

AGENDA--CITY COUNCIL -- CITY OF MARTINSVILLE, VIRGINIA  
Council Chambers – Municipal Building  
**7:30 pm regular session**  
**Tuesday, September 23, 2014**

**7:30—Regular Session**

Invocation & Pledge to the American Flag-Council Member Mark Stroud

1. Consider approval of minutes of August 12, 2014. (2 mins)
2. Hear an update from Workforce Investment Board. (10 mins)
3. Consider approval of resolution adopting the updated Emergency Operations Plan. (5 mins)
4. Hear overview of September 22, 2014 Neighborhood meeting. (10 mins)
5. Consider approval of BPOL ordinance change on second reading. (5 mins)
6. Review of semi annual outside agency reports. (2 mins)
7. Hear finance report. (10 mins)
8. Consider approval of consent agenda. (2 mins)
9. Business from the Floor  
**This section of the Council meeting provides citizens the opportunity to discuss matters, which are not listed on the printed agenda. In that the Council meetings are broadcast on Martinsville Government Television, the City Council is responsible for the content of the programming. Thus, any person wishing to bring a matter to Council's attention under this Section of the agenda should:**
  - (1) come to the podium and state name and address;**
  - (2) state the matter that they wish to discuss and what action they would like for Council to take;**
  - (3) limit remarks to five minutes;**
  - (4) refrain from making any personal references or accusations of a factually false and/or malicious nature.****Persons who violate these guidelines will be ruled out of order by the presiding officer and will be asked to leave the podium.**  
**Persons who refuse to comply with the direction of the presiding officer may be removed from the chambers.**
10. Comments by members of City Council. (5 minutes)
11. Comments by City Manager. (5 minutes)



## **City Council Agenda Summary**

**Meeting Date:** September 23, 2014

**Item No:** 1.

**Department:** Clerk of Council

**Issue:** Consider approval of minutes of City Council meetings August 12, 2014.

**Summary:** None

**Attachments:** August 12, 2014 minutes

**Recommendations:** Motion to approve minutes as presented.

August 12, 2014

The regular meeting of the Council of the City of Martinsville, Virginia, was held on August 12, 2014, in Council Chambers, Municipal Building, at 7:30 PM, Closed Session beginning at 7:00pm, with Mayor Kim Adkins presiding. Council Members present included: Mayor Kim Adkins, Vice Mayor Gene Teague, Sharon Brooks Hodge, Mark Stroud and Danny Turner. Staff present included: Leon Towarnicki, City Manager, Brenda Prillaman, Eric Monday, Linda Conover, Wayne Knox, Bobby Phillips, Sean Dunn and Jeff Joyce.

Mayor Adkins called the meeting to order and advised Council will go into Closed Session. In accordance with Section 2.1-344 (A) of the Code of Virginia (1950, and as amended) and upon a motion by Danny Turner, seconded by Sharon Brooks Hodge, with the following 5-0 recorded vote: Adkins, aye; Teague, aye; Hodge, aye; Stroud, aye; and Turner, aye, Council convened in Closed Session, for the purpose of discussing the following matters: (A) Consultation with legal counsel and briefings by staff members, attorneys or consultants pertaining to actual or probable litigation, or other specific legal matters requiring the provision of legal advice by such counsel, as authorized by Subsection 7. (B) Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body as authorized by Subsection 29. At the conclusion of Closed Session, each returning member of Council certified that (1) only public business matters exempt from open meeting requirements were discussed in said Closed Session; and (2) only those business matters identified in the motion convening the Closed Session were heard, discussed, or considered during the Session. On a motion by Mark Stroud, seconded by Danny Turner, with the following recorded 5-0 vote: Adkins, aye; Teague, aye; Hodge, aye; Stroud, aye; and Turner, aye, Council returned to Open Session.

Following the invocation by Council Member Stroud and Pledge to the American Flag, the Mayor welcomed everyone to the meeting and announced there will be an agenda item added regarding Hull Storey Gibson.

Minutes: On a motion by Danny Turner, seconded by Gene Teague, with a 5-0 vote, Council approved the minutes of the May 27, 2014 meeting and the amended minutes of June 10, 2014. Council Member Hodge asked that the June 10 minutes be amended to reflect that Teresa Harris, co-pastor of Integrity Life Ministries, spoke about the summer math camp for 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grade students which was also a component of the Be a Part of It Campaign.

Hull Storey Gibson & Recovery Solutions Group update: Mr. Towarnicki briefed Council on the proposal. The City has been approached by representatives of Recovery Solutions Group and Hull Storey Gibson (HSG is the owner of Liberty Fair Mall) requesting consideration of business development incentives to enhance their ability to continue to redevelop the Mall and retain existing or attract new tenants. Citing similar development incentives used in other projects, the basis of the proposal centers around a financial return to the developer over a period of time, the amount of which is determined by the increase in local sales tax revenue comparing pre-redevelopment with post-redevelopment data. Additionally, the incentive package is contingent on a certain level of capital investment and job retention and/or creation. Staff reviewed the proposal concept and identified a number of concerns; (1) how to reasonably, legally, and accurately certify annual sales tax data which would then be used as the basis for determining the monetary value of any earned incentives; (2) legal issues that might prevent the City from entering into such an arrangement; (3) is it reasonable to extend such benefit to one select property, or should such benefit be extended to a broader area under a particular zoning classification, and (4) have other communities entered into such agreements and

August 12, 2014

what has been results/experience/effects. The matter was referred to the Martinsville Planning Commission for their overall review, and specifically for review related to the merits of extending a business development incentive plan to a wider range of properties. After deliberation at their August 5, 2014 meeting, the Planning Commission voted to not recommend the development of such plan at this time. John Mulherin, Matt Mattson, and Rodney Haynes gave a presentation asking for the city's help for the mall development to move quicker. Lengthy Council discussion occurred regarding the mall officials approaching the MHC Economic Development Corporation and whether other localities have entered into incentive agreement with Hull Storey Gibson. Mayor Adkins then asked for staff's recommendation and Mr. Towarnicki responded that staff concurs with the recommendation of the Planning Commission. Should Council desire to move forward, however, it is recommended that consideration be given to development of a comprehensive incentive program with applicability to a broader range of properties. After comments from Council members as to their position on the proposal, a motion was made by Danny Turner to authorize the City Manager to enter into a MOU with the IDA as a public/private partnership agreement with Hull Storey Gibson. The motion died for lack of a second. Council expressed appreciation to Hull Storey Gibson for their investment in the city and noted there could be the possibility of assistance in development of outparcels at the mall in the future stages of the property's redevelopment.

911 Communications Center: J. R. Powell presented the following information: The 911 Communications Center has an opportunity to apply for a \$150,000 grant through VITA to help with costs related to the replacement of existing 911 call processing equipment. The project budget is estimated at \$319,398.40 and if the grant is awarded, the remaining amount of \$169,398.40 would be requested in the 911 Center's FY16 and FY17 budgets. Local funding of the 911 Center is currently 70% Henry County and 30% City, and the City's share will be \$50,819.52. The existing call processing equipment was installed in 2010 with a normal life expectancy of 5 years. If the grant is awarded, funds will be available July 1, 2015 with a two-year window to complete the project. The Henry County Board of Supervisors considered the request at their July meeting and approved the grant application. On a motion by Mark Stroud, seconded by Sharon Brooks Hodge, with a 5-0 vote, Council approved the 911 Center proceeding with the grant application as requested.

MARC Workshop property: Mr. Towarnicki briefed Council. Citing financial constraints, MARC Workshop Board representatives approached the City about the possibility of donating the property at 110 Wingfield Street to the City in order to discharge their obligation related to condemnation and demolition. After a review of the site and potential costs related to demolition, it was determined the offer was a reasonable approach to resolve the matter. Demolition was recently completed by the Public Works Department at a cost of approximately \$5700 for tipping fees, straw, grass seed, etc., not counting Public Works labor/equipment. The City has received approximately \$4200 in scrap metal from the site. Staff recommends a motion to accept the property donation and authorization to proceed with advertisement for sale. The City Attorney will prepare the deed and once bids are received, the issue will be placed on Council's agenda for setting/conducting a public hearing related to disposition of property. On a motion by Gene Teague, seconded by Mark Stroud, with a 5-0 vote, Council agreed to accept the property donation and authorized City Attorney to proceed with advertisement for sale. The City Attorney also was asked to look into status on additional city surplus property for sale.

August 12, 2014

Siren Project update: Bobby Phillips presented an update on the neighborhood early warning siren project, locations for sirens, and tentative project schedule. Cost for the siren project is covered by a \$192,000 grant from the Federal Emergency Management Agency. Once the sirens are operating, they will be tested at noon on first Wednesday of the month to insure they work properly and city residents are familiar with their sound. Factors such as where people often congregate for outdoor activities and terrain were considered in locations of sirens and sirens should be able to be heard by people outdoors about a mile away.

SIREN LOCATIONS: Near 1107 Roundabout Rd. Near 801 Ainsley St. High School Southside Fire Station Near 1148 Rives Rd. 800 Madison St. Near 1109 Brookdale Near 1403 Mulberry Rd.
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Update on Uptown area projects: Public Works Director Jeff Joyce gave a brief update on projects Uptown regarding two hour on-street parking enforcement , curb and guttering, signal lights, stop signs, paving, and handicap parking in city parking lots.

Ordinance first reading, repeal of City Code Chapter 20, Pools: City Attorney Eric Monday presented the following information: Chapter 20 of the City Code regulates pool safety. In 2012 the City adopted the Uniform Statewide Building Code (as amended) in its entirety, which as of July 2014 includes the International Swimming and Spa Code (“ISPSA”). According to our Building Inspections Department, Chapter 20 of the City Code is therefore now obsolete and may be repealed. Inspections staff notes the following benefits of the ISPSA:

1. The only comprehensive and consensus model swimming pool and spa code available.
2. Provides Virginia Graeme Baker Act compliance by reference to APSP-7.
3. Utilizes time-proven APSP ANSI standards by reference and integration.
4. Contains barrier, decking and lighting provisions coordinating with the International Building Code (IBC).
5. Covers all types of aquatic vessels including residential and public pools, portable and in-ground spas, water parks, exercise spas, and hot tubs.
6. Updated fencing and barrier requirements integrate with IBC and International Residential Code (IRC) provisions.
7. Incorporates provisions based on the latest research for diving, barriers, general design, and water quality safety.
8. Requires portable spas be certified to latest industry standards eliminating the need to inspect inaccessible interior components.
9. The first swimming pool and spa code to address aquatic recreation facilities.
10. The first swimming pool and spa code to include an energy standard for residential portable electric spas and for residential in-ground swimming pools and spas.
11. Seamless integration with the most widely used model codes in North America, the International Building Code® (IBC®) and International Residential Code® (IRC®).
12. Meets or exceeds the requirements of the federal Virginia Graeme Baker Act for suction entrapment safety.
13. Covers fencing, decks, lighting, heaters, circulation systems, pumps, accessibility, diving, sanitizing equipment, filters, and suction fittings.
14. Includes provisions for pools and facilities geared specifically for water parks, along with provisions based on the latest research for diving, barriers, general design, and water quality safety.
15. All necessary provisions in one book. The ISPSA combines the provisions of the relevant sections of the IRC, IBC, IPC®, and IMC®, and the APSP standards, serving as a fully-integrated document for pool and spa safety.

August 12, 2014

On a motion by Gene Teague, seconded by Mark Stroud, with the following 5-0 recorded vote: Adkins-aye; Teague-aye; Stroud-aye; Hodge-aye; Turner-aye, Council approved the ordinance on first reading to repeal City Code Chapter 20, Pools. This item will be on the August 26, 2014 agenda for approval on second reading.

Consent agenda: On a motion by Gene Teague, seconded by Sharon Brooks Hodge, with a 5-0 vote, Council approved the following consent agenda:

<b>BUDGET ADDITIONS FOR 8/12/2014</b>				
<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
<b>FY14</b>				
<b>General Fund:</b>				
01100909	490104	Advance/Recovered Costs		1,741
01331108	501300	Sheriff/Corrections - Part-time & Temporary Wages	1,270	
01331108	502100	Sheriff/Corrections - Social Security	79	
01331108	502110	Sheriff/Corrections - Medicare	18	
01331108	506008	Sheriff/Corrections - Vehicle Equipment & Maint.	254	
01331110	506200	Sheriff/Annex - Prisoner Allowance	120	
		Reimbursement from Henry County for litter pickup for April		
01101917	442701	Categorical Other - State - Fire Programs Fund		6,563
01321102	506110	Fire Dept. - State Grant - Fire Programs	6,563	
		Funds received over original budget		
<b>Total General Fund:</b>			<b>8,304</b>	<b>8,304</b>
<b>CDBG Fund:</b>				
47103919	443139	Private Grant - Garden Club		10,000
47823521	506322	Uptown - Construction/Gateway	10,000	
		Donation towards work @ Courthouse		
<b>Total CDBG Fund:</b>			<b>10,000</b>	<b>10,000</b>

Business from floor: Eric Monday made comments regarding the positive exposure Martinsville is receiving in the Virginia Living magazine.

Council comments: Hodge-thanked law enforcement for their efforts to encourage community relationships through the National Night Out events where she attended three gatherings; Teague-expressed regret for being unable to attend National Night Out; Stroud-thanked 911 Center for leading the way in technology and expressed regrets for not being able to attend National Night Out events. Council Member Stroud also asked that Council reconsider the technology fee ordinance and asked that it be placed on the August 26, 2014 agenda. Council Member Hodge noted she did not feel she had enough information at last meeting on the ordinance. Council agreed to place this item on the August 26, 2014 agenda; Turner-enjoyed National Night Out and asked for prayers for Sharon's mother; Adkins-attended National Night Out events and appreciative for efforts of law enforcement.

City Manager comments: Towarnicki-shared update on Henry Hotel noting that construction is to start end of August and asked for volunteers for several city boards and commissions and noted a special need for a parent representative on the Comprehensive Services Act Policy Board.

There being no further business, the meeting adjourned at 9:40pm.

\_\_\_\_\_  
Brenda Prillaman  
Clerk of Council

\_\_\_\_\_  
Kim Adkins  
Mayor



## **City Council Agenda Summary**

**Meeting Date:** September 23, 2014

**Item No:** 2.

**Department:** City Council

**Issue:** Hear an update from West Piedmont Workforce Investment Board.

**Summary:** Lisa Fultz of the West Piedmont Workforce Investment Board will give this update and answer any questions.

**Attachments:** None

**Recommendations:** No action required

**Meeting Date:** September 23, 2014

**Item No:** 3.

**Department:** Fire & EMS

**Issue:** Consider adoption of a resolution to approve the updated City of Martinsville Emergency Operations Plan.

**Summary:** The City of Martinsville Emergency Operations Plan (EOP) directs actions intended to preserve life and protect property from further destruction in the event of an emergency. The document establishes an emergency organization to direct and control operations during the emergency situation by assigning responsibilities to specific entities. Due to the nature of constant change, regarding the needs, threats and response capabilities of the community, it is necessary for the EOP to be considered a living document and regularly updated.

The Virginia Emergency Services and Disaster Law as amended in 2008 requires that the over 200 page plan be reviewed and formally adopted by City Council every four years. Such review shall be certified in writing to the Virginia Department of Emergency Management. The EOP document is available on the City website on the Fire Department page under downloads <http://www.martinsville-va.gov/Downloads.html>

**Attachments:** Resolution for approval 9/23/2014

**Recommendations:** Motion to adopt the resolution.

## **RESOLUTION**

**WHEREAS**, there exist many dangers of many types, including man-made disasters, natural disasters, and possible hostile actions of an unknown enemy; and

**WHEREAS**, the safety and protection of the citizens and property is of foremost concern to the City Council of the City of Martinsville, Virginia; and

**WHEREAS**, the City Council desires and the Commonwealth of Virginia statutes require the adoption of appropriate planned protective measures and

**WHEREAS**, by Resolution adopted on September 28, 2010, City Council adopted the current City of Martinsville Basic Emergency Operations Plan and now it has become necessary to update said plan; now, therefore,

**BE IT RESOLVED** by the Council of the City of Martinsville, Virginia, in regular session assembled September 23, 2014, that said Council does hereby adopt the updated City of Martinsville Basic Emergency Operations Plan.

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Kim Adkins

Mayor

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Damage Assessment Annex	Damage Assessment Support Annex -1

## **Promulgation Document**

### **Promulgation of the City of Martinsville Emergency Operations Plan**

By virtue of the authority vested in me by authorizing policy as City Manager of the City of Martinsville and as the administrator ultimately responsible for emergency management of the City of Martinsville. I hereby promulgate and issue the City of Martinsville Emergency Operations Plan (“the Plan”) dated September, 2014. The Plan provides for City of Martinsville response to emergencies and disasters in order to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with economic recovery.

The Plan complies with the Commonwealth of Virginia Emergency Services and Disaster Law of 2008, as amended and is consistent with the National Incident Management System as implemented in the National Response Framework adopted January 2008.

The City of Martinsville Coordinator of Emergency Management, on behalf of the City’s Administration, is hereby authorized to activate the City’s Emergency Operations Center (“EOC”) in order to direct and control the City’s emergency operations. Augmentation of the EOC shall constitute implementation of the Plan.

Furthermore, the City of Martinsville Coordinator of Emergency Management is hereby authorized, in coordination with the City of Martinsville Administration, to amend the Plan as necessary to ensure the continued health and safety of the residents and property of the City of Martinsville.

Assigned in the Plan, the head of each designated City of Martinsville department or agency shall appoint a lead and at least one alternate for the department or agency.

This Promulgation shall be effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation.

Given under my hand and under the Seal of the City of Martinsville, this 23rd day of September 2014.

**City/County Manager:**

**Attest:**

**Witness**

**Approval and Implementation**

**RESOLUTION**

**WHEREAS**, there exist many dangers of many types, including man-made disasters, natural disasters, and possible hostile actions of an unknown enemy; and

**WHEREAS**, the safety and protection of the citizens and property is of foremost concern to the City council of the city of Martinsville, Virginia; and

**WHEREAS**, the city council desires and the commonwealth of Virginia statutes require the adoption of appropriate planned protective measures and

**WHEREAS**, by Resolution adopted on September 28, 2010, City Council adopted the current City of Martinsville Basic Emergency Operations Plan and now it has become necessary to update said plan; now, therefore,

**BE IT RESOLVED** by the Council of the city of Martinsville, Virginia, in regular session assembled September 23, 2014, that said Council Does hereby adopt the updated city of Martinsville Basic Emergency Operations Plan.

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Kim Adkins

Mayor

## Record of Changes

*All updates to this document must be tracked. This section should include some format in which to do this. It should at minimum contain: date of change, page or section of change, name and title of person making the change.*

<b>Change Number</b>	<b>Date of Change</b>	<b>Page or Section Changed</b>	<b>Summary of Change</b>	<b>Name of Person Authorizing Change</b>
1				
2				
3				
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10				



## **Introduction**

A crisis or emergency can happen at any time and could impact one individual, a single building or the entire community. This document is the City of Martinsville Emergency Operation Plan (EOP). Emergencies cause confusion and stress for all involved. In order to minimize these effects, initial activation and implementation of the emergency plan should always be handled in a calm, consistent manner. Efficient implementation of the plan will provide a clear direction, responsibility and continuity of control for key officials and administrators. The basic idea to any well-constructed emergency plan is to minimize the possible threat to individuals and properties during an actual emergency. In order to minimize the threat of an emergency, annual evaluation and reviews need to be done to the emergency plan.

## **Purpose**

The purpose of this plan is to direct actions intended to preserve life and protect property from further destruction in the event of an emergency. The overall plan establishes an emergency organization to direct and control operations during the emergency situation by assigning responsibilities to specific entities. All essential entities are to utilize any and all available resources when mitigating against, preparing for, responding to, and recovering from a natural or man-made emergency.

## **Plan Elements**

This plan consists of the basic plan, the appendices, and the emergency support function and incident annexes. The basic plan provides an overview of the City of Martinsville approach to emergency response and operations. It explains the policies, organization and tasks that would be involved in response to an emergency. The appendices give definition to the terms and acronyms used throughout the basic plan, and are the location for any supporting figures, maps, and forms. The emergency support function annexes focus on detailing the specific responsibilities, tasks and operational actions to complete a specific emergency operations function; while the incident annexes focus on any additional special planning or response needs beyond the basic response plan for particular event scenarios.

## **Scope**

This plan and all its contents apply to the entire jurisdiction and its citizens, including populations with special needs (definition Appendix E). Personnel or partners who have a role must have access to and be knowledgeable of the EOP.

