and/or emergency protective measures taken during the response phase, as well as repair and restoration of damaged facilities. It also includes certain mitigation actions.

- The Individual Assistance Program is jointly administered by VDEM and FEMA and serves individuals and families affected by the disaster. This program requires that a Federal major disaster declaration is in effect, and that the Individual Assistance Program has been authorized for the City.

- This Program is designed as a supplement to other assistance that may be available, such as private insurance or disaster assistance loans offered through the Small Business Administration. Individual Assistance may be available to individuals and households, and can be in the form of a grant, temporary housing (such as travel trailers), low interest loans, services (such as crisis counseling), and eligibility for programs not normally available unless there is a Federal disaster declaration. Individuals register to receive Federal disaster assistance by calling the FEMA toll-free “tele-registration” number.

Unmet Needs

- Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from the City, state, or federal agencies due to the victim's ineligibility for such services or the goods or services.

- During the recovery phase, a collaborative effort is established between the government and the private nonprofit community to address the issue of unmet needs.

- During the recovery phase, ESF 14 may establish an Unmet Needs Coordination Committee to address this issue. The purpose of this committee will be to identify and resolve emergency and long-term disaster-related unmet needs that cannot be met through traditional programs or resources.

Training and Exercises

- A comprehensive training and exercise program is essential for the effective implementation of the Emergency Operations Plan. The Emergency Management Coordinator is responsible for the overall coordination of disaster related training and exercises within the City. A Training and Exercise Plan Workshop should be conducted annually to develop or update the City of Manassas Training and Exercise Plan. The Training and Exercise Plan will include training and exercise priorities, the target capabilities that the City will train and exercise, and a multi-year training and exercise schedule.

- The Emergency Operations Plan should be exercised in some capacity on an annual basis. The Emergency Management Coordinator is responsible for establishing a Training and Exercise Plan that will include the scheduled training and exercise activities for the City.

- Exercises will be evaluated so that shortcomings in the plans, training, coordination, and operational procedures can be identified and corrected through a Corrective Action Program.

- Each department with assigned roles and responsibilities in this Plan will ensure that staff members are trained for their emergency roles and responsibilities and provided the opportunity to participate in exercises. Departments will maintain a roster of trained staff.