## **Situation**

Most communities in Virginia have an approved Hazard Mitigation Plan; the hazard analysis section should be reviewed as part of the plan development process and referenced in the Authorities and References.

The City of Martinsville located in South Central Virginia, approximately 7 miles north of the North Carolina State Line at latitude 36° 41' 27" and longitude 79° 52' 29.2". It covers approximately 11 square miles and had a population of approximately 13,821 in 2013. Terrain ranges from 650 feet in elevation, to 1180 feet in elevation. No major waterway runs through the City. The major transportation routes in Martinsville are state highways 58 and 220.

Based on a hazard analysis of the area, the primary hazards (in priority) in Martinsville are Winter Storms, Wind, Flash Flooding and Dam Failure.

The government of the City of Martinsville is responsible for maintaining an emergency operations plan and response capability to protect the lives and property of its citizens from the effects of both man-made and natural disasters.

In accordance with the Virginia Emergency Services and Disaster Law of 2008, as amended, the Martinsville Emergency Operations Plan has been developed. This plan will be staffed, revised, exercised, readopted, and reissued once every four years.

Hazard indices and vulnerability assessments for moderate and significant risk events were developed for the City of Martinsville. The hazard indices evaluated the extent to which the buildings were at risk from a particular hazard. The vulnerability assessments estimated the potential impacts if a particular area was affected by a specific hazard. These assessments are described in the West Piedmont Multi-Jurisdictional Hazard mitigation Plan.

## **Capability Assessment**

Capability Assessments indicate the strength and knowledge of the personnel in emergency procedures, the importance of the installed and tested emergency alert system throughout the City, and reinforce the need to continue efforts to integrate response with local and state response plans. The Local Capability Assessment for Readiness (LCAR) is a process used to determine community capabilities and limits in order to prepare for and respond to the defined hazards. The LCAR is updated annually, as required by the "*Commonwealth of Virginia Emergency Services and Disaster Laws of 2000*", as amended. A copy of the full report may be obtained by contacting the City of Martinsville Emergency Management Coordinator.

The plan recognizes that the City of Martinsville is a small industrialized City with a population of approximately 13,733 based on 2012 U.S. Census population estimate, down .6% from the 2010 census data. The following demographics are included in the population estimate:

<b>CITY OF MARTINSVILLE DEMOGRAPHIC DATA</b>	
<i>Demographic</i>	<i>Percentages/Numbers</i>
Number of Households, 2008 – 2012	6,005
Persons per Household, 2008 – 2012	2.22
Median Household Income, 2008-2012	\$28,840
Average Age of Resident, 2012	43.6 years
Persons under 5 years old, 2010	6.2%
Persons under 18 years old, 2010	21.4%
Person 65 years old and over, 2013 estimate	20.2%
Persons with a disability, age 5 and older, 2000	26.1%
Persons below poverty, 2008-2012	28.0%
Persons of Caucasian Race, 2010	49.9%
Persons of African-American Race, 2010	45.0%
Persons of Hispanic or Latino Race, 2010	4.0%
Persons of Other Race	2.1%
Households with Pets (estimate)	31%

Population trends that could affect plan implementation or the emergency response include:

- The community is aging and over 20.2% of population is over 65 years of age.
- A high percentage of population have disabilities or special needs

The following table is based on a hazard identification and risk assessment that was completed for the City of Martinsville in 2011 as a part of the West Piedmont Multi-Jurisdictional Hazard Mitigation Plan.

Hazard	Significance Ranking
<b>Natural</b>	
Winter Snow/Ice	Significant
Severe Weather	Significant
Dam Failure	Significant
Flood	Moderate
Tornado	Moderate
Wildfire	Moderate
Resource Shortage	Moderate
Hurricane	Limited
Earthquake	Limited
<b>Human-Caused</b>	
Pandemic	Moderate
Mass Casualty	Moderate
Communication Failure	Moderate
Chemical Incident	Moderate
Criminal Activity	Limited
Explosive Incident	Limited
Terrorism	Limited
Civil Unrest	Limited
Radiological Incident	Limited
Biological Incident	Limited

### Assumptions

The City of Martinsville’s Emergency Operations Plan is based on an all-hazards principle that most emergency response functions are similar regardless of the hazard.

- Emergency Management will mobilize resources and personnel as required by the situation.
- Full cooperation between all City personnel
- The City of Martinsville will have mutual aid agreements with neighboring jurisdictions.
- Special facilities (schools, hospital, nursing homes, adult day care and child care facilities) are required to develop emergency plans in accordance with their licensing regulations.
- Regulated facilities (Superfund Amendments and Re-authorization Act sites), power plants, etc. posing a specific hazard will develop, coordinate, and furnish emergency plans and procedures to local, county and state departments and agencies as applicable and required by codes, laws, regulations or requirements.
- The City of Martinsville will use the National Incident Management System (NIMS) and the Incident Command Structure (ICS).

**Tab 1 to Planning Situation and Assumptions**



## II. Concept of Operations

### General

Local emergency operations plans (EOPs) are based on the idea that emergency operations will begin at the local level and that outside assistance will be requested when an emergency or disaster exceeds local capabilities. Situations in which several localities are threatened or impacted concurrently usually involve the state from the onset. If the state is overwhelmed, the Governor may request federal assistance. At each level, the government should officially declare a local emergency in order to request assistance.

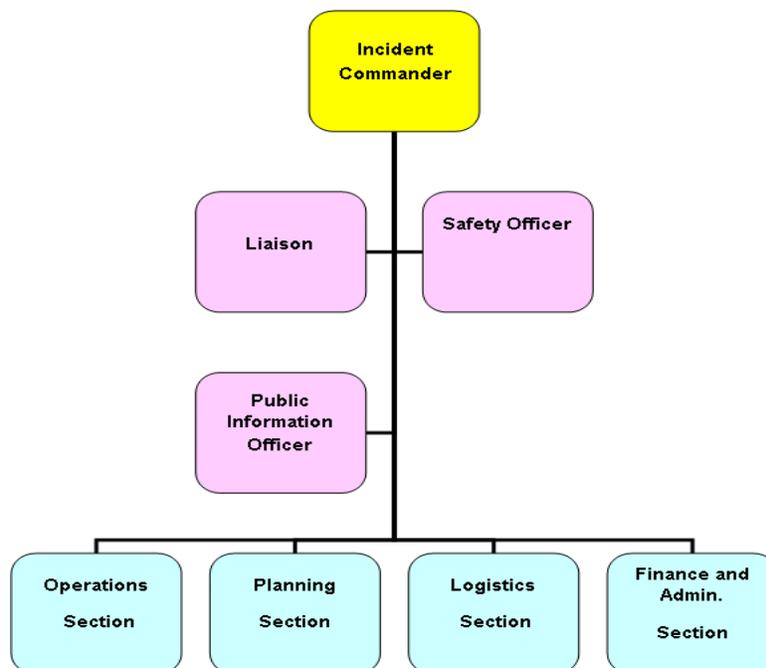
### Management

The Incident Command System (ICS) is a standardized, on scene, all-hazards incident management approach. ICS is flexible and can be used for incidents of any type, scope, and complexity and utilized at all levels of government.

ICS establishes common terminology that allows diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

The span of control of any individual with incident management supervisory responsibility should range from 3 to 7 subordinates, with 5 being optimal.

### CITY OF MARTINSVILLE INCIDENT COMMAND SYSTEM STRUCTURE



## **Phases**

### **Sequence of Action**

This section describes incident management actions ranging from initial threat notification, to early coordination efforts to assess and disrupt the threat, to preparatory activation of the ESF structure, to deployment of resources in support of incident response and recovery operations. These actions do not necessarily occur in sequential order; many may be undertaken concurrently in response to single or multiple threats or incidents.

### **Non-Emergency/Normal Operations**

These are actions that are implemented during non-emergency or disaster periods that will prepare The City of Martinsville for potential emergency response if necessary.

- Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media.
- Develop, review and exercise emergency operations plans and standard operating procedures.
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts.
- Update, review, and maintain the Emergency Operations Plan (EOP)

### **Pre-Incident Actions**

These are actions that are implemented if the Emergency Manager receives notice of a potential emergency from the federal Homeland Security Advisory System, National Weather Service watches and warnings or other reliable sources.

- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection; and
- Possible partial activation of the EOC.
- Brief the local governing body of the impending situation.
- Alert emergency response personnel and develop a staffing pattern.
- Determine any protective action measures that need to be implemented in preparation for the situation.

### **Response Actions**

These actions are taken to preserve life, property, the environment, and the social, economic, and political structure of the community. Some issues to consider at this point in the incident are:

- Suspend daily functions of the government that do not contribute directly to the emergency operation.
- Redirect efforts and resources to accomplish emergency tasks.
- Conduct Initial Damage Assessment for Situational Awareness
- Implement evacuation orders as needed.
- Open and staff emergency shelters as needed.

- Contact the Virginia Department of Criminal Justice Services and the Criminal Injury Compensation Fund to deploy if the event involves victims of crime as pursuant to [§44.146.19E](#).
- Declare a Local Emergency (Example Appendix B).
- Dissemination of public information;
- Actions to minimize additional damage;
- Debris clearance;
- Protection and restoration of critical infrastructure.
- Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

Once immediate response missions and life-saving activities conclude, the emphasis shifts from response to recovery operations, and if applicable, hazard mitigation.

### **Recovery Actions**

These actions occur after the initial response has been implemented. These actions should assist individuals and communities return to normal as much as feasible. During the recovery period, some of the issues that will need to be addressed are:

- Submit an Initial Damage Assessment (IDA) to the VEOC within 72 hours;
- Assess local infrastructure and determine viability for re-entry of residents;
- Begin immediate repairs to critical infrastructure;
- Assess long-term recovery needs
- Begin cleanup and restoration of public facilities, businesses, and residences;
- Protection of cultural or archeological sites during other recovery operations.

A Joint Field Office (JFO) may open to assist those impacted by the disaster if the event is declared a Federal Disaster. The JFO is the central coordination point among Federal, State and Local agencies and voluntary organizations for delivering recovery assistance programs.

### **Mitigation Actions**

These actions are completed to reduce or eliminate long-term risk to people and property from hazards and their side effects. During the mitigation process, these issues will need to be addressed:

- Review the All-Hazard Mitigation Plan and update as necessary any mitigation actions that could be of assistance in preventing similar impacts for a future disaster.
- Work with the Virginia Department of Emergency Management Mitigation Program to develop mitigation grant projects to assist in the most at risk areas.
- Grant programs for loss reduction measures (if available);
- Delivery of loss reduction building-science expertise;
- Coordination of Federal Flood Insurance operations and integration of mitigation with other program efforts;
- Conducting flood recovery mapping to permit expedited and accurate implementation of both recovery and mitigation programs;
- Predictive modeling to protect critical assets;
- Early documentation of losses avoided due to previous hazard mitigation measures; and
- Community education and outreach necessary to foster loss reduction.
- Implement mitigation measures in the rebuilding of infrastructure damaged in the event.

### III. Organization and Assignment of Responsibilities

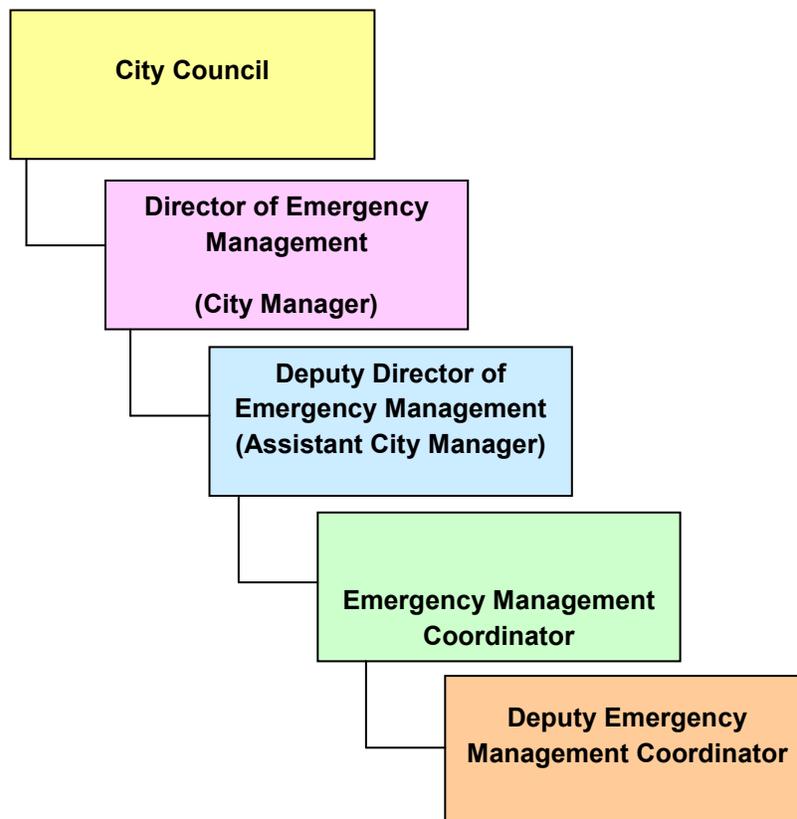
In accordance with the National Incident Management System (NIMS) process, resource and policy issues are addressed at the lowest possible organizational level. If issues cannot be resolved at that level, they are forwarded up to the next level. Reflecting the NIMS construct and in alignment with the National Response Framework (NRF), the EOP includes the following command and coordination structures:

- Incident Command Posts, on-scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Joint Field Office (JFO), which is responsible for coordinating Federal assistance supporting incident management activities locally;

*The Commonwealth of Virginia Emergency Services and Disaster Law of 2008*, as amended, provides that emergency services organizations and operations are structured around existing constitutional government. Section 44-146.19 of this *Code* establishes the powers and duties of political subdivisions.

The City of Martinsville’s Emergency Management program involves local government officials, local government agencies, private sector and non-profit organizations. Their roles are summarized in the following discussions.

#### CITY OF MARTINSVILLE EMERGENCY MANAGEMENT ORGANIZATIONAL STRUCTURE



## **Assignment of Responsibilities**

### **Elected Officials**

- Protect the lives and property of citizen;
- Understanding and implementing laws and regulations that support emergency management and response;
- Establish the local emergency management program;
- Appoint the local emergency manager; and
- Adopt and promulgate the Emergency Operations Plan (EOP).

### **Declaration of a Local Emergency**

City Council shall declare by resolution an emergency to exist whenever the **threat** or **actual occurrence** of a disaster is or threatens to be of sufficient severity and magnitude to require significant expenditure and a coordinated response in order to prevent or alleviate damage, loss, hardship or suffering. A local emergency may be declared by the Director of Emergency Management with the consent of the local governing board. If the governing body cannot convene due to the disaster or other exigent circumstances, the director or in his absence the deputy director shall declare the existence of an emergency, subject to the confirmation by the governing board within 14 days of the declaration.

### **Director of Emergency Management - City Manager**

- A local emergency may be declared by the Director of Emergency Management with the consent of the City Council (see Section 44-146.21, [Virginia Emergency Services and Disaster Law](#)). The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance there under. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster. See Sample Declaration of Local Emergency – Appendix 10.
- Determine the need to evacuate and endangered areas;
- Exercise direction and control from the EOC during disaster operations; and
- Hold overall responsibility for maintaining and updating the plan.

### **Coordinator of Emergency Management**

The Coordinator of Emergency Management is appointed by the City Manager with consent of City Council. The Coordinator has the day-to-day responsibility for overseeing emergency management programs and activities, including:

- Assessing the availability and readiness of local resources most likely required during an incident;
- Coordinating damage assessments during an incident;
- Advising and informing local officials about emergency management activities during an incident;
- Developing and executing public awareness and education programs;
- Conducting exercises to test plans and systems and obtain lessons learned;

- Ensure the local EOC is in a constant state of readiness. The primary EOC is currently located at the City of Martinsville Fire Department located at 65 West Church Street. The alternate EOC is located at the City of Martinsville Safety Office located at 300 Fishel Street.
- Assume certain duties in the absence of the director of emergency management; and
- Ensure that the EOP is reviewed, revised and adopted every four years.

**Local Government Agencies**

Local department and agency heads collaborate with the emergency coordinator during development of the EOP and provide key response resources. Participation in the planning process ensures that specific capabilities (e.g., firefighting, law enforcement, emergency medical services, public works, and public health) are integrated into the EOP. These department and agency heads develop, plan, and train to internal policies and procedures to meet response and recovery needs safely. They also participate in interagency training and exercises to develop and maintain their capabilities. Local departments and agencies participate in the Emergency Support Function (ESF) structure as coordinators, primary response agencies, and/or support agencies as required to support incident management activities, such as:

- Develop and maintain detailed plans and standard operating procedures (SOPs);
- Identify sources of emergency supplies, equipment and transportation;
- Negotiate and maintain mutual aid agreements which are identified in the plan;
- Maintain records of disaster related expenditures and appropriate documentation;
- Protect and preserve records essential for the continuity of government; and
- Establish and maintain list of succession of key emergency personnel.

**Private Sector/Nongovernmental and Volunteer Organizations**

Nongovernmental organizations collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the local American Red Cross chapter provides relief at the local level and also provides staffing of ESF #6 – Mass Care.

Private sector organizations play a key role before, during, and after an incident. They must provide for the welfare and protection of their employees in the workplace. The Emergency Coordinator must work with businesses that provide, communications, transportation, medical care, security, and numerous other services upon which both response and recovery are dependent. Primary and support agencies coordinate with the private sector to effectively share information, form courses of action, and incorporate available resources to prevent, prepare for, respond to, and recover from disasters.

The roles, responsibilities and participation of the private sector during disaster vary based on the nature of the organization and the type and impact of the disaster. The four distinct roles of the private sector organizations are summarized below.

<b><i>Type of Organization</i></b>	<b><i>Role</i></b>
Impacted Organization or Infrastructure	Private sector organizations may be affected by direct or indirect consequences of the incident, including privately owned critical infrastructure, key resources, and those main private sector organizations that are significant to local economic recovery. Examples of privately owned infrastructure include transportation, telecommunications, private utilities, financial institutions, and hospitals.
Response Resource	Private sector organizations provide response resources (donated or compensated) during an incident—including specialized teams, equipment, and advanced technologies—through local public-private emergency plans, mutual aid agreements, or incident specific requests from local government and private sector volunteered initiatives.
Regulated and/or Responsible Party	Owners/operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring, and responding to an incident once it occurs.
Local Emergency Organization Member	Private sector organizations may serve as an active partner in local emergency preparedness and response organizations and activities, such as membership on the Local Emergency Planning Committee.

*Table No. 3 – Private Sector Roles*

Private sector organizations support emergency management by sharing information with the local government, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response and recovery activities. Private sector organizations are encouraged to develop and maintain capabilities to respond and to manage a complete spectrum of incidents and emergencies. The City of Martinsville maintains ongoing interaction with the critical infrastructure and key resources and industries to provide coordination of prevention, preparedness, and response and recovery activities. Private sector representatives should be included in planning and exercises.

## **Organization**

### **Emergency Operations Center (EOC)**

The Emergency Manager or coordinator may activate the EOC if the following conditions exist:

- There is an imminent threat to public safety or health on a large scale;
- An extensive multiagency/jurisdiction response and coordination will be required to resolve or recover from the emergency or disaster event;
- The disaster affects multiple political subdivisions within counties or cities that rely on the same resources to resolve major emergency events; and/or
- The local emergency ordinances are implemented to control the major emergency or disaster event.

When the local Emergency Operations Center (EOC) is activated, the emergency manager will coordinate with the incident commander to ensure a consistent response:

- EOC follows the Incident Command System (ICS) structure and
- The Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

- Manageable span of control (3 to 7 staff; optimum is 5);
- Personnel accountability (each person reports to only one person in the chain of command); and
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)

During an emergency, the primary EOC location located at the Fire & EMS Department has the capability to become operational in a short time, by bringing in laptop and/or desktop computers, status boards, communications equipment (i.e. portable radios, additional phone/fax lines, amateur radio communicators/equipment, cell phones, etc.) and general office equipment.

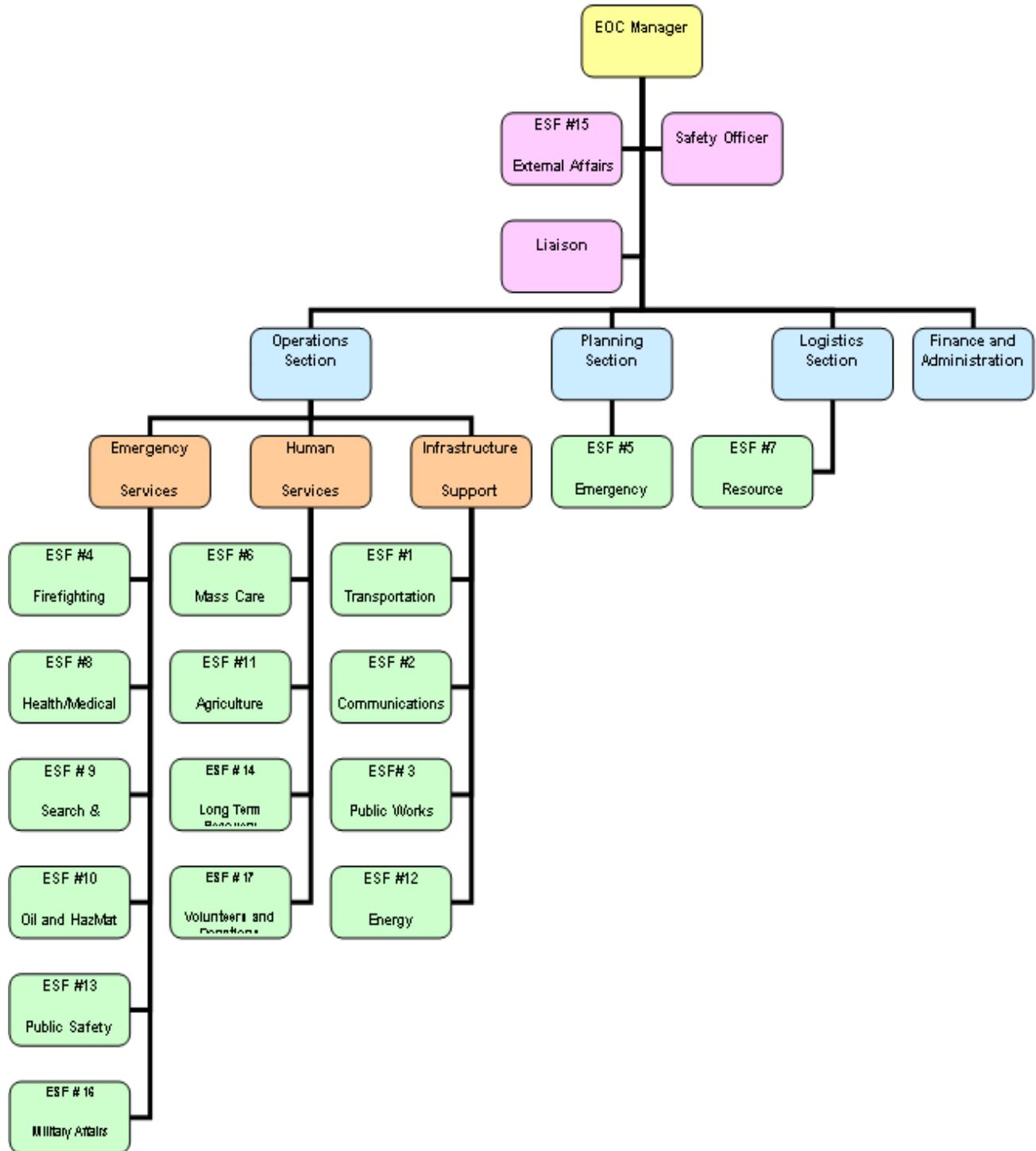
Communication, Alert and Warning will be provided to the public via the Emergency Alert System (EAS). Other systems will be used as available and appropriate.

### **Emergency Support Functions (ESFs)**

An ESF is a grouping of government and certain private-sector capabilities into an organizational structure to provide support, resources, program implementation, and emergency services that are most likely to be needed during emergencies. Operating agencies and local departments participate in the Emergency Support Functions (ESF) structure as coordinators, primary response agencies, and/or support agencies and/or as required to support incident management activities. The ESFs:

- Develop and maintain detailed plans and Standard Operating Procedures (SOPs) to support their functional requirements;
- Identify sources of emergency supplies, equipment and transportation;
- Maintain accurate records of disaster-related expenditure and documentation;
- Continue to be responsible for protection and preservation of records essential for continuity of government; and
- Establish a line of successions for key emergency personnel.

### CITY OF MARTINSVILLE EMERGENCY OPERATIONS CENTER STRUCTURE

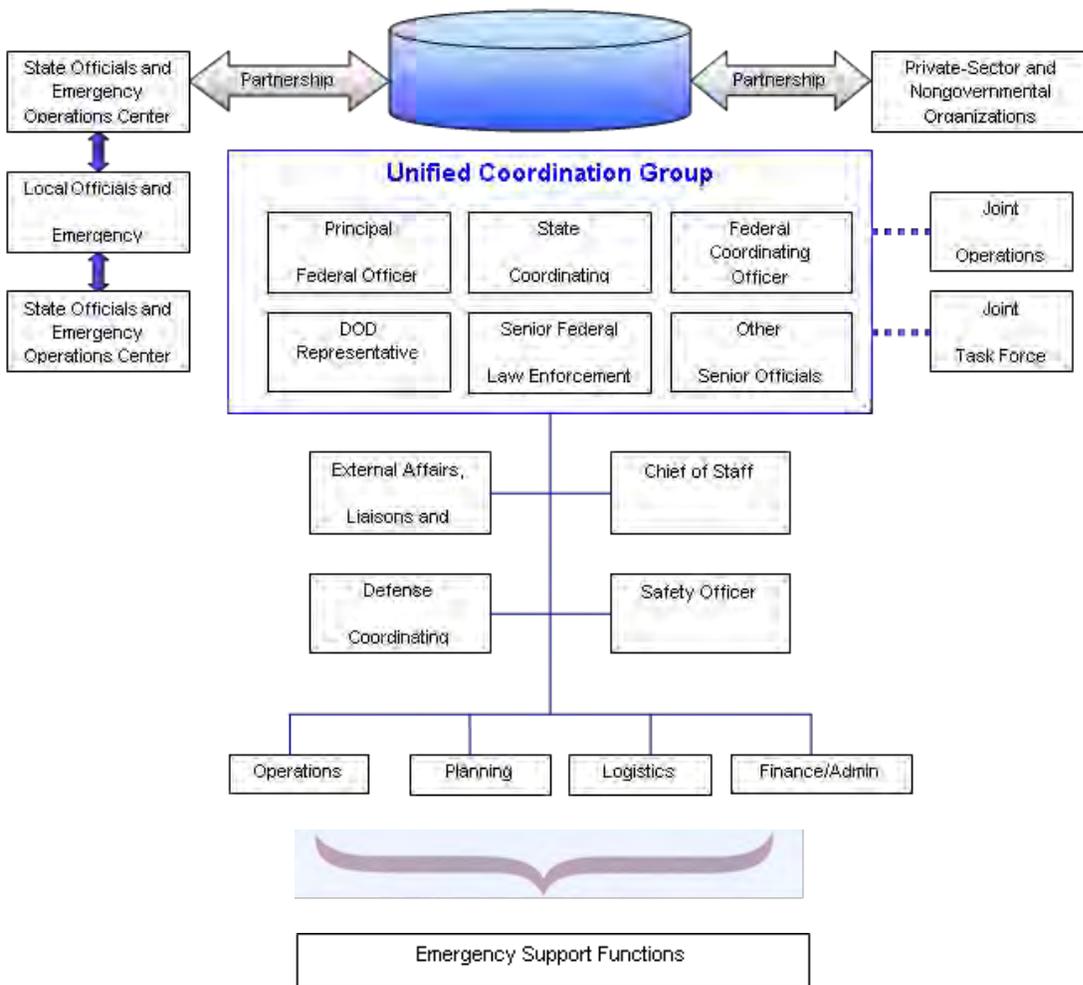


**Joint Field Office (JFO)**

The Joint Field Office (JFO) is responsible for coordinating Federal assistance supporting incident management activities locally. Activities at the JFO primarily focus on recovery operations; however, a JFO may be operating simultaneously with a local EOC during response operations.

The diagram on Page 20 represents the JFO Organizational Structure. Additional details on the programs and services coordinated from the JFO are available in Emergency Support Function #14 Annex.

**JOINT FIELD OFFICE ORGANIZATIONAL CHART**



## **IV. Finance and Administration**

The City of Martinsville Finance Department ensures the necessary management controls, budget authorities, and accounting procedures are in place to provide the necessary funding in a timely manner to conduct emergency operations, document expenditures, and maximize state and federal assistance following the disaster.

All assets (human resources and facility and equipment resources) of the community will become the purview of the City Manager of the City of Martinsville to direct in any way to respond to an emergency.

### **Concept of Operations**

- A. The Finance Department will staff the Emergency Operations Center's Finance and Administration Support Section during emergency operations. This section will work with the Emergency Support Functions (ESF) to facilitate needed purchases.
- B. The Director of Emergency Management or designee must define disaster related expenditures for the Finance Section and the appropriate length of time these disaster-related expenditures will be incurred. All disaster related expenditures must be documented in order to be eligible for post-disaster reimbursement from the Commonwealth of Virginia or Federal government. The Finance Department will implement record keeping of all incurred expenses throughout the emergency/disaster period. This office will also assist in compilation of information for the "Report of Disaster-Related Expenditures" as required.
- C. The Finance Department will work with ESF #7 - Resource Management – to track resource needs, purchases, equipment, and personnel, utilizing electronic software to the extent possible.
- D. Employees must complete times sheets, to include overtime hours worked, during disaster response and recovery operations. Copies of employee time sheets must be signed by their immediate supervisor or the EOC Manager, as appropriate.
- E. The City Manager may re-assign local government employees, as needed, to maintain continuity of government during disaster response and recovery operations.
- F. The City of Martinsville has mutual aid agreements in place with local volunteer and non-governmental agencies for use of facilities, food, equipment, etc. during disaster response and recovery operations. The City of Martinsville also participates in the Statewide Mutual Aid (SMA) Agreement, which provides for requesting goods, services, personnel, and equipment through the Virginia Emergency Operations Center. Mutual Aid Agreements are referenced in ESF #7 and are also contained in the Continuity of Operations Plan (COOP).

### **Actions**

- Develop, maintain, and disseminate budget and management procedures to ensure the prompt and efficient disbursement and accounting of funds to conduct emergency operations, as well as support and maximize claims of financial assistance from state and federal governments;
- Provide training to familiarize staff with state and federal disaster assistance requirements and forms;

- Instruct all departments to maintain a continuous inventory of supplies on hand at all times;
- Prepare to make emergency purchases of goods and services;
- Inform departments of the procedures to be followed in documenting and reporting disaster related expenditures;
- Implement emergency budget and financial management procedures to expedite the necessary purchases of goods and services to effectively address the situation;
- Track and compile accurate cost records from data submitted by departments and ESFs;
- Prepare and submit disaster assistance applications for reimbursement;
- Assist in the preparation and submission of government insurance claims;
- Work with the City Treasurer to ensure reimbursements are received and reconciled; and
- Update and revise, as necessary, human resource policies and procedures.

## **V. Plan Development and Maintenance**

Code of Virginia, §44-146.19E, requires each jurisdiction to prepare and keep current a local emergency operations plan.

Every four years, The City of Martinsville shall conduct a comprehensive review and revision of its emergency operations plan to ensure the plan remains current. The revised plan shall be adopted formally by the City Council.

Drafting an emergency plan is a community effort and relies heavily on the City of Martinsville administrators and experts to provide comprehensive guidance on hazard analysis, exercise design, evacuation planning, emergency management, mitigation, recovery, emergency preparedness, and educational awareness.

The Emergency Management Coordinator will assemble a planning team with representatives from the following groups:

- Public Works
- Water Resources
- Electric Department
- Department of Finance
- Department of Human Resources
- Department of Purchasing
- Fire & EMS
- Police Department
- Sheriff's Department
- Local Hospital,
- Red Cross
- Health Department

The Coordinator of Emergency Management will review the Emergency Operations Plan annually. The Coordinator will coordinate with each emergency resource organization and assure the development and maintenance of an appropriate emergency response capability.

It is the responsibility of the Coordinator or Emergency Management to assure that the plan is tested and exercised on a scheduled basis.

## **VI. Exercise and Training**

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Trained and knowledgeable personnel are essential for the prompt and proper execution of the City of Martinsville's Emergency Operations Plan (EOP). The Director of Emergency Services will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster or emergency situation, as well as how their role and responsibilities interface with the other response components of the City of Martinsville's EOP. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.

The Emergency Management Coordinator is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of the City of Martinsville. This program will be comprised of a general, core, functionally specific, as well as on-

going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for the City of Martinsville.

Training will be based on federal and state guidance. Instructors will be selected from City of Martinsville government officials and staff, state and federal governments, private industry, the military, and volunteer groups trained in emergency services and response. All training and exercises conducted in the City of Martinsville will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

The Emergency Management Coordinator will develop, plan, and conduct tabletop, functional and/or full scale exercises annually. These exercises will be designed to not only test the City of Martinsville EOP, but to train all appropriate officials and personnel, and to improve the overall emergency response organization and capability of the City of Martinsville. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Exercises will be conducted in accordance with the Homeland Security Exercise and Evaluation Program (HSEEP). The City of Martinsville may also participate in regional HSEEP exercises, as appropriate.

The Emergency Management Coordinator will maintain the training and exercise schedule and assure that the appropriate resources are available to complete these activities.

Following each exercise or actual event, a hot-wash and After Action Review (AAR) will take place. Strengths and areas for improvement will be identified, addressed and incorporated into an update of the EOP.

## **Appendix 1 – Glossary of Key Terms**

### **Amateur Radio Emergency Services**

A public service organization of licensed amateur radio operators who have voluntarily registered their qualifications and equipment to provide emergency communications for public service events as needed

### **American Red Cross**

A humanitarian organization led by volunteers, that provides relief to victims of disasters and helps prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

### **Command Section**

One of the five functional areas of the Incident Command System. The function of command is to direct, control, or order resources, including people and equipment, to the best possible advantage.

### **Command Post**

That location at which primary Command functions are executed; usually collocated with the Incident Base. Also referred to as the Incident Command Post.

### **Comprehensive Resource Management**

Maximizes the use of available resources, consolidates like resources and reduces the communications load on the Incident Command Operation.

### **Coordination**

The process of systemically analyzing a situation, developing relevant information, and informing appropriate personnel of viable alternatives for selection of the most effective combination of available resources to meet specific objectives.

### **Emergency**

Any occurrence, or threat, whether natural or man-made, which results or may result in substantial injury or harm to the population or substantial damage to or loss of property or natural resources and may involve governmental action beyond that authorized or contemplated by existing law because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens or the environment of the Commonwealth or clearly defined portion or portions thereof.

### **Decontamination**

The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing the Hazardous Materials/HAZMAT

### **Emergency/Disaster/Incident**

An event that demands a crisis response beyond the scope of any single line agency or service and that presents a threat to a community or larger area. An emergency is usually an event that can be controlled

within the scope of local capabilities; a major emergency or disaster usually requires resources beyond what is available locally.

### **Emergency Alert System**

A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner to warn and inform the public of needed protective actions in the event of a disaster or emergency situation.

### **Emergency Operations Center**

A facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

### **Emergency Operations Plan**

A document which provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

### **Emergency Management**

The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural or manmade disasters. These functions include fire-fighting, police, medical and health, rescue, warning, engineering, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.

### **Emergency Support Function**

A functional area of response activity established to facilitate the delivery of Federal assistance required during the immediate response phase of a disaster to save lives, protect property and public health and maintain public safety.

### **Exercise**

An activity designed to promote emergency preparedness; test or evaluate emergency operations plans, procedures, or facilities; train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises: tabletop, functional, and full scale.

### **Evacuation**

Assisting people to move from the path or threat of a disaster to an area of relative safety.

### **Federal Disaster Assistance**

Aid to disaster victims and/or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of (PL 93-288).

## **Geographic Information System**

A computer system capable of assembling, storing, manipulating, and displaying geographically referenced information, i.e.-data identified according to their locations.

## **Hazardous Materials**

Substances or materials which may pose unreasonable risks to health, safety, property, or the environment when used, transported, stored or disposed of, which may include materials which are solid, liquid, or gas. Hazardous materials may include toxic substances, flammable and ignitable materials, explosives, or corrosive materials, and radioactive materials.

## **Hazardous Materials Emergency Response Plan**

The plan was developed in response to the requirements of Section 303 (a) of the Emergency Planning and Community Right-to-Know Act (Title III) of Superfund Amendments and Reauthorization Act of 1986. It is intended to be a tool for our community's use in recognizing the risks of a hazardous materials release, in evaluating our preparedness for such an event, and in planning our response and recovery actions. This plan is separate from the county's Emergency Operations Plan.

## **Incident Command System**

A model for disaster response that uses common terminology, modular organization, integrated communications, unified command structure, action planning, manageable span or control, pre-designed facilities, and comprehensive resource management. In ICS there are five functional elements: Command, Operations, Logistics, Planning and Finance/Administration.

## **Incident Commander**

The individual responsible for the management of all incident operations.

## **Initial Damage Assessment Report**

A report that provides information regarding overall damage to public and private property, thereby providing a basis for emergency declaration and/or disaster assistance.

## **Integrated Communications Plan**

This plan coordinates the use of available communications means and establishes frequency assignments for certain functions.

## **Local Emergency**

The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent, or alleviate loss of life, property damage, or hardship. Only the Governor, upon petition of a local governing body, may declare a local emergency arising wholly or substantially out of a resource shortage when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.

## **Local Emergency Planning Committee**

Appointed representatives of local government, private industry, business, environmental groups, and emergency response organizations responsible for ensuring that the hazardous materials planning

requirements of the Superfund Amendments and Reauthorization Act of 1986 (SARA Title III) are complied with.

### **Mitigation**

Activities that actually eliminate or reduce the chance occurrence or the effects of a disaster. Examples of mitigation measures include, but are not limited to, the development of zoning laws and land use ordinances, State building code provisions, regulations and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes and regulations.

### **Mobile Crisis Unit**

A field response team staffed and operated by mental health professionals specially trained in crisis intervention. The Mobile Crisis Unit is available to provide on-scene crisis intervention to incident victims and to follow up work with victims and formal Critical Incident Stress Debriefings for service providers after the incident has been brought under control.

### **Mutual Aid Agreement**

A written agreement between agencies and/or jurisdictions in which they agree to assist one another, upon request, by furnishing personnel and/or equipment in an emergency situation.

### **National Response Framework**

Is a guide to how the Nation conducts all-hazard response. It is built upon scalable, flexible and adaptable coordinating structures to align key roles and responsibilities across the nation.

### **National Weather Service**

The federal agency which provides localized weather information to the population, and during a weather-related emergency, to state and local emergency management officials.

### **Preparedness**

The development of plans to ensure the most effective, efficient response to a disaster or emergency. Preparedness activities are designed to help save lives and minimize damage by preparing people to respond appropriately when an emergency is imminent. Preparedness also includes establishing training, exercises and resources necessary to achieve readiness for all hazards, including Weapons of Mass destruction incidents.

### **Presidential Declaration**

A presidential declaration frees up various sources of assistance from the Federal government based on the nature of the request from the governor.

### **Primary Agency**

While several County departments will be performing varied and critical tasks during a disaster, in most cases only one agency will be considered the ‘primary agency.’ The primary agency shall be responsible for detailed planning, testing, and evaluation of their respective emergency support function. The Department Director of the primary agency shall serve as the principle advisor to the County Executive during the response and recovery phase. In addition, the Department Director or the primary agency must assure that essential operations of his/her agency will continue, unless otherwise directed by the County Executive or his/her designee.

### **Regional Information Coordination Center**

The center facilitates communications and coordination among local, state, and federal government authorities to ensure an effective and timely response to regional emergencies and incidents, including coordination of decision-making regarding events such as closings, early release of employees, evacuation, transportation decisions, health response, etc.

### **Situation Report**

A form which, when completed at the end of each day of local Emergency Operations Center operations, will provide the County with an official daily summary of the status of an emergency and of the local emergency response. A copy should be submitted to the State EOC via fax or submitted through the Virginia Department of Emergency Management website.

### **Span of Control**

As defined in the Incident Command System, Span of Control is the number of subordinates one supervisor can manage effectively. Guidelines for the desirable span of control recommend three to seven persons. The optimal number of subordinates is five for one supervisor.

### **State of Emergency**

The condition declared by the Governor when, in his judgment, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.

### **Superfund Amendments and Reauthorization Act of 1986**

Established Federal regulations for the handling of hazardous materials.

### **Unified Command**

Shared responsibility for overall incident management as a result of a multi-jurisdictional or multi-agency incident. In the event of conflicting priorities or goals, or where resources are scarce, there must be a clear line of authority for decision-making. Agencies contribute to unified command by determining overall goals and objectives, jointly planning for tactical activities, conducting integrated tactical operations and maximizing the use of all assigned resources.

### **Weapons of Mass Destruction**

Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or mine or device similar to the above; poison gas; weapon involving a disease organism; or weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a as referenced in 18 USC 921).

## **Appendix 2 – List of Acronyms**

APHIS	Animal and Plant Health Inspection Service
CERT	Community Emergency Response Team
CFO	Chief Financial Officer
CR	Community Relations
DSCO	Deputy State Coordinating Officer
DHS	Department of Homeland Security
DRC	Disaster Recovery Center
DMME	Department of Mines, Minerals, and Energy
DRM	Disaster Recovery Manager
EAS	Emergency Alert System
EOC	Emergency Operations Center
ESF	Emergency Support Function
EPA	Environmental Protection Agency
ERT-A	Emergency Response Team – Advance Element
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FEMA	Federal Emergency Management Agency
ICS	Incident Command System
JIC	Joint Information Center
JFO	Joint Field Office
MACC	Multi-agency Command Center

MOA	Memorandum of Agreement
MOU	Memorandum of Understanding
NAWAS	National Warning System
NCR	National Capital Region
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRP	National Response Plan
NWS	National Weather Service
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
POC	Point of Contact
RACES	Radio Amateur Civil Emergency Services
SAR	Search and Rescue
SCC	State Corporation Commission
SOP	Standard Operating Procedures
USACE	U.S. Army Corps of Engineers
USCG	U.S. Coast Guard
USDA	U.S. Department of Agriculture
VOAD	Voluntary Organizations Active in Disaster
WAWAS	Washington Area Warning System

WMD            Weapons of Mass Destruction

## **Appendix 3 – Authorities and References**

### **Federal**

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security
5. Comprehensive Preparedness Guide 101, Interim Version, August 1, 2008

### **State**

1. Commonwealth of Virginia Emergency Services and Disaster Law of 2006, as amended.
2. The Commonwealth of Virginia Emergency Operations Plan, December 2007

### **Local**

1. West Piedmont Multi-Jurisdictional Hazard Mitigation Plan
2. The City of Martinsville Comprehensive Plan

## Appendix 4 – Matrix of Responsibilities

Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF # 4 Fire Fighting	ESF # 5 Emergency Management	ESF # 6 Mass Care	ESF # 7 Resource Support	ESF # 8 Health & Medical	ESF # 9 Search & Rescue	ESF # 10 Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Public Safety	ESF # 14 Long-Term Recovery	ESF # 15 External Affairs	ESF # 16 Military Affairs	ESF # 17 Volunteers & Donations
Emergency Management	P	P	S	S	P	P	P	S	S	S		S	S	P	S	S	S
Fire & EMS			S	P	S	S		P	P	P	S		S		S		
Law Enforcement	S	S	S	S	S	S	P	S	P	S	S	S	P		P	S	
Public Works	S		P	S	S	S		S		S		S					
Building Inspection			P		S							S		S			
Planning and Zoning			S		S									S			
Parks and Rec.			S														
American Red Cross			S		S	P					S			S			
Information Technology		P			S												
Social Services					S	P					S			S			
Logistics					S												
Finance					S												
Health Department						S		P									S
Transportation	P		S			S	S						S				
Schools	S	S				S									S		
Water Resources			S														
City Attorney			S		S									S			
Public Information		S			P	S								S			S
VVOAD						S					S			S	S		S
Extension Service						S					P						

Hospital																		
Agency	ESF # 1 Transportation	ESF # 2 Communications	ESF # 3 Public Works	ESF # 4 Fire Fighting	ESF # 5 Emergency Management	ESF # 6 Mass Care	ESF # 7 Resource Support	ESF # 8 Health & Medical	ESF # 9 Search & Rescue	ESF # 10 Hazardous Materials	ESF # 11 Agriculture & Natural Resources	ESF # 12 Energy	ESF # 13 Public Safety	ESF # 14 Long-Term Recovery	ESF # 15 External Affairs	ESF # 16 Military Affairs	ESF # 17 Volunteers & Donations	
E-911		P				S	S						S					
Animal Control						S					P							
Private Sector	S					S												
Amateur Radio		S																
Utility Providers		S	P			S						P						
Virginia DEQ			S							P	S							
VA DOF			S	S														
VDEM							S			P								
Civil Air Patrol								S										
VDACS											S							
VA DGIF											S							
VVMA											S							

P = Primary

S = Support

## Appendix 5 – Succession of Authority

Continuity of emergency operations is critical to the successful execution of emergency operations. Therefore, the following lines of succession are specified in anticipation of any contingency, which might result in the unavailability of the ranking member of the administrative hierarchy. The decision-making authority for each organization or service function is listed in the table below by position in decreasing order.

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> <li>1. Director of Emergency Management</li> <li>2. Deputy Director of Emergency Management</li> <li>3. Coordinator of Emergency Management</li> <li>4. Deputy Coordinator of Emergency Management</li> </ol>
Emergency Public Information	<ol style="list-style-type: none"> <li>1. Director of Emergency Management</li> <li>2. Deputy Director of Emergency Management</li> <li>3. Coordinator of Emergency Management</li> <li>4. <i>(the task of Public Information will be delegated to the Senior Ranking Official in the Primary Response Agency or Department)</i></li> </ol>
Police Department	<ol style="list-style-type: none"> <li>1. Chief</li> <li>2. Deputy Chief</li> <li>3. Captain</li> <li>4. Shift Lieutenant</li> <li>5. Shift Sergeant</li> </ol>
Sheriff's Office	<ol style="list-style-type: none"> <li>1. Sheriff</li> <li>2. Major</li> <li>3. Lieutenant</li> </ol>
Fire & EMS Department	<ol style="list-style-type: none"> <li>1. Fire Chief</li> <li>2. Deputy Chief</li> <li>3. Assistant Fire Chief</li> <li>4. Captain</li> </ol>
School Division	<ol style="list-style-type: none"> <li>1. Superintendent</li> <li>2. Asst. Superintendent of Instruction</li> <li>3. Executive Dir. Of Administrative Services</li> <li>4. Executive Dir. of Special Education and Student Services</li> <li>5. Dir. of School Safety/Emergency Mgt.</li> </ol>
Public Works	<ol style="list-style-type: none"> <li>1. Director of Public Works</li> <li>2. Assistant Director</li> </ol>
Building Inspections	<ol style="list-style-type: none"> <li>1. Building Official</li> <li>2. Building Inspector</li> <li>3. Technical Specialist</li> </ol>
Public Works/Utilities	<ol style="list-style-type: none"> <li>1. Director</li> <li>2. Assistant Director</li> </ol>

Health Department	<ol style="list-style-type: none"><li>1. District Health Director</li><li>2. Nursing Supervisor Senior</li><li>3. Business Manager</li></ol>
VPI Extension Service	<ol style="list-style-type: none"><li>1. Unit Director</li><li>2. Extension Agent</li><li>3. Senior Secretary</li></ol>
Social Services	<ol style="list-style-type: none"><li>1. Director</li><li>2. Social Work Supervisor</li><li>3. Eligibility Supervisor</li></ol>

## **Appendix 6 – Emergency Operations Plan Distribution List (Electronic Distribution)**

Director of Emergency Management

Deputy Director of Emergency Management

Coordinator of Emergency Management

Deputy Coordinator of Emergency Management

Police Department (2)

Department of Fire and Rescue

Water Resources Director

Public Works Services

Electric Department

Community Development

Director of Leisure Services

Director of Social Services

Assistant City Manager

Unit Director - Extension Service

Health Department

City Attorney

Dispatch Center

City Council

Public School System

Public Information Office

Police Department

Sheriff

## **Appendix 7 – Continuity of Government**

### **Court Records**

The preservation of essential records for the locality is the responsibility of the Clerk of the Circuit Court. All essential records are to be stored in the records vault located in the Office of the Clerk of the Circuit Court. These records include the following:

Real Estate Records\*

Criminal Records

Wills

Civil Records

Chancery Records

Marriage Licenses

The evacuation of records in the event of an emergency will be accomplished only by approval of the Clerk of the Circuit Court. The loading and transportation of these records is the responsibility of the Sheriff's Department.

**\* A microfilm copy of all real estate records for the locality is stored in the Archives, State Library, Richmond, Virginia.**

### **Agencies/Organizations**

Each agency/organization within the structure of local government should establish its own records protection program. Those records deemed essential for continuing government functions should be identified and procedures should be established for their protection, such as duplicate copies in a separate location and/or the use of safe and secure storage facilities. Provisions should be made for the continued operations of automated data processing systems and records.

## Appendix 8 – NIMS Resolution



### RESOLUTION

#### ESTABLISHING NIMS AS THE CITY STANDARD FOR INCIDENT MANAGEMENT

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

WHEREAS, the collective input and guidance from all Federal, State, and local homeland security partners has been, and will continue to be, vital to the development, effective implementation and utilization of a comprehensive NIMS; and

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

WHEREAS, to facilitate the most efficient and effective incident management it is critical that Federal, State, and local organizations utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training, and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters; and

WHEREAS, the NIMS standardized procedures for managing personnel, communications, facilities and resources will improve the city's ability to utilize federal funding to enhance local agency readiness, maintain first responder safety, and streamline incident management processes, and

WHEREAS, the Incident Command System components of NIMS are already an integral part of various city/county incident management activities, including current emergency management training programs; and

WHEREAS, the National Commission on Terrorist Attacks (9-11 Commission) recommended adoption of a standardized Incident Command System; now, therefore

BE IT RESOLVED by the City Council of the City of Martinsville, Virginia, in regular session assembled July 22, 2014 that the National Incident Management System (NIMS) is established as the City standard for incident management.

\*\*\*\*\*

Attest: Brenda Prillaman  
Brenda Prillaman, Clerk of Council

July 22, 2014  
Date Adopted

## **Appendix 9 – Sample Resolution of Adoption of EOP**

### **RESOLUTION**

**WHEREAS**, there exist many dangers of many types, including man-made disasters, natural disasters, and possible hostile actions of an unknown enemy; and

**WHEREAS**, the safety and protection of the citizens and property is of foremost concern to the City Council of the City of Martinsville, Virginia; and

**WHEREAS**, the City Council desires and the Commonwealth of Virginia statutes require the adoption of appropriate planned protective measures and

**WHEREAS**, by Resolution adopted on April 13, 2004, City Council adopted the current City of Martinsville Basic Emergency Operations Plan and now it has become necessary to update said plan; now, therefore,

**BE IT RESOLVED** by the Council of the City of Martinsville, Virginia, in regular session assembled September 28, 2010, that said Council does hereby adopt the updated City of Martinsville Basic Emergency Operations Plan.

## Appendix 10 – Sample Declaration of Local Emergency

WHEREAS, the Director of Emergency Management of the City of Martinsville does/did hereby find:

1. That due to \_\_\_\_\_ (Specify Event) the City of Martinsville is facing/faced dangerous conditions;

2. That due to the \_\_\_\_\_ (Specify Event) \_\_\_\_\_, a condition of extreme peril to life and property necessitates/necessitated the proclamation of the existence of a local emergency;

**NOW, THEREFORE, IT IS HEREBY PROCLAIMED** that an emergency does now/or did exists throughout the City of Martinsville; and

**IT IS FURTHER PROCLAIMED AND ORDERED** that during the existence of said emergency, the powers, functions, and duties of the Emergency Management Organization of City/County shall be/were those prescribed by State Law and the Ordinances, Resolutions, and approved plans of the City of Martinsville in order to mitigate the effects of said emergency.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor City of Martinsville  
Commonwealth of Virginia

Attest: \_\_\_\_\_

Clerk, City Council

Martinsville

Commonwealth of Virginia

## **Emergency Support Function # 1 – Transportation**

### **ESF Coordinator:**

Martinsville City Manager

### **Primary Agencies:**

Martinsville Emergency Management

City of Martinsville Public Works

### **Secondary Agencies:**

City of Martinsville Police Department

The Piedmont Area Regional Transit system

City of Martinsville Public Schools

Virginia Department of Transportation (VDOT))

Private Contractors

### **Purpose:**

Transportation assists local, federal, and state government entities and voluntary organizations requiring transportation capacity to perform response missions following a disaster or emergency. Emergency Support Function #1 will also serve as a coordination point between response operations and restoration of the transportation infrastructure.

### **Scope:**

ESF #1 will:

- Coordinate evacuation transportation as its first priority during disaster operations;
- Prioritize and allocate all local government transportation resources;

- Facilitate movement of the public in coordination with other transportation agencies;
- Facilitate damage assessments to establish priorities and determine needs of available transportation resources
- Maintain ingress/egress;
- Provide traffic control;
- Communicate and coordinate with City of Martinsville Emergency Management; and
- Coordinate with surrounding localities and private organizations to ensure that potential resources are available during disaster operations.

## **Policies:**

Local transportation planning will use the most effective means of transportation to carry out the necessary duties during an incident, including, but not limited to:

- Use of available transportation resources to respond to an incident;
- Provide traffic control;
- Facilitate the prompt deployment of resources;
- Recognize State and Federal policies, regulations, and priorities used to control movement of relief personnel, equipment, and supplies;
- Develop and maintain priorities for various incidents through an interagency process led by City of Martinsville Public Works and the Virginia Department of Transportation.
- Request additional resources
- 

## **Concept of Operations:**

### **General:**

The Emergency Operations Plan (EOP) provides guidance for managing the use of transportation services and request for relief and recovery resources.

Access routes should remain clear to permit a sustained flow of emergency relief.

All requests for transportation support will be submitted to the City of Martinsville Emergency Operations Center (EOC) for coordination, validation, and/or action in accordance with this Emergency Support Function.

### **Organization:**

Martinsville City, in conjunction with the Martinsville City of Public Works, is responsible for transportation infrastructure of Martinsville City. Martinsville City and Public Works are responsible for coordinating

resources needed to restore and maintain transportation routes necessary to protect lives and property during and emergency or disaster.

Public Works, in conjunction with support agencies, will assess the condition of highways, bridges, signals, rail and bus transit and other components of the transportation infrastructure and where appropriate:

- Provide information on road closures, alternate routes, infrastructure damage, debris removal;
- Close infrastructure determined to be unsafe;
- Post signage and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.
- Public Works employees receive training in hazard communications, agency portable fire extinguishers, and first aid. A separate listing of employees who have received training in the identified areas is on file in the Office of Emergency Management and Public Works Residency Office.

### **Responsibilities:**

- Develop, maintain, and update plans and procedures for use during an emergency or disaster;
- The personnel will stay up to date with education and training that is required for a safe and efficient response to an incident;
- Alert the City of Martinsville, and local primary agency representative of possible incident, and begin preparations for mobilization of resources;
- Keep record of all expenses through the duration of the emergency;
- Follow emergency procedures and policies for conducting evacuations;
- Include procedures for traffic control;
- Identify pre-designated Pick-Up Sites, if any; and
- Identify viable transportation routes, to, from and within the emergency or disaster area.

## Tab 1 to Emergency Support Function #1

### Transportation Resources

Resource	Organizer	Address	Contact	Phone Number
Cones	<b>Public Works</b>	<b>300 Fishel Street Martinsville, V.A. 24112</b>	<b>Eddie Frazier</b>	276-403-5408 After 5 p.m. or weekends 276-252-7688
Confines Space Monitor	<b>Public Works</b>	<b>300 Fishel Street Martinsville, V.A. 24112</b>	<b>Eddie Frazier</b>	276-403-5408 After 5 p.m. or weekends 276-252-7688
Earth Moving Equipment	<b>Public works</b>	<b>300 Fishel Street Martinsville, V.A. 24112</b>	<b>Jeff Joyce</b>	276-403-5405 After 5 p.m. or weekends 276-252-7687
Heavy Equipment	<b>Public Works</b>	<b>300 Fishel Street Martinsville, V.A. 24112</b>	<b>Jeff Joyce</b>	276-403-5405 After 5 p.m. or weekends 276-252-7687
Buses	<b>Martinsville City</b>	<b>64 Fayette Street Martinsville, V.A. 24112</b>	<b>Amanda Spangler</b>	276-632-3441 After 5 p.m. or weekends 276-732-1141 or 629-5751

Wrecker Service	<a href="#">Laurel Park Tire And Auto Parts</a>	<b>5961 A L Philpott Hwy Martinsville, V.A. 24112</b>	<b>Department</b>	<a href="#">276-632-9388</a>
	<a href="#">L &amp; R Wrecker Service</a>	<b>1205 Virginia Ave Martinsville, V.A. 24112</b>	<b>Department</b>	<a href="#">276-638-6386</a>
	<a href="#">Brown's Towing Service</a>	<b>1410 Chatham Hgts Martinsville, V.A. 24112</b>	<b>Department</b>	<a href="#">276-632-4016</a>
	<a href="#">Harbour Garage &amp; Towing</a>	<b>115 Dye Plant Rd Martinsville, V.A. 24112</b>	<b>Department</b>	<a href="#">276-632 -2580</a>
	<a href="#">Jim Mills Collision Center</a>	<b>70 Evening Star Ln Martinsville, VA 24112</b>	<b>Department</b>	<a href="#">276-956-1212</a>
Local Government Vehicles	<b>Martinsville City</b>	1000 Fishel Street Martinsville, V.A. 24112	Lane Shively	<a href="#">276-252-7767</a>

## **Emergency Support Function # 2 – Communications**

### **ESF Coordinator:**

Martinsville City Manager

### **Primary Agencies:**

City of Martinsville Emergency Management

Martinsville-Henry County Communications Center

Information Technology Department

Century Link

### **Secondary Agencies:**

Martinsville City Police Department

Henry County Sheriff Department

Radio Amateur Civil Emergency Services (RACES)

## **Introduction**

### **Purpose:**

Communications supports public safety and other county agencies by maintaining continuity of information and telecommunication equipment and other technical resources. ESF #2 uses available communication resources to respond to an incident by:

- Alerting and warning the community of a threatened or actual emergency;
- Continuing to communicate with the community through a variety of media to inform of protective actions; and
- Provide guidance, when appropriate, to help save lives and protect property;

This ESF describes the locality's emergency communications/notification and warning system. The locality will coordinate with the Virginia Emergency Operations Center (VEOC) should additional assistance and resources be required.

### **Scope:**

ESF # 2 works to accurately and efficiently transfer information during an incident. ESF #2 also:

- Informs the community of a threatened or actual emergency;
- Ensures the City of Martinsville has the ability to notify the community of a disaster or emergency;
- Provides for the technology associated with the representation, transfer, interpretation, and processing of data among people, places, and machine; and supports the City of Martinsville with the restoration, emission or reception of signs, signals, writing images, and sounds or intelligence of any nature by wire, radio, optical, or other electromagnetic systems.

### **Policies:**

The following policies are reviewed and revised as necessary:

- The Emergency Communications Center (ECC) operates 24 hours a day, 7 days a week and serves as the 911 center and the locality's warning point.
- The ECC is accessible to authorized personnel only;
- The ECC staff will consist of the Coordinator, Deputy Coordinator of Emergency Management and key department heads or their designated representatives.
- Support personnel to assist with communications, logistics, and administration will also be designated. The Director of Emergency Management will be available for decision making as required, and
- The ECC will initiate notification and warning of appropriate personnel.

## **Concept of Operations**

### **General:**

The Martinsville-Henry County Communications Center (ECC) is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disasters. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and Standard Operating Procedures (SOP).

Current ECC staffing includes four dispatchers on duty at all times, with four more office personnel certified as backup. The ECC operates on Narrow band frequency with a UHF backup link for repeaters. The ECC is an Emergency Medical Dispatch (EMD) for all fire, rescue and police.

The ECC is accessible to authorized personnel only. The ECC is most often the first point of contact for the general public.

The ECC has the capability to access the Emergency Alert System (EAS) to deliver warnings to the public. Use of all available forms of warning and notification will not provide sufficient warning to the general public and special needs population.

The telephone companies will ensure that communications essential to emergency services are maintained. During a major disaster, additional telephone lines may be installed in the Emergency Operations Center (EOC) to coordinate emergency operations. At least one phone with a special publicized number will be reserved for “rumor control” to handle citizen inquiries. The Coordinator of Emergency Management will coordinate with the telephone company to provide these services.

Amateur radio operators may provide emergency backup radio communications between the county’s Emergency Operations Center (EOC) and the Virginia Emergency Operations Center (VEOC), should normal communications be disrupted. They may also provide communications with some in-field operators.

It is important that while communicating, standard or common terminology is used so multiple agencies are better able to interact and understand each other.

Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio, television, use of mobile public address systems, and, if necessary, door-to-door within the affected community. The Martinsville City Manager will develop and provide public information announcements

and publications regarding evacuation procedures to include recommended primary and alternate evacuation routes, designated assembly points for those without transportation, rest areas and service facilities along evacuation routes, if appropriate, as well as potential health hazards associated with the risk.

### **Emergency Weather Alerts**

The City is currently installing eight community alert sirens for the purpose of Tornado Warnings. When the National Weather Service issues a Tornado Warning these sirens will sound for 3 minutes. Citizens should immediately take protective action to seek shelter and monitor conditions. The system will also be capable of providing warnings for other types of emergencies using social media, text messaging, and emails.

Emergency Public Information regarding potential secondary hazards (i.e. landslides from flooding) and protective actions, such as shelter-in-place, and other information as determined by the event, will also be disseminated via radio and television.

### **Organization:**

The Martinsville-Henry County Communications Center, The Coordinator of Emergency Management will assure the development and maintenance of SOPs on the part of each major emergency support function. Generally, each designated agency should:

- Maintain current notification rosters;
- Designate and staff an official emergency control center;
- Designate and EOC;
- Establish procedures for reporting emergency information;
- Develop mutual aid agreements with like agencies in adjacent localities; and
- Provide ongoing training to maintain emergency response capabilities.

When an emergency threatens, available time will be used to implement increased readiness measures as listed in each emergency support function annex to this plan. The Coordinator of Emergency Management will assure that all actions are completed as scheduled.

The Martinsville City Manager will represent and advise the Incident Commander on all public information. This includes rumors that are circulating the area, what local media are reporting, as well as warnings and emergency public information.

The Martinsville-Henry County Communications Center is heavily dependent of the commercial telephone network. The telephone system is vulnerable to the effects of emergencies and disasters and to possible system overload due to increased usage. Technical failure or damage loss of telecommunications equipment could hamper communications or the ability to communicate with emergency personnel and the public throughout the locality. Mutual aid repeaters in contiguous jurisdictions may not be available or may not be able to provide sufficient coverage or channel loading to compensate for technical failure or damage to telecommunications resources in the locality during an emergency.

Amateur radio operators and other non-governmental volunteer groups used to assist with emergency radio communications support will be under the authority of the Director of Emergency Management or the Coordinator of Emergency Management, or the Information Technology Department. The amateur radio and other non-governmental volunteer operators will be required to actively participate in regular training and exercises established by the Office of Emergency Management and the Information Technology Department.

### **Actions/Responsibilities:**

- Initiate notification and warning of appropriate personnel, utilizing landline telephones, voice or data—2 way radio, and wireless telecommunications devices, as required;
- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, non-governmental and private sector agencies required for mission support;
- Emergency Services vehicles equipped with public address system may be used to warn the general public;
- The Coordinator of Emergency Management or designee must authorize the use of the Emergency Alert System;
- Emergency warning may originate at the federal, state, or local level of government. Timely warning required dissemination to the public by all available means:
- Emergency Communications Center
- Emergency Alert System
- Local radio and television stations
- NOAA Weather Radio—National Weather Service

- Mobile public address system (bullhorns or loudspeakers)
- Telephone
- General broadcast over all available radio frequencies
- Newspapers
- Amateur Radio volunteers
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls;
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor;
- Provide additional staffing in the EOC to assist with communications functions;
- Develop and maintain an emergency communications program and plan;
- Develop and maintain a list of bilingual personnel;
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster; and
- Maintain records of cost and expenditures and forward them to the Finance Section Chief.

## **Tab 1 to Emergency Support Function #2**

### **EMERGENCY NOTIFICATION PROCEDURES**

Until the EOC is activated, the Martinsville-Henry County Communications Center will notify the following officials upon receipt of a severe weather warning, other impending emergency, or when directed by an on-scene incident commander:

<b>Official</b>	<b>Home Phone</b>	<b>Work Phone</b>
<b>Director of Emergency Management</b>	<b>276-632-6809</b>	<b>276-403-5155</b>
<b>Coordinator of Emergency Management</b>	<b>276-632-3888</b>	<b>276-403-5283</b>
<b>Police Chief</b>	<b>276-226-6561</b>	<b>276-403-5310</b>
<b>Fire Chief</b>	<b>276-638-3524</b>	<b>276-403-5201</b>

*Table 2.1 – Emergency Notification Procedures*

Once operational, the local Emergency Operations Center will receive messages directly from the VEOC. It is then the responsibility of the Communications Center of the locality to monitor message traffic and ensure that messages reach the Director of Emergency Management or his designee.

A full listing of contact numbers is maintained in the Communications Center.

**Tab 2 to Emergency Support Function #2**  
**EMERGENCY NOTIFICATION PROCEDURES**  
**Media Contact**  
(Partial Listing)

<b>Newspaper</b>	<b>Contact</b>	<b>Phone Number(s)</b>
<b>Martinsville Bulletin Martinsville, VA</b>	<b>Editor</b>	<b>(276) 638-8801</b> <b>Fax: (276) 638-4153</b>
<b>Greensboro News &amp; Record Greensboro, NC</b>	<b>Editor</b>	<b>(336) 373-1000</b> <b>Fax: (336) 373-7043</b>
<b><u>Roanoke Times &amp; World News</u> Roanoke, VA</b>	<b>Editor</b>	<b>(540) 981-3100</b> <b>Fax: (540) 981-3346</b>
<b>Radio Stations</b>	<b>Contact</b>	<b>Phone Numbers</b>
<b>WMVA – AM (1450 AM)</b>	<b>Station</b>	<b>(276) 632-2152</b> <b>Fax: (276) 632-4500</b>
<b>WHEE (1370 AM )</b>	<b>Station</b>	<b>(276) 632-9811</b> <b>Fax: 632-9813</b>
<b>WZBB (99.9 FM)</b>	<b>Station</b>	<b>(276) 629-9999</b> <b>Fax: (276) 629-8399</b>
<b>TV Stations</b>	<b>Contact</b>	<b>Phone Number(s)</b>
<b>WSLS, Channel 10, Roanoke</b>	<b>Station</b>	<b>(540) 981-9110</b> <b>Fax: (540)343-2059</b>
<b>WDBJ, Channel 7, Roanoke</b>	<b>Station</b>	<b>(540) 344-7000</b> <b>Fax: (540) 343-7269</b>

<b>WSET, Channel 13, Lynchburg</b>	<b>Station</b>	<b>(434) 528-1313</b> <b>Fax: (434) 847-8800</b>
<b>WXII, Channel 12, Greensboro</b>	<b>Station</b>	<b>(336) 275-1132</b> <b>Fax: (800) 476-8253</b>
<b>Cable 22, Martinsville Government</b>	<b>Station</b>	<b>(276) 403-5386</b> <b>Fax: (276) 403-5387</b>
<b>Cable 18, Martinsville</b>	<b>Station</b>	<b>(276) 656-3900</b> <b>Fax: (276) 656-3001</b>
<b>WFMY, Channel 2, Greensboro</b>	<b>Station</b> <b>Fax:</b>	<b>(336) 379-0053</b> <b>(336) 230-0971</b>

## Tab 3 to Emergency Support Function #2 Available Methods of Communication

Equipment	Organization and Address	Contact	E-mail	Phone
Dispatching Center	Martinsville/ Henry County E-911	E-911 Coordinator	v.powell@co.henry.va.us	(276)632-7677
Amateur Radios	Martinsville/ Henry County E-911	E-911 Coordinator	v.powell@co.henry.va.us	(276)632-7677

## **Emergency Support Function # 3 – Public Works**

### **ESF Coordinator:**

Director of Public Works

### **Primary Agencies:**

City of Martinsville Public Works Department

City of Martinsville Electric Department

City of Martinsville Building Inspections Department

City of Martinsville Emergency Management

### **Secondary/Support Agencies:**

City of Martinsville Parks and Recreation Department

City of Martinsville Water Resources Department

City of Martinsville Fire and EMS Department

City of Martinsville Law Enforcement

City of Martinsville Attorney

American Red Cross

Virginia Department of Transportation

Virginia Department of Health

VDEH

Virginia Department of Environmental Quality

### **Introduction:**

ESF #3 addresses the public works infrastructure within The City of Martinsville following an emergency or disaster. Functions such as maintenance, inspections, buildings and grounds, debris removal, and facilities management will be addressed in this ESF. ESF # 3 coordinates with the Damage Assessment Team, as described in the Damage Assessment Support Annex.

## **Purpose:**

The purpose of ESF #3 is to:

- Assess the overall damage to the community after a disaster; and
- Assist with the recovery.

## **Scope:**

The scope of work includes the following, but is not limited to:

- Pre-incident assessment and mitigation, if necessary;
- Assess extent of damage;
- Repair and maintenance;
- Debris removal;
- Provide maintenance of the buildings and grounds and engineering-related support; and
- Clear roadways.

## **Policies:**

- Personnel will stay up to date with procedures through training and education;
- The Department of Public Works will develop work priorities in conjunction with other agencies when necessary;
- Local authorities may obtain required waivers and clearances related to ESF #3 support; and
- Acquiring outside assistance with repairs to the facility that are beyond the capability of the community.

## **Concept of Operations**

### **General:**

Following a disaster, City of Martinsville Officials will:

- Determine if buildings are safe or need to be closed;
- Coordinate with other ESFs if there is damage to utilities or water or plumbing system;
- Clear debris;
- Coordinate with law enforcement to secure damaged buildings adjacent areas that may be unsafe;
- Coordinate with state and federal preliminary damage assessment teams; and
- Coordinate with insurance companies

## **Organization:**

In the City of Martinsville, the Public Works Department and the Electric Department handle the public works function. These departments will be assisted by, and work in conjunction with, a variety of other city departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission. The City of Martinsville is served by the following utilities: Martinsville City Electric Department, Southwestern Virginia Gas Company, and Century Link Telephone Company:

- Assessing damaged facilities
- Inspections for structural, electrical, gas, plumbing and mechanical damages;
- Determine what type of assistance will be needed;
- Facilitation of the building permit process;
- Debris removal;
- Manage contracts with private firms;
- Coordinate with VDH on environmental and public health hazards; and
- Coordinate with Public Works for road clearance.

## **Actions/Responsibilities:**

- Alert personnel to report to the Emergency Operations Center (EOC);
- Review plans;
- Begin keeping record of expenses and continue for the duration of the emergency;
- Prepare to make an initial damage assessment (IDA);
- Activate the necessary equipment and resources to address the emergency;
- Assist in assessing the degree of damage of the community
- Assist in coordinating response and recovery;
- Identify private contractors and procurement procedures;
- Prioritize debris removal;
- Inspect buildings for structural damage;
- Post appropriate signage to close buildings; and ensure all repairs comply with current building codes, land-use regulations, and the City of Martinsville's comprehensive plan, unless exempted.

## Tab 1 to Emergency Support Function #3

### Local Utility Providers

(Water, Electric, Natural Gas, Sewer, Sanitation)

Provider	Address	Phone Numbers	Contact Person	Service
City of Martinsville	300 Fishel Street Martinsville, VA 241	(O)276-403-5157 (M)276-224-0797	Andy Lash	Water
City of Martinsville	300 Fishel Street Martinsville, VA 241	(O)276-403-5293 (M)276-252-7676	Dennis Bowles	Electric
South Western VA Gas C	208 Lester Street Martinsville, VA 241	(O)276-632-4823	Department	Natural Gas
City of Martinsville	55 W. Church St. Martinsville, VA 241	(O)276-403-5157 (M)276-224-0797	Andy Lash	Sewer
City of Martinsville	300 Fishel Street Martinsville, VA 241	(O)276-403-5405 (M)276-252-7087	Jeff Joyce	Solid Waste Disposal
Century Link	Fishel Street Martinsville, V.A.	(M)276-340-9368	Victor Correa	Telephone

## Tab 2 to Emergency Support Function #3

### Public Works Resources

*(Electric and Public Works Resources)*

Resource	Type	Address	Telephone	Point of Contact
VDH Martinsville/Henry County Health Department -	Environmental Health	295 Commonwealth Blvd Martinsville, Virginia 24112	276-638-2311	Department Director
Electric Department	Excavator, Ditcher, Reel Trailer, Wire Trailer, Pole Trailer, Flat Trailer, Cargo Trailer, 2 Ton Bucket Truck, ¾ Ton Bucket Truck, 1 Ton Bucket Truck, Digger Derrick SUV 4x4	300 Fishel St. Martinsville Virginia 24112	276-403-5293	Dennis Bowles
Public Works Department	Tractor Post Driver, Compressor, Paver, T Distributor, Mixer, Motor Grader, Concrete Saw, Rubber Tire Loader, Back Hoe, Tractor w Broom, Tractor, Skid Steer Tractor w/ Spade Arm Mower, Tractor 4x4, Roller Asphalt Track Loader, Flat Generator Trailer, Utility Trailer, Dump Truck, Tar Wagon	55 West Church Street Martinsville, Virginia 24112	276-403-5405	Jeff Joyce
Parks/Recreation Department	Mowing Rider, Tractor w/Blade, Tractor w/Mower, Gator, Flat Dump, Mixer, 1 Ton Pickup, 1 Ton Flat Dump, ½ Ton Pickup, Flat Trailer	746-B Indian Trail Martinsville, Virginia 24112	276-403-5379	Zach Morris
Refuge Collection	3 F Loader, 4 R Loader, Roll Off, Dumpster Hauler Trailer, Fork Lift,	55 West Church Street Martinsville, Virginia 24112	276-403-5405	Jeff Joyce
Water Resources Department	Generator, Fork Lift, 2 Air Compressor, Water Pump 6", Welder, Mortar Mixer, Back Hoe 4x4, Tractor w/ Bush hog, 1 Ton Utility Body, 1 Ton Pickup, 2 Ton Dump Truck, Sewer Jet, ½ Ton Van, ½ Ton Pickup 4x4, ¾ Ton Pickup, 3 Flat Trailer, Utility Trailer	55 West Church Street Martinsville, Virginia 24112	276-403-5157	Andy Lash

## **Emergency Support Function #4 – Firefighting**

### **ESF Coordinator:**

City of Martinsville Fire Chief

### **Primary Agencies:**

Martinsville Fire & EMS

Henry County Fire Fighters Association

### **Secondary/Support Agencies:**

Virginia Department of Forestry (VDOP)

Emergency Medical Service (EMS)

## **Introduction**

### **Purpose:**

Directs and controls operations regarding fire prevention, fire detection, fire suppression, rescue, and hazardous materials incidents; as well as to assist with warning and alerting, communications, evacuation, and other operations as required during an emergency.

### **Scope:**

ESF #4 manages and coordinates firefighting activities including the detection and suppression of fires, and provides personnel, equipment, and supplies to support to the agencies involved in the firefighting operations.

## **Policies:**

- Priority is given to, the public, community, firefighter safety and protecting property (in that order).
- For efficient and effective fire suppression, mutual aid may be required from various local firefighting agencies to aid in the community's emergency response team. This requires the use of the Incident Command System together with compatible equipment and communications.
- Personnel will stay up to date with procedures through education and training.

## **Concept of Operations**

### **General:**

The coordinator will contact the Fire Department if resources are needed to handle the situation, and be prepared to have the Fire Department assume primary operational control in fire prevention strategies, fire suppression, and hazardous material incidents. (See the Hazardous Material Emergency Response Plan.) Fire department personnel who are not otherwise engaged in emergency response operations may assist in warning and alerting the public, evacuation, and communications as is necessary and appropriate during an emergency situation.

When the Emergency Support Function is activated all requests for firefighting support will, in most cases, be submitted to the 9-1-1 Center for coordination, validation, and/or action.

The director of Emergency Management and/or designee will determine the need to evacuate and issue orders for evacuation or other protective action as needed. The incident commander may order an immediate evacuation prior to requesting or obtaining approval, if in his/her judgment this action is necessary in order to safeguard lives and property. Warning and instructions will be communicated through the appropriate means.

### **Organization:**

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations. The City of Martinsville Volunteer Fire Departments has approximately 450 volunteer fire fighters. Each fire department maintains their equipment and supplies.

The Fire and EMS Departments will implement evacuations and the Police Department will assist and provide security for the evacuated area. In the event of a hazardous materials incident, the Incident Commander should implement immediate protective actions to include evacuation as appropriate.

## Actions:

- Develop and maintain plans and procedures to provide fire and rescue services  
In time of emergency;
- Document expenses and continue for the duration of the emergency;
- Check firefighting and communications equipment;
- Fire Service representatives should report to the Local Emergency Operations Center to assist with operations;
- Fire department personnel may be asked to assist with warning and alerting, Evacuating, communications, and emergency medical transport;
- Follow established procedures in responding to fires and hazardous materials Incidents and in providing rescue services; and
- Request mutual aid from neighboring jurisdictions.

## Responsibilities:

- Fire prevention and suppression;
- Emergency medical treatment;
- Hazardous materials incident response and training;
- Radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting.
- 
- Provide qualified representative to assist in the State EOC;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area;
- Implements Mutual Aid;
- Assist with clean-up operations; and
- Assist with inspection of damaged facilities, if applicable.

## Tab 1 to Emergency Support Function #4

### Fire Department Resources

Fire Department	Address	Phone Number(s)	Fire Chief	Number of Firefighters	Equipment
City of Martinsville	65 West Church Street Martinsville, VA 24112	276-403-5325	Kenneth Draper	31	3 Engines 1 Latter 3 ALS Ambulances 1 Rescue vehicle 5 Staff Vehicle 1 Pickup Truck
Axton Fire	58 Mt Valley Road Axton, VA 24054	276-226-3256	Jasper Peters	Of these 8 Fire stations there are roughly 300 Volunteer Fire Fighter Personnel	3 Engines 1 Brush Truck Pickup
Bassett Fire	3735 Fairystone Parkway Bassett, VA 24055	276-340-5324	Junior Lynch		4 Engines 1 Latter 1 Rescue Vehicle 1 Brush Truck Pickup 4x4
Collinsville Fire	155 Beaver Creek Drive Martinsville, VA 24112	276-734-9314	Jeffrey Beam		3 Engines 1 Latter 1 Equipment/Utility Truck 1 Brush Truck Pickup
Dyers Store Fire	3230 Chatham Road Martinsville, VA 24112	276-732-1926	Tommy Martin		4 Engines 1 Rescue Vehicle 1 Mini Pumper Utility Truck 1 Brush Truck Pickup
Fieldale Fire	500 Field Avenue Fieldale, VA 24089	276-732-2953	Brian Shuler		3 Engines 1 Utility Vehicle 3 Brush Trucks Pickup
Horse pasture Fire	429 Bouldin Rd. Ridgeway VA 24148	276-340-6758	Charles Bradshaw		3 Engines 1 Brush Truck Pickup
Patrick-Henry Fire	3125 County Line RD Patrick Springs VA 24133	276-692-4288	Donald Turner		5 Engines 1 Mini Pumper 1 Rescue Vehicle 1 Utility Vehicle 2 Brush Trucks
Ridgeway Fire	1766 Joseph Martin Hwy Ridgeway, VA 24148	276-732-4854	Zebulan Trent		5 Engines 1 Utility Truck 1 Brush Truck Pickup

## **Emergency Support Function #5 – Emergency Management**

### **Primary Agency:**

Emergency Management

### **Secondary/Support Agencies:**

Law Enforcement

Health Department

Fire/EMS

Information and Technology

Planning and Zoning

Public Works

American Red Cross

City of Martinsville Attorney

City of Martinsville Administrator

Finance

Logistics

Building Inspections

Social Services

### **Introduction:**

#### **Purpose:**

Directs controls and coordinates emergency operations from the Emergency Operation Center (EOC), utilizing the Incident Command System (ICS).

## **Scope:**

ESF # 5 coordinates the response of all the departments within the community and the use of community resources to provide emergency response.

ESF # 5 facilitates information flow in the pre-incident prevention phase in order to:

- Place assets on alert or pre-position assets for quick response;
- Provide alerting and notification; and
- Coordinate with agencies, organizations, and outside organizations when capabilities are anticipated to exceed local resources.

Post-incident functions that support and facilitate planning and coordination are:

- Alert and notification;
- Deployment and staffing of emergency response teams;
- Incident action planning;
- Coordination of operations with local government for logistics and material;
- Direction and control;
- Information management;
- Facilitation of requests for assistance;
- Resource acquisition and management (to include allocation and tracking);
- Worker safety and health;
- Facilities management;
- Financial management; and
- Other support as required.

## **Policies:**

- Provides a multi-departmental command system;
- Manages operations at the county level;
- The Incident Command System can be used in any size or type of disaster to control response personnel, facilities, and equipment;
- The Incident Command System principles include use of common terminology, modular organization, integrated communications, unified command structure, coordinated action planning, and manageable span of control, pre-designated facilities, and comprehensive resource management;
- ESF # 5 staff supports the implementation of mutual aid agreements to ensure seamless resource response;
- Provides representatives to staff key positions on Emergency Response Teams; and
- Departments and agencies participate in the incident action planning process which is coordinated by ESF #5.

## Concept of Operations

### General:

The Coordinator of Emergency Services:

- Assures development and maintenance of SOPs on the part of each major emergency support function;
- Each function should maintain current notification rosters;
- Designate staff to the Emergency Operations Center;
- Establish procedures for reporting appropriate emergency information;
- Coordinate emergency response plan with the local government;
- Develop mutual aid agreements with the local government in adjacent localities;
- Designate a representative to the local EOC if the local plan is implemented and a representative is needed; and
- Develop threat levels.

The Coordinator of Emergency Management or designee will assume all responsibilities and assure that all actions are completed as scheduled. Procedures for these support operations should be established and maintained. The City of Martinsville has standing mutual aid agreements with the Henry County. The City of Martinsville also participates in the Statewide Mutual Aid Agreement (SMA). Emergency Management staff is scheduled or has already been trained on WebEOC and this will be utilized when there is a need to request state-wide mutual aid.

### Organization:

- Emergency operations may be directed and controlled from the Emergency Operations Center (EOC);
- Identify the responsibilities of the emergency manager;
- Identify the role of the EOC;
- Identify the EOC staff;
- Identify the departments that have a role in the emergency management organization;
- Identify succession of authority within these key departments and positions;
- Develop and scale the Incident Command System (ICS) to the particular incident; and
- Exercise the plan annually as pursuant to the *Code of Virginia*.

The Coordinator of Emergency Management will assure the development and maintenance of established procedures on the part of each major emergency support function (ESF). Generally, each ESF should identify:

- Staffing responsible for implementing the Crisis Management Plan;
- Procedures for reporting emergency information; and
- Provide ongoing training to maintain emergency response capabilities.

Coordinator of Emergency Management will assure that all actions are completed as scheduled.

The Coordinator of Emergency Management will coordinate training for this emergency support function and conduct exercises involving the EOC.

### **Responsibilities:**

- Maintain a notification roster of EOC personnel and their alternates;
- Establish a system and procedure for notifying EOC personnel;
- Coordinate Emergency Management mutual aid agreements dealing with adjunct jurisdictions and applicable relief organizations;
- Maintain plans and procedures for providing timely information and guidance to the public in time of emergency through ESF #2;
  - a. Identify and maintain a list of essential services and facilities, which must continue to operate and may need to be protected;
  - b. Test and exercise plans and procedures;
  - c. Conduct outreach/mitigation programs for the community.
- Ensure compatibility between this plan and the emergency plans and procedures of key facilities and private organizations within the community;
- Develop accounting and record keeping procedures for expenses incurred during an emergency;
- Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of disaster and/or reduce its effects; and
- Prepare to provide emergency information to the community in coordination with ESF #2;
- Provide logistical support to on scene emergency response personnel;
- Maintain essential emergency communications through the established communications network;
- Provide reports and requests for assistance to the local and Virginia EOC;
- Ensure that the City of Martinsville Crisis and Emergency Plan is developed and coordinated with the local EOP pursuant to *Code of Virginia 3.2 §44-146*.
- Activates and convenes the City of Martinsville emergency assets and capabilities;

## Tab 1 to Emergency Support Function #5

### EMERGENCY MANAGEMENT ORGANIZATION AND TELEPHONE LISTING

#### City of Martinsville Contact Information

<i>Agency</i>	<i>Point of Contact</i>	<i>Primary #</i>	<i>Secondary #(s)</i>
E.M. Director	Leon Towarnicki	276-403-5185	276-252-7091
Deputy E.M. Dir.	Wayne Knox	276-403-5169	276-252-7092
E.M. Coordinator	Bob Phillips	276-403-5283	276-252-5283
Deputy E.M. Coord.	Ted Anderson	276-403-5202	276-252-7695
Police Department	Sean Dunn	276-403-5310	276-252-6561
Sheriff	Steve Draper	276-403-5151	276-634-8582
Fire & EMS	Kenneth Draper	276-403-5201	276-226-6731
Public Works	Jeff Joyce	276-403-5405	276-252-7687
Water Resources	Dennis Bowles	276-403-5293	276-252-7676
Electric Department	Dennis Bowles	276-403-5293	276-252-7676
District Health Dir.	Jody Hershey	276-638-2311	276-634-7305
Parks & Rec.	Zach Morris	276-403-5379	276-226-0238
Social Services	Tanya Verlik, Director	(276) 656-4302	
City Attorney	Eric Monday	276-403-5198	276-252-1032

*Table 5.1 – Emergency Management Organization*

## **Tab 2 to Emergency Support Function #5**

### **EMERGENCY OPERATIONS CENTER (EOC)**

#### **Mission:**

To provide centralized direction and control of any or all of the following functions: direction of all emergency operations; communications and warning, consolidation, analysis and dissemination of damage assessment data; collection and analysis of radiological monitoring readings; forwarding consolidated reports to state government; and, issuing emergency information and instructions.

#### **Organization**

1. See EOC Organizational Chart.
2. The EOC staff will be organized using the Incident Command System. A partial listing of job responsibilities for the command and general staff are described below:

#### **Incident Commander/EOC Manager:**

- Manage overall operations
- Coordinate activities for all Command and General Staff
- Development and implementation of strategy
- Approve and authorize the implementation of an Incident Action Plan (IAP)
- Approve requests for additional resources or for the release of resources
- Authorize release of information to the news media
- Order the demobilization of the incident, when appropriate
- Ensure establishment and oversight of a Joint Information Center (JIC)

#### **Safety Officer:**

- Safety Officer is a member of the Command Staff and reports to the Incident Commander
- Monitoring and assessing hazardous and unsafe situations
- Developing measures for assuring personnel safety
- Correct unsafe acts or conditions through the regular line of authority
- Maintain an awareness of active and developing situations
- Investigate or Coordinate the Investigation of accidents that occur within the EOC
- Includes safety messages in each IAP

### **Liaison Officer:**

- Liaison Officer is a member of the Command Staff and reports to the Incident Commander
- Interacting with the ESFs, state and federal agencies
- Identifying current or potential interagency problems
- Keeping the Incident Commander and Command Staff informed of current or potential problems

### **External Affairs:**

- Public Information Officer is a member of the Command Staff and reports to the Incident Commander
- Initiates and maintains contact with the media throughout the incident
- Arranges for press briefings with Incident Commander and other EOC staff, as appropriate
- Coordinates with state and federal public information officers
- Coordinates VIP visits to EOC and affected areas
- Prepares fact sheet
- Coordinates Community Relations with local community leaders
- Keeps the public informed of the situation

### **Operations Section Chief:**

- Operations Section Chief is a member of the general staff and reports to the Incident Commander
- Manages all operations directly applicable to the primary mission
- Activates and supervises operations, organizational elements, and staging areas in accordance with the IAP
- Assists in the formulation of the IAP and directs its execution
- Directs the formulation and execution of subordinate unit operational plans and requests or releases of resources
- Makes expedient changes to the IAP, as necessary, and reports changes to Incident Commander
- Activates and supervises the Emergency Support Functions (ESF) Branch Chiefs assigned to the Operations Section

### **Planning Section Chief:**

- Planning Section Chief is a member of the general staff and reports to the Incident Commander
- Collect and process situation information about the incident
- Identify the need for specialized resources
- Perform operational planning
- Activate Planning Section Units
- Supervise preparation of IAP
- Analyze data and emerging trends
- Supervise Planning Section Units
- Prepare situation reports for the operational period
- Activates and Supervises the ESF Branch Chiefs assigned to the Planning Section

### **Logistics Section Chief:**

- Logistics Section Chief is a member of the general staff and reports to the Incident Commander

- Provide facilities, services, and materials in support of the incident
- Participates in the development of the IAP
- Advises on current service and support capabilities
- Activate Logistics Section Units
- Recommends the release of resources/supplies
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

### **Finance and Administration Section Chief:**

- Finance and Administration Section Chief is a member of the general staff and reports to the Incident Commander
- Manage all financial aspects of an incident
- Activate Finance/Administration Section Units
- Organize and operate within the guidelines, policy, and constraints
- Participates in the development of the IAP
- Extensive use of agency provided forms
- Meet with assisting and cooperating agency representatives, as required
- Identify and order supply and support needs for Finance Section
- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

### **Concept of Operations:**

The EOC will be activated and operated as follows:

1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Management based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
4. Prior to activation, laptops and/or desktop computers, phone lines, fax, copier, status boards, and other general office equipment will be set-up in the EOC. The EOC may remain functional during the mobilization, response and recovery operational phases.
5. Initial situation briefings will be provided by the Director of Emergency Management.
6. Direction and control of county personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
7. When the Virginia EOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management, through use of WebEOC, if available, or by phone at (804) 674-2400 or 1-800-468-8892.

8. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.

## **Location:**

The Emergency Operations Center (EOC) is located inside the City of Martinsville Fire Department 65 West Church Street Martinsville, Virginia. The alternate site EOC is located at 300 Fishel Street Martinsville, Virginia. The primary EOC does have a back-up power supply generator. The alternate location has a generator, and both generators are maintained on a routine basis and the fuel supply is checked and maintained regularly.

## **ACTIONS – EMERGENCY OPERATIONS CENTER**

- Direct overall emergency operations
- Initiate activation of EOC
- Determine operational course of action
- Coordinate requests for resources
- Develop and maintain accurate status of the situation
- Develop, implement, and execute IAP
- Procure support services
- Establish and maintain emergency communications
- Use of WebEOC to request and track resources

## **Tab 3 to Emergency Support Function #5**

### **PRIMARY EOC STAFFING**

#### Skeletal Staffing

Coordinator of Emergency Services

Law Enforcement

Phone Operator

#### Full Staffing

Coordinator of Emergency Services

Director of Emergency Services

Law Enforcement

Fire and Rescue Chief or Designated Person

Finance Representative

Health Department Representative

Social Services Representative

Red Cross

Message Clerks (2)

PIO Officer

Utility Director or Designated Person

City of Martinsville Attorney Representative

#### Messengers (2)

Status Board/Map Assistants (2)

Phone Operators (4)

Public Information/Rumor Control

Public Information Officer

Phone Operators

Message Clerk

Security

**Tab 5 to Emergency Support Function #5**

**SUGGESTED EOC MESSAGE FLOW**

(To be used when WebEOC or other electronic tracking system is not available)

Dispatcher/Phone Operator

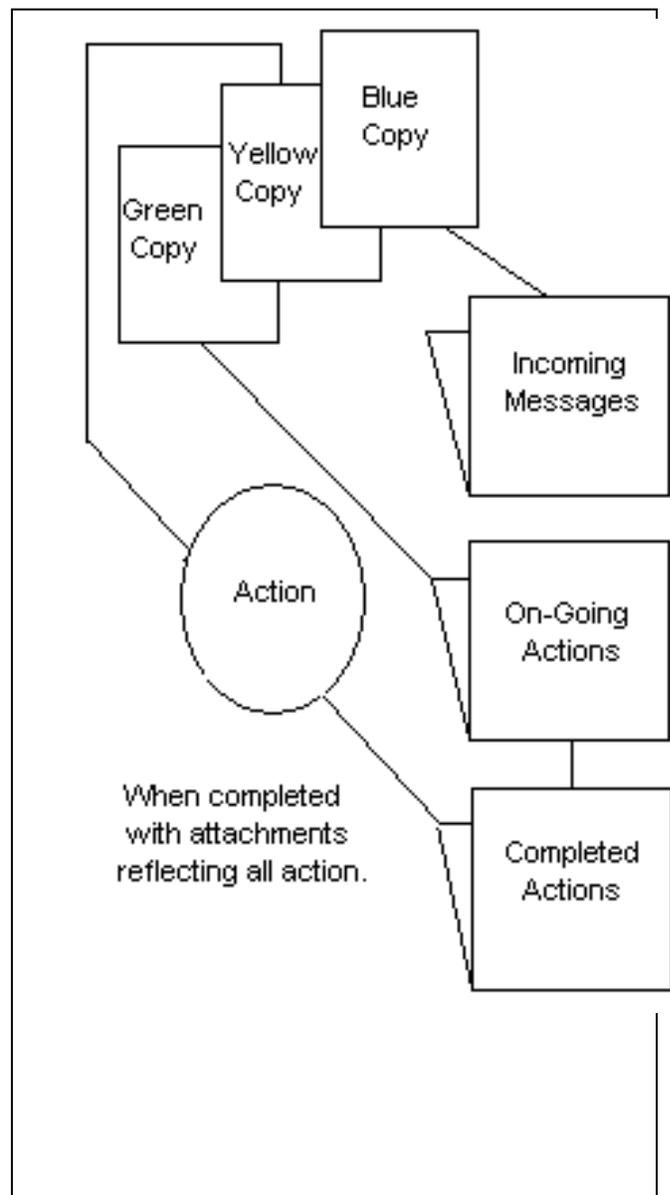
Receive incoming messages. Record them on standard 3-color form. Enter in personal log and make a photocopy if desired. Deliver messages to the Coordinator.

Coordinator

Direct and control all emergency operations. Delegate action to service chiefs as needed by giving them the yellow action copy of the message. Assure the routing of all official messages through the Coordinator to the Message Clerk for filing.

Message Clerk

Maintain the official files for the Coordinator—“Incoming Messages,” “On-going Actions,” and “Completed Actions.” Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.



Service Chiefs

Receive task with yellow copy from Coordinator.

Complete action. Make a record of all action and attach to yellow “action copy” of message.

Return to Coordinator. Retain a photocopy of yellow message plus attachments.

Messengers

Make photocopies of messages and supporting documentation and return them with the original to the individual making the request. Deliver messages and perform other support duties as required.

**Tab 6 to Emergency Support Function #5**

**EOC MESSAGE FORM**

**EOC MESSAGE**

URGENT     

ROUTINE     

MESSAGE NO: \_\_\_\_\_ DATE: \_\_\_\_\_ TIME: \_\_\_\_\_ INFO ONLY     

TO:    NAME: \_\_\_\_\_ FROM: \_\_\_\_\_

         ORGANIZATION: \_\_\_\_\_ ORGANIZATION: \_\_\_\_\_

         TELEPHONE: \_\_ TELEPHONE: \_\_\_\_\_

SITUATION/INCIDENT DESCRIPTION:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

ACTION TAKEN/RESPONSE/REPLY:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EOC ACTION OFFICER: \_\_\_\_\_

**Tab 7 to Emergency Support Function #5**





**Tab 9 to Emergency Support Function #5**

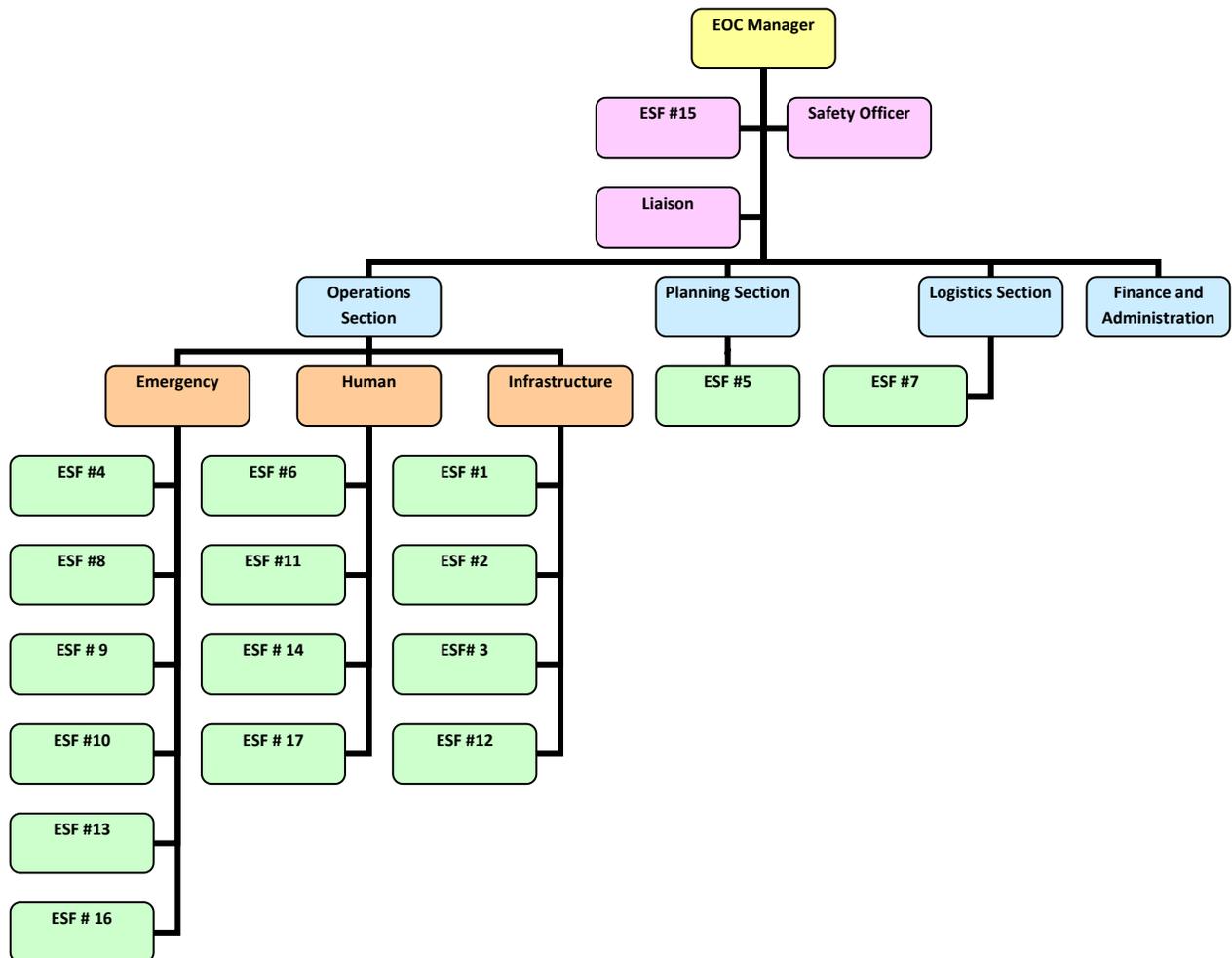
**INCIDENT COMMAND SYSTEM**

**Emergency Operations Center (EOC) Structure**

The EOC follows the Incident Command System (ICS)/NIMS structure and the Emergency Support Functions (ESFs) are aligned with ICS staff.

The Incident Command System ensures:

- Manageable span of control (3 to 7 staff; optimum is 5);
- Personnel accountability (each person reports to only one person in the chain of command); and
- Functional positions staffed only when needed (responsibilities for any positions that are not staffed remain with the next higher filled position)



## **Emergency Support Function #6 – Mass Care, Housing, Human Resources**

### **ESF Coordinator:**

Department of Social Services Director or Designee

### **Primary Agencies:**

Department of Social Services

American Red Cross

Emergency Management

### **Secondary/Support Agencies:**

Department of Criminal Justice Services

Department of Health

Law enforcement (security for shelter or evacuation)

Salvation Army

Fire

EMS

Public Health

Schools

Housing Authority

Animal Control

VPI Extension Service

Local Recovery Task Force

Private Sector

## **Introduction:**

ESF #6 Mass Care, Housing, and Human Resources address the non-medical mass care, housing, and human services needs of individuals and/or families impacted by natural and/or technological incidents.

## **Policies:**

- The Director and/or Coordinator of Emergency Management, in consultation with the City Administrator and the Director of Social Services, will determine the need to open a shelter and identify the shelter(s) location. This information will be communicated internally and externally through ESF # 2—Communications.
- ESF-6 support may vary depending on an assessment of incident impact(s), the magnitude and type of event, and the stage of the response and recovery efforts;
- To support mass care activities and provide services without regard to economic status or racial, religious, political, ethnic, or other affiliation;
- To coordinate with ESFs #1, #3, #5, #11, #14 and others regarding recovery and mitigation assistance, as appropriate;
- To assign personnel to support ESF-6 functions in accordance with the rules and regulations of their respective parent agencies; and
- To reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts.

## **Scope:**

ESF# 6 is intended to address non-medical mass care, housing and human service needs for individuals and family members of the community affected by a disaster.

The services and programs may include the following:

- Sheltering
- Food service
- Emergency First Aid
- Counseling
- Family Assistance Center (FAC)
- Reunification Services

Virginia Criminal Injuries Compensation Fund

## Concept of Operations

### General:

The City of Martinsville Department of Social Services is designated the lead agency for ESF # 6 and maintains overview of ESF # 6 activities, resolves conflicts and responds to questions. The City of Martinsville Department of Social Services maintains Standard Operating Procedures for opening and managing a shelter and/or Family Assistance Center (FAC). The American Red Cross in partnership with the Department of Social Services is responsible for reception and care of evacuees including feeding operations. Local law enforcement will provide security at the shelters. Local health department and EMS providers will provide first aid and limited medical care at the shelter center. Local Fire Departments will provide fire protection to the shelters. The Martinsville City Schools may provide transportation of evacuees to the designated shelter location. The Department of Social Services, as the lead for ESF # 6 will ensure coordination with other ESFs for integration of special sheltering needs for non-general populations, including people with special medical needs and pets. The Department of Social Services will also lead the efforts in assisting impacted individuals with any benefits and programs available to them and will coordinate with the American Red Cross to provide counseling services as needed. Local Churches and American Red Cross will provide support for immediate and long-term housing needs of victims in coordination with ESF # 14 – Long Term Recovery.

The City of Martinsville has pre-determined shelter locations in the event of a large disaster requiring an evacuation. Shelter locations have, at best, a limited supply of cots, blankets, personal hygiene supplies, etc. Additional supplies will be requested through ESF # 7 – Resource Management, if needed. The following services may be offered at these locations:

### Sheltering

- An emergency shelter is an immediate short-term accommodation either (1) designated by local officials for persons threatened by or displaced by an incident, or (2) designated by state officials directing a mandatory evacuation across jurisdictional boundaries either before or after an incident
- Public emergency shelters will provide accommodations for all population groups. Appropriate provisions must be made within the shelter facilities to accommodate people with special medical needs that do not require hospital admission, people without their own transportation, and registered sex offenders.
- Additionally, sheltering for pets and service animals must be included in planning and coordinated with ESF-11. *Refer to the Animal Care and Control Support Annex for details regarding pet and animal sheltering.*
- For mass evacuations directed by state officials, the Virginia Department of Social Services will coordinate the designation of shelter facilities and the operation of shelters for people who evacuate out of their home jurisdiction

## Feeding

- Feeding is provided to disaster victims and emergency workers through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding is based on sound nutritional standards and to the extent possible
- includes meeting the requirements of victims with special dietary needs

## Emergency First Aid

- Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Provision for services is coordinated with ESF-8. *Refer to ESF-8 for details regarding medical care services.*

## Counseling

- Department of Social Services Board has the responsibility to coordinate counseling services for the local government.
- Provide counseling through local government services if it appropriate based on the scale of the emergency and the capabilities of the counseling services.
- Events in which there are mass casualties and injuries that exceed local governments resources and capabilities can contact the following agencies:
- Outside counseling can be provided via the Department of Criminal Justice's Victims' Services Section, and the Department of Mental Health, Mental Retardation, and Substance Abuse Services, Emergency Mental Health Section, and activated via the local government.

## Security

- City of Martinsville Police Department have the responsibility for coordinating security during a disaster.
- Secure evacuated areas.
- Provide security to shelter(s)

## Transportation

- City of Martinsville Schools have the responsibility to coordinate transportation during an emergency event.
- Ensure that residents are transported and sheltered safely. *Refer to ESF #1 for details regarding Transportation*

## Family Assistance Center (FAC)

- The FAC plan should be based on the Commonwealth of Virginia FAC, which is currently under development by the Virginia Department of Social Services (VDSS). The final version will be posted on the VDSS website; VDEM will announce when the information is posted.
- The purpose of the FAC is to provide the seamless delivery of services and the dissemination of information to victims and families following a large scale incident or one in which there are mass casualties, as stated in the Commonwealth of Virginia Emergency Operations Plan, ESF #6 (CoVEOP).
- The scope of services that the FAC may provide include: reunification services, behavioral health care, medical records collection communication services, benefits application entry points, and personal care.
- ESF #6 personnel will report to the incident, coordinate/determine a physical site for FAC operations, and assume oversight and management of the FAC including establishing operational policies, maintaining situational awareness, coordinating needed services and/or resources, identifying gaps and requesting additional resources. The plan should identify by title the individual responsible for this function and identify an alternate.

## Reunification Services

- This service collects information regarding individuals residing within the affected area and makes the information available to immediate family members outside the affected area. The system also aids in reunification of family members within the affected area

If the services of the Virginia Criminal Injuries Compensation Fund (CICF) are required by the FAC, the State Program should be contacted, who will deploy the appropriate personnel to the FAC. These services will be necessary in cases where there are victims of crime in need of financial or advocacy assistance.

The current\* contact information for the program is:

**CICF, P.O. Box 26927, Richmond, Virginia 23261**

**PHONE: (804) 367-1018 Toll Free: (800) 552-4007**

\*This information should be maintained by the local government.

## **Emergency Support Function #7 - Resource Support**

### **ESF Coordinator:**

Logistics Section Coordinator or designee

### **Primary Agencies:**

Emergency Management

Communications

External Affairs

City of Martinsville Police Department

### **Secondary/Support Agencies:**

Virginia National Guard

Virginia Department of Emergency Management

Public Works

Electric Department

## **Introduction**

### **Purpose:**

- Identify, procure, inventory, and distribute critical resources for locality during an emergency.

### **Scope:**

- The City of Martinsville will determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed;

- Resource support may continue until the disposition of excess and surplus property is completed; and
- During an incident if demand for resources exceeds the locality's capabilities, then outside requests will be made based on Memorandum of Understanding (MOU), Mutual Aid agreements and local/state policy.

### **Policies:**

- The City of Martinsville will use their own resources and equipment during incidents and will have control over the management of the resources as needed to respond to the situation;
- Individuals involved in distributing and/or obtaining resources will be aware of emergency procurement policies and have the authority to do so in an emergency situation;
- Each department with an emergency management role will be responsible for identifying its resources that could be used in an emergency; and
- The Emergency Operations Plan (EOP) reflects state policy, regarding requesting resources based when that policy is determined.

## **Concept of Operations**

### **General:**

- Potential sites for distribution centers will be identified, if necessary, and strategically located to facilitate recovery efforts; and
- Priorities will be set regarding the allocation and use of available resources.

### **Organization:**

- Departments, with an emergency function, will be responsible for identifying resources, including human resources;
- Convey available resources to emergency manager;
- Identify potential distributions sites for emergency response;
- Identify policies and personnel responsible for obtaining resources;

### **Actions/Responsibilities**

- Designate local department(s) within the community responsible for resource management;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Prepare mutual aid agreements with local, and surrounding jurisdictions to aid the locality;
- Develop SOPs to manage the processing, use, inspection, and return of resources coming to the locality;

- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Develop training/exercises to test plan, and to ensure maximum use of available resources and understanding of policies to obtain resources from outside the locality;
- Develop and maintain a detailed list of available community resources; and
- Ensure the community is aware of available resources.

**Tab 1 to Emergency Support Function #7**

**Staging Areas/Points of Distribution**

<b>Facility Information</b>	<b>Contact Person(s)</b>	<b>Phone Number(s)</b>
Martinsville High School 351 E. Commonwealth Blvd. Martinsville, VA 24112	Bobby Phillips	(O) 276-403-5283 (M)276-252-5283

Table 7.1 – Areas

Staging

## **Emergency Support Function # 8 – Public Health and Medical Services**

### **ESF Coordinator:**

City of Martinsville Health District Director or Designee

### **Primary Agencies:**

City of Martinsville Health Department

EMS Providers

Hospitals

### **Secondary/Support Agencies:**

Department of Social Services

Water Authority

City of Martinsville Community Services Board

Fire Departments

Law Enforcement

American Red Cross

Virginia Department of Environmental Quality

Virginia Department of Health

Virginia Department of Agriculture and Consumer Services

## **Introduction**

- The purpose of ESF # 8 is to provide health and medical services to the residents of the City of Martinsville during and/or after an emergency situation.

### **Purpose:**

- Guide a response using local resources and to coordinate a response with the local and/or state agencies when the incident exceeds the local capabilities.

### **Scope:**

- An all hazards approach based on City of Martinsville ability to provide medical resources;
- When an incident exceeds the local capabilities, outside assistance will be requested through MOUs, Mutual Aid Agreements, including Statewide Mutual Aid and the coordination of this plan with the City of Martinsville Health Department Emergency Response Plan and the Southwest Virginia Emergency Medical Services Response Plan;
- VDH—City of Martinsville Health Department will monitor, survey, and evaluate the situation to determine if there is a public health issue/emergency;
- Hospitals may request resources through Hospital WebEOC, which is maintained by the Virginia Hospital and Healthcare Association (VHHA); and
- The Far Southwest Disaster Preparedness Commission maintains disaster relief trailers that are stationed at four hospitals in Southwest Virginia. These trailers are stocked with emergency medical supplies and equipment.

## **Policies:**

- Internal policies and procedures and regulations;
- Privacy policies and laws with regard to provision of medical care;
- Policies regarding provision of first aid and health care; and
- EMS vehicles are dispatched primarily through the Martinsville-Henry County Communications Center, but each provider may also be toned out through their squad station.

## **Concept of Operations**

### **General:**

- City of Martinsville will respond with available resources as designated in the plan;
- Support and assistance from neighboring local governments and state agencies will be requested based on mutual aid agreements and coordination with other agency's plans;
- VDH—City of Martinsville Health Department in conjunction with the Office of Drinking Water Programs, may conduct environmental sampling of water sources (i.e. wells and water treatment facilities) to ensure safe drinking water supplies;
- VDH— City of Martinsville Health Department may also conduct infectious disease surveillance (i.e. measles, chickenpox, seasonal influenza, bacterial infections, etc.) in accordance with VDH policies and procedures, to determine the potential for a public health issue/emergency;
- Public Health Advisories will be coordinated with VDH, The City of Martinsville Emergency Management, Virginia Department of Emergency Management, and disseminated through the JIC; and
- If the EOC is activated during the response, representatives of this ESF will be assigned to the EOC.

EMERGENCY MEDICAL SERVICES PROVIDERS

Table 8.1 – EMS Providers Tab 2 to Emergency Support Function #8

<b>Provider</b>	<b>Location</b>	<b>Phone Number</b>	<b>Contact</b>	<b>Resources</b>	<b>Personnel</b>
<b>Martinsville Fire and EMS</b>	65 West Church St. Martinsville, VA 24112	276-403-5203	Kristopher Shrader	2 ALS Ambulances	4 per Shift
<b>Stone Ambulance</b>	827B Starling Avenue, Martinsville, VA 24113	276-632-2007	Michelle Stone	6 ALS Ambulances	10 Per Shift
<b>Axton Life Saving Crew</b>	1200 AL Philpott Hwy, Axton, Virginia 24054	Communication Center	Michael Hylton	Rescue Stations – 5  Private Ambulance Service - 1  Personnel: 250  Equipment: 23 - Advanced Life Support Vehicles  4 - Crash Rescue Vehicles  3 - Utility Vehicles  2 - Fire Department Advanced Life Support First Response Vehicles  1 – Large Boat  2 – Small Boats	
<b>Ridgeway District Rescue Squad</b>	108 Magnolia Ridgeway, Virginia 24148	Communication Center	Rodney Smith		
<b>Fieldale-Collinsville Volunteer Rescue Squad</b>	1827 Daniels Creed Road, Collinsville, Virginia 24078	Communication Center	Daryl Hatcher		
<b>Bassett Volunteer Rescue Squad</b>	1950 Riverside Drive, Bassett, Virginia 24055	Communication Center	Jeff Fulcher		
<b>Horsepasture Volunteer Rescue Squad</b>	18287 AL Philpott Hwy, Spencer, Virginia 24165	Communication Center	Traci Shelton		

**Hospitals, Clinics, Medical Facilities and Personnel***(Includes all medical facilities within the jurisdiction, adjacent localities and states)**Table 8.2 – Hospitals & Clinics*

<b>Facility</b>	<b>Address</b>	<b>Phone Number(s)</b>	<b>Contact Person</b>	<b>Personnel</b>
<b><u>Memorial Hospital of Martinsville and Henry County</u></b>	320 Hospital Drive Martinsville, VA 24112	276-666-7900		Number of Physicians - 87  Number of RN's – 204 Number of LPN's - 78 Number of Nursing Assistants - 57
<b>City of Martinsville Health Department</b>	Commonwealth Blvd P.O. Box 1032 Martinsville, VA 24112	276-638-2311	Jody Hershey	
<b><i>Pioneer Community Hospital Patrick County</i></b>	18688 Jeb Stuart Hwy Stuart, Virginia 24171	276-694-8678	Robert Enders	
<b><i>City of Martinsville Urgent Care</i></b>	1044 East Church Street Martinsville, VA 24112	276-634-0010	Linda Almashy	
<b><i>Piedmont Community Services</i></b>	24 Clay Street, Martinsville, VA 24112	276-358-0578	James Tobin	
<b><i>Near South West Preparedness Alliances</i></b>	1944 Peters Creek Rd. Roanoke, VA 24017	540-562-3482	John Clark	

**Tab 3 to Emergency Support Function #8**  
**Emergency MEDEVAC Services**

<i>Medevac Provider</i>	<i>Alert</i>	<i>Non-Emergency</i>
<i>Air Care (NC Baptist Hospital, Winston-Salem, NC)</i>	800) 336-6224	(800) 336-6224
<i>Med-Flight (Virginia State Police - Lynchburg)</i>	(866) 267-1470	(434) 582-5114
<i>Lifeguard 10 (Carilion Health Systems)</i>	(888) 377-7628	(540) 345-7628

*Table 8.3 - Medivacs*

## **Tab 4 to Emergency Support Function #8**

### **Virginia Funeral Directors Associations Inc.**

#### **Mortuary Disaster Plan Organization**

**Mission:** – To develop an efficient and effective management response system in mass fatality disaster situations to facilitate the preparation, processing, and release of deceased human remains to the next of kin or family representative.

**Organization:** – The Virginia Funeral Directors Association (VFDA) is responsible for the statewide coordination of the mortuary activities in the state. VFDA's Disaster Response Team is comprised of two state coordinators, four regional coordinators, and seven district coordinators. Each district has a response team comprised of members who have completed training in the VFDA-approved program that qualifies them as certified disaster coordinators. The VFDA response teams will provide support in recovery, evacuation, and identification of the remains.

The Office of the Chief Medical Examiner is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District based in Norfolk (Attachment 1). The City of Martinsville is served by the Western District Office of the Chief Medical Examiner.

**Concept of Operations:** – In the event of a mass fatality disaster situation, the Virginia EOC will contact the State Medical Examiner's Office, who will in turn, notify the Virginia Funeral Directors Association (VFDA). Once contacted by the State Medical Examiner's Office, the VFDA will activate the Mortuary Response Plan and response teams. The VFDA Response Teams will operate under the direction of the District Medical Examiner of the district in which the incident occurred.

In order to ensure a prompt and professional response, the Virginia Funeral Directors Association maintains a resource manual of needed supplies, equipment, and vehicles. If additional resources are necessary to effectively respond to a disaster, the VFDA Executive Director has emergency purchasing authority up to a specified limit. The VFDA also has a specially equipped disaster trailer to assist the State Medical Examiner's Office and other funeral directors in the state with disaster field response.

## **Tab 5 to Emergency Support Function #8**

## Virginia Medical Examiner Districts

COMMONWEALTH OF VIRGINIA

DEPARTMENT OF HEALTH

OFFICE OF THE CHIEF MEDICAL EXAMINER

400 East Jackson Street

Richmond, VA 23219-3694

(804) 786-3174



### OFFICES OF THE MEDICAL EXAMINER

**Central District (Richmond)**  
400 East Jackson Street  
  
Richmond, VA 23219-3694  
  
(804) 786-3174

**Eastern District (Norfolk)**  
830 Southampton Avenue  
  
Suite 100  
  
Norfolk, VA 23510  
  
(757) 683-836

**Northern District (Fairfax)**  
  
9797 Braddock Road  
  
Fairfax, VA 22032-1700  
(703) 764-4640

**Western District (Roanoke)**  
  
6600 Northside High School Rd Suite 100  
Roanoke, VA 24019  
(540) 561-6615

## **Emergency Support Function #9 - Search and Rescue**

### **ESF Coordinator:**

City of Martinsville Police Department or Designee

### **Primary Agencies:**

Local Law Enforcement

Volunteer Search and Rescue Groups

EMS

Local Fire Departments

### **Secondary/Support Agencies:**

Emergency Management

Civil Air Patrol

Virginia Department of Emergency Management

City of Martinsville Department of Safety

## **Introduction**

### **Purpose:**

Emergency Support Function (ESF) #9 – Search and Rescue provides for the coordination and effective use of available resources for search and rescue activities to assist people in potential or actual distress.

### **Scope:**

The locality is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the City of Martinsville. Search and Rescue must be

prepared to respond to emergency events and provide special lifesaving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in “open field” situations, such as parks, neighborhoods, or other open terrain.

### **Policies:**

- The EOP provides the guidance for managing the acquisition of Search and Rescue resources;
- All requests for Search and Rescue will be submitted to the EOC for coordination, validation, and/or action in accordance with this ESF;
- Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information;
- Will coordinate with State and Federal agencies when necessary;
- Personnel will stay up to date with procedures through training and education; and
- Search and rescue task forces are considered Federal assets under the Robert T. Stafford Act only when requested for a search and rescue for a collapsed structure.

## **Concept of Operations**

### **General:**

Law enforcement and local volunteer search and rescue agencies will be responsible for rescue and search operations during a disaster with assistance from EMS and local fire departments. The Emergency Medical Services (EMS) providers will also assist with other functions of search and rescue as set forth in the Virginia Association of Volunteer Rescue Squad's Operations Plan.

### **Organization:**

Law enforcement followed by volunteer search and rescue agencies will be the primary agency in any search and rescue operation. The local EMS, fire departments, law enforcement, public works and environmental services will assist when required for structural evaluation of buildings and structures (ESF #3). Local Law Enforcement will be the primary agency in any ground searches. The local chapter of the American Red Cross will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel, and the victims. The Health Department will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The Department of Public Works and Environmental Services

will assist with any equipment, maps, staff, and vehicles. In a secondary role local law enforcement will assist with perimeter security, communications, and assistance as required. The Fire Department and EMS as a secondary role will provide medical resources, equipment and expertise.

Communications will be established and maintained with ESF #5 – Emergency Management to report and receive assessments and status information.

### **Actions:**

- Develop and maintain plans and procedures to implement search and rescue operations in time of emergency;
- Provide emergency medical treatment and pre-hospital care to the injured;
- Assist with the warning, evacuation and relocation of citizens during a disaster;
- The designated representatives should report to the Emergency Operations Center (EOC). When necessary assign duties to all personnel;
- Follow established procedures in responding to urban search and rescue incidents; and
- Record disaster related expenses.

### **Responsibilities:**

- Manages search and rescue task force deployment to, employment in, and redeployment from the affected area;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;
- Provides status reports on search and rescue operations throughout the affected area; and
- Request further assistance from the Virginia Department of Emergency Management for additional resources.

**Tab 1 to Emergency Support Function #9**  
**Search and Rescue Resources and Personnel**

<b>Resource Provider</b>	<b>Address</b>	<b>Phone Number(s)</b>	<b>Contact Person</b>	<b>Personnel</b>	<b>Capability</b>
<b>Old Dominion Search and Rescue</b>	<b>415 Marigold Road Spencer, VA 24165</b>	<b>276-340-6051</b>	<b>Ronnie Shupe</b>	<b>28</b>	<b>Ground Teams Dive/Rescue Team</b>

## **Emergency Support Function #10 - Oil and Hazardous Materials**

### **ESF Coordinator:**

Emergency Management Coordinator or Designee

### **Primary Agencies:**

City of Martinsville Fire Departments

Virginia Department of Emergency Management

Virginia Department of Environmental Quality

City of Martinsville Public Safety

### **Secondary/Support Agencies:**

Emergency Management

Law Enforcement

EMS

Local Emergency Planning Committee

Volunteer Fire Departments

### **Introduction:**

The local fire department will be contacted immediately and the Fire Chief will assume primary operational control of all hazardous materials incidents.

Mutual Aid Agreements with neighboring jurisdictions may provide support to the fire department, depending on their capabilities.

## **Scope:**

- The initial response will be handled by the local fire department.
- Local fire departments have some capability to support a hazard material response.
- State agencies may be called upon depending on the nature of the incident

## **Policies:**

Local resources, policies and procedures regarding hazardous material incidents should be reviewed and revised, as necessary.

- Fixed Facilities will report annually under SARA Title III;
- Notify the community of the need to evacuate or shelter in place;
- Mutual aid agreements will be implemented; and
- Establish communications with ESF # 5 and ESF #15.

## Concept of Operations

### Organization:

- The Local Fire Chief or designee will assume primary operational control of all hazardous materials incidents;
- Mutual aid agreements between the community and the local government will be implemented;
- The local fire chief may request Virginia Department of Emergency Management's (VDEM) Regional Hazardous Materials Officer and Hazardous Materials Response Team
- The fire chief will determine the need to evacuate or shelter in place.
- Law enforcement may coordinate the evacuation of the area.
- ESF# 2 and ESF# 15 will coordinate the dissemination of public information.

### Actions/Responsibilities:

- Review procedures for hazard material incident.
- Develop procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conduct training for personnel in hazardous materials response and mitigation;
- Follow established procedures in responding to hazardous materials incidents;
- Record expenses

## Emergency Support Function # 11 – Agriculture and Natural Resources

### **ESF Coordinator:**

Local Extension Agent or designee

### **Primary Agencies:**

VPI Cooperative Extension Service

Animal Care and Control

Virginia Department of Agriculture and Consumer Services

Virginia Department of Social Services

### **Secondary/Support Agencies:**

City of Martinsville Health Department

Department of Social Services

Red Cross

Local/Regional Food Banks

Virginia Voluntary Organizations Active in Disaster (VVOAD)

Federation of Virginia Food Banks

Virginia Department of Game and Inland Fisheries (VDGIF)

## **Introduction**

### **Purpose:**

Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly

infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

### **Scope:**

Determined based on the local capabilities and include:

- Identify food assistance needs;
- Obtain appropriate food supplies;
- Arrange for transportation of food supplies to the designated area;
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- Coordinate with Public Health and Medical Services to ensure that animal/veterinary/and wildlife issues are supported;
- Inspect and verify food safety in distribution and retail sites;
- Conduct food borne disease surveillance and field investigations;
- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

## **Policies:**

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Department of Social Services;
- Actions will be coordinated with agencies responsible for mass feeding;
- This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies;
- Schools and communities may be able to feed affected population for several days;
- Food supplies secured and delivered are for household distribution or congregate meal service;
- Transportation and distribution may be arranged by volunteer organizations;
- Priority is given to moving supplies into areas of critical need and then to areas of moderate need;
- Animal depopulation activities and disposal will be conducted as humanely as possible; and
- Ensure food safety.

## **Concept of Operations**

### **General:**

- Provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation;
- Ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident;
- Identifies, secures and arranges for the transportation of food to disaster areas; and
- Protects cultural resources and historic property resources during an incident.

### **Organization:**

The Emergency Manager or City of Martinsville Administrator will determine what tasks are to be completed and designate the appropriate agency and individuals by titles that are responsible for:

- Assessing damage to facilities and infrastructure;
- Assessing current food supply of community and determine if safe for human consumption;
- Assessing sensitive areas on community, such as plant and animal laboratories, to ensure secure; and
- Conducting inventory of sensitive items, in regard to agriculture and horticulture.

## **Actions:**

These items may vary based on local capabilities and the type and magnitude of the emergency event.

- Assist in determining the critical needs of the affected population;
- Catalog available resources and locate these resources;
- Ensure food is fit for consumption;
- Assist and coordinate shipment of food to staging areas;
- Work to obtain critical food supplies that are unavailable from existing inventories;
- Identify animal and plant disease outbreaks;
- Assist in providing inspection, fumigation, disinfection, sanitation, pest termination and destruction of animals or articles found to be contaminated or infected; and,
- Proper containment and disposal of contaminated food, animals, and/or plants.

## **Responsibilities:**

- Assist with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Assist handling and packing of any samples and shipments to the appropriate research laboratory;
- Provide information and recommendations to the City of Martinsville Health Department for outbreak incidents;
- Assist with assigning veterinary personnel to assist in delivering animal health care and performing preventative medicine activities;
- Participate in subsequent investigations jointly with other law enforcement agencies;
- Assess the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- Evaluate the adequacy of inspectors, program investigators and laboratory services relative to the incident;
- Assist with establishing logistical links with organizations involved in long-term congregate meal service; and
- Establish need for replacement food products.

## Tab 1 to Emergency Support Function #11

**EMERGENCY FOOD CONSUMPTION STANDARDS**

Per Person

Food Groups and Food Items per Week Standard

<b><i>Meat and Meat Alternatives</i></b>	
<i>(red meat, poultry pounds, fish, shellfish, cheese, dry beans, peas, and nuts)</i>	3
<b><i>Eggs</i></b>	6
<b><i>Milk (pints)</i></b>	7
<b><i>Cereals and cereal products</i></b>	
<i>(flour including mixes, bakery products, cornmeal, rice, macaroni, and breakfast cereals)</i>	4
<b><i>Fruits and vegetables (fresh and frozen)</i></b>	4
<b><i>Food fats and oils</i></b>	0.5
<i>(butter, margarine, lard, shortening pound and salad and cooking oils)</i>	
<b><i>Potatoes (white and sweet)</i></b>	2
<b><i>Sugars, syrups, honey, and other sweets</i></b>	0.5
<b>Total (equivalent pounds per week):</b>	27.0 lbs.

## **Emergency Support Function # 12 – Energy**

### **ESF Coordinator:**

Emergency Manager or Designee

### **Primary Agencies:**

City of Martinsville Electric Department

South Western Virginia Gas Company

### **Secondary/Support Agencies:**

Emergency Management

Public Works

State Corporation Commission (SCC)

Virginia Department of Mines, Minerals, and Energy (DMME)

## **Introduction**

### **Purpose:**

Estimate the impact of energy system outages in the locality.

Make decisions about closings based on:

- Duration of the outage;
- If portions of the locality are affected or if it the entire community;
- Ability to be operational; and
- Current weather conditions;

Help to prioritize facilities and infrastructure so that power may be restored or other energy supplies may be provided in such a way to enable life to be restored to full capacity as soon as possible.

## **Scope:**

- ESF #12 will collect, evaluate, and share information on energy system damage.

Estimate the impact of energy system outages in the community.

Provide information concerning the energy restoration process such as:

- Projected schedules;
- Percent completion of restoration; and
- Determine schedule for reopening facilities.

The incident may impact the locality only or it may be part of a larger incident that impacts the locality and the region.

In the latter cases, the locality will follow its plans, policies and procedures, but ensure that they are also following regional plans.

## **Policies:**

- Provide fuel, power, and other essential resources
- Locality will contact utility providers;
- Work with utility providers to set priorities for allocating commodities;
- Personnel will stay up to date with procedures through education and training;
- Restoration of normal operations at critical facilities will be a priority;
- Maintain a list of critical facilities and continuously monitor those to identify vulnerabilities
- Make decisions concerning closures; and
- Locality will manage independently, until it needs additional resources.

## **Emergency Support Function # 13 – Public Safety and Security**

### **ESF Coordinator:**

Police Chief

### **Primary Agencies:**

City of Martinsville Police Department

### **Support Agencies:**

City Sheriff's Office

Henry County Sheriff's Department

Virginia State Police (VSP)

Martinsville-Henry County Emergency Communications Center

Martinsville Fire & EMS

Virginia Department of Transportation (VDOT)

## **Introduction**

### **Purpose:**

- Maintain law and order;
- Provide public warning;
- Provide for the security of critical facilities and supplies, including shelters;
- Provide a “safe scene” for the duration of a disruptive incident;
- Provide access control to evacuated areas or critical facilities;
- Traffic control, as needed
- Leads ground search and rescue operations; and
- Assists with the identification of the dead.

Several factors may require outside assistance to respond to the event:

- Law or regulation may require involvement of state or federal agencies due to circumstances of the event (e.g. a terrorist event); and
- If the locality is impacted by a larger event that affects the region.

### **Scope:**

ESF #13 responds to an emergency in the locality using existing procedures. These procedures are in the form of department directives that cover all-hazards disasters and acts of terrorism.

### **Policies:**

- City of Martinsville Sheriff's Office will retain operational control;
- The operational plan will be coordinated with the local government's plan pursuant to Code of Virginia;
- Law enforcement will coordinate the response with other ESFs on the details of the events;
- Coordinate with Emergency Management to identify areas of potential evacuation;
- City of Martinsville has in place appropriate MOUs and Mutual Aid agreements; and
- The plan and the incident command staff may become subordinate if other organizations are called upon.

## **Concept of Operations**

### **General:**

Existing procedures in the form of department directives may provide the basis for a law enforcement response in times of emergency. The mission of ESF # 13 is to maintain law and order, protect life and property, provide traffic control and law enforcement support, secure essential facilities/supplies and coordinate mutual aid.

The Communications Center is the point of contact for the receipt of all warnings and notification of actual or impending emergencies or disasters.

## Organization:

- Local Law Enforcement will utilize their normal communications networks during disasters;
- Designate areas that need to be evacuated;
- Provide traffic control and security; and
- Coordinate with local law enforcement if the event exceeds the local capability.

## Actions/Responsibilities

- Maintain police intelligence capability to alert government agencies and the public to potential threats;
- Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage taking, weapons of mass destruction, terrorist situations, and bomb threats/detonations;
- Test primary communications systems and arrange for alternate systems, if necessary;
- Assist with the implementation of the evacuation procedures for the threatened areas, if necessary;
- Provide traffic and crowd control as required;
- Provide security and law enforcement to critical facilities;
- Implement existing mutual aid agreements with other jurisdictions, if necessary; and
- Document expenses.
- Coordinates backup support from other areas;
- Initial warning and alerting;
- Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies;
- Traffic control;
- Evacuation and access control of threatened areas; and
- Assist the Health Department with identification of the dead.

**Tab 1 to Emergency Support Function #13**

**ENTRY PERMIT TO ENTER RESTRICTED AREAS**

- 1. Reason for entry (if scientific research, specify objectives, location, length of time needed for study, methodology, qualifications, sponsoring party, NSF grant number and date on separate page). If contractor/agent--include name of contractual resident party, attach evidence of right of interest in destination. Resident: Purpose.

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- 2. Name, address, and telephone of applicant, organization, university, sponsor, or media group. Also contact person if questions should arise.

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- 3. Travel (fill out applicable sections; if variable call information to dispatcher for each entry)

Method of Travel (vehicle, aircraft) \_\_\_\_\_

Description of Vehicle/Aircraft Registration \_\_\_\_\_

Route of Travel if by Vehicle \_\_\_\_\_

Destination by legal location or landmark/E911 address \_\_\_\_\_

Alternate escape route if different from above \_\_\_\_\_

\_\_\_\_\_

- 4. Type of 2-way radio system to be used and your base station telephone number we can contact in emergency (a CB radio or radio telephone will not be accepted). Resident: cellular or home number. \_\_\_\_\_

\_\_\_\_\_

Entry granted into hazard area.

Authorizing Signature \_\_\_\_\_

Date \_\_\_\_\_

The conditions for entry are attached to and made a part of this permit. Any violation of the attached conditions for entry can result in revocation of this permit.

The Waiver of Liability is made a part of and attached to this permit. All persons entering the closed area under this permit must sign the Waiver of Liability before entry.

**Tab 2 to Emergency Support Function #13**

**WAIVER OF LIABILITY  
(TO BE SIGNED AND RETURNED WITH APPLICATION FORM)**

I, the undersigned, hereby understand and agree to the requirements stated in the application form and in the safety regulations and do further understand that I am entering a (high) hazard area with full knowledge that I do so at my own risk and I do hereby release and discharge the federal government, the Commonwealth of Virginia and all its political subdivisions, their officers, agents and employees from all liability for any damages or losses incurred while within the Closed Area.

I understand that the entry permit is conditioned upon this waiver. I understand that no public agency shall have any duty to attempt any search and rescue efforts on my behalf while I am in the Closed or Restricted Area.

**Signatures of applicant and members of his field party**

**Date**

Print full name first, then sign.

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the above waiver of liability.

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the above waiver of liability.

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the above waiver of liability.

\_\_\_\_\_

\_\_\_\_\_

I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

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I have read and understand the above waiver of liability.

**Tab 3 to Emergency Support Function #13**

**Law Enforcement Resources  
(Maintain a list of available law enforcement resources and personnel)**

<b>Department</b>	<b>Phone Number</b>	<b>Contact</b>	<b>Resource</b>
City of Martinsville Police Department	Sean Dunn	(O)276-403-5310 (M)276-226-6561	Officers- 52 Full Time
			Vehicles-16 Cars, 3 Vans, 4 SUV 4x4, 1 Pickup 4x4
			Administrative Support-6

## Emergency Support Function #14 – Long Term Recovery

### **Primary Agencies:**

City of Martinsville Department of Building and Zoning

Emergency Management

Martinsville City Council

City of Martinsville Department of Public Safety

City of Martinsville Attorney

### **Secondary/Support Agencies:**

City of Martinsville Assessor's Office

City of Martinsville Department of Public Works

City of Martinsville Department of Parks and Recreation

City of Martinsville Emergency Management

City of Martinsville Department of Finance

City of Martinsville Police Department

City of Martinsville Sheriff's Office

Henry / Martinsville Department of Social Services

Virginia Voluntary Organizations Active in Disaster (VVOAD)

American Red Cross

## **Introduction**

### **Purpose:**

To facilitate both short term and long term recovery following a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources and to

coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community impacted by the emergency.

### Scope:

ESF #14 support may vary depending on the magnitude and type of incident and the potential for long term and severe consequences. ESF #14 will address significant long-term impacts in the affected area on housing, business and employment, community infrastructure, and social services. The full scope of services provided will depend on local capabilities and resources. During a disaster, maps of the locality will be located in the **Planning Section and/or ESF #5**. Available maps may include VDOT highway transportation maps, topographical maps, Geographic Information System (GIS) mapping, etc. City of Martinsville may also request mapping assistance from the Martinsville-Henry Count Communication Center, as needed.

### Policies:

- ESF #14 will begin the recovery process for any disaster with the implementation of short term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.
- The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs.
- Long-term recovery and mitigation efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to mitigation of future impacts of a similar nature, when feasible.
- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments; the private sector; and individuals, while coordinating activities and assessments of need for additional assistance.

## Concept of Operations

### General:

The recovery phase addresses broad recovery and reconstruction which deals with more permanent and long-term redevelopment issues.

The recovery and reconstruction component, deals with housing and redevelopment, public works, economic development, land use, zoning, and government financing. The City of Martinsville uses an

established coding system for structures inspected The City of Martinsville Department of Building and Zoning, as discussed in the **Damage Assessment Support Annex**. This system provides for a quick overview of the anticipated need for long-term recovery housing and other services.

The recovery analysis process is comprised of the following phases: reentry, needs assessment, damage assessment, the formulation of short- and long-term priorities within the context of basic needs and available resources, and the identification and implementation of appropriate restoration and development strategies to fulfill priorities established, as well as bring about an effective recovery program.

The process to request and receive federal assistance will be the same as all other natural or man-made disasters. The Virginia Department of Emergency Management will be the coordinating state agency in the recovery process, and FEMA will be the coordinating federal agency. Utilizing the preliminary damage assessment information collected, short-term and long-term priorities are established and recovery strategies developed in coordination with other state agencies, local governments, the federal government, and private industry.

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-existing conditions. Federal and state agencies will provide technical assistance to localities in the long-term planning and redevelopment process. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The locality will develop strategies in coordination with regional local governments and the City of Martinsville Planning District Commission. Federal and state catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase include:

- Completion of the damage assessment;
- Completion of the debris removal;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Hazard Mitigation projects.

## Organization:

- The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area.
- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities.
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the Economic Crisis Strike Force based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues.
- The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education,.
- The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.

## Actions/Responsibilities:

- Partner with disaster recovery agencies to implement recovery programs;
- Coordinate the state's participation in recovery operations with FEMA, SBA and other federal agencies co-located in the Joint Field Office or other command center;
- Obtain maps of the impacted areas;
- Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services);
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues, and;
- Determine and identify responsibilities for recovery activities.

## **Emergency Support Function # 15 – External Affairs**

### **ESF Coordinator:**

Public Information Officer or Designee

### **Primary Agencies:**

Emergency Manager

Public Information Officer (PIO)

### **Secondary/Support Agencies:**

Coordinator of Emergency Management

Department of Public Safety

City Council

City of Martinsville Attorney

Communications Center

Police Department

Sheriff's Office

Fire Departments

Rescue Squads

## **Introduction**

### **Purpose:**

Provide for efficient and coordinated continuous flow of timely information and instructions to the public using all available communications media prior to, during, and following an emergency or disaster.

## **Scope:**

Provide emergency public information actions before, during, and following any emergency. Potential public information response could involve personnel from all jurisdictions, organizations, agencies, and areas within the affected area.

## **Concept of Operations**

### **General:**

The Public Information/Affairs Office is responsible for providing the community with information on impending or existing emergencies, to include immediate protective actions they should take such as sheltering or evacuation.

The City of Martinsville participates in disaster public education and awareness activities on a regular basis, in conjunction with local Fire, EMS, Virginia Department of Emergency Management, Virginia Department of Health, VDOT, National Weather Service, etc. Programs include fire prevention, animal care and control, weather spotter training, disaster preparedness for seniors, public health issues (i.e. seasonal influenza, pandemic influenza), etc. The City of Martinsville Public Schools participates in the annual statewide tornado drill.

The City of Martinsville has approximately 6.8% of the population whose primary language is not English. . Translators are available through the Department of Social Services, and the Health Department. Disaster preparedness, response, and recovery information is available in Spanish through the Virginia Department of Emergency Management (VDEM). Public Health information is also available in Spanish.

Emergency Public Information may be disseminated to special populations through use of interpreters (non-English speaking and hearing impaired), public address systems, closed caption television, door-to-door, Braille (visually impaired), etc.

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property.

A Joint Information Center (JIC) may be activated, if the situation warrants. The JIC will likely be at an off-site location. Agencies involved will staff telephones and coordinate media activities under the supervision of the EPIO.

## **Organization:**

A Public Affairs Officer may be appointed to serve as the primary ESF #15 coordinator. Other local and/or state officials will serve within the JIC.

Press releases will be coordinated and disseminated from the JIC, in conjunction with the Emergency Manager, City of Martinsville Administrator, and appropriate lead agency and/or ESF. Individual agencies will **NOT** issue separate press releases. Media briefings will be conducted from the JIC, and scheduled accordingly.

Additionally, the City of Martinsville will establish a Community Relations (CR) plan which will include incident specific guidance and objectives at the beginning of the incident. Conducting the CR function is a joint responsibility between local, state, and federal personnel. The composition of field teams should involve a variety of local, state, and federal personnel. These teams assist in the rapid dissemination of information, to identify unmet needs, to establish an ongoing dialogue and information exchange, and to facilitate collaborative community, local, state, and federal planning and mutual disaster recovery support.

## **Responsibilities/Actions:**

- Develop standard operations procedures (SOPs) to carry out the public information function;
- Develop and conduct public information programs for community/citizen awareness of potential disasters, as well as personal protection measures for each hazards present;
- Develop Rumor Control Procedures;
- Prepare advance copies of emergency information packages for release through the news media during actual emergencies;
- Brief local news media personnel, community officials, local, state, and federal agencies on External Affairs policies, plans, and procedures;
- Maintain current lists of radio stations, televisions stations, cable companies, websites, and newspapers to be utilized for public information releases;
- Maintain support agreements and liaison arrangements with other agencies and the new media, if needed;
- Maintain arrangements to provide a briefing room for the media in the vicinity of the EOC or at the location of the disaster;
- Coordinate with VDEM PIO, Governor's Press Secretary and the Secretary of Public Safety to prepare initial press releases;
- Assist with the preparation/transmission of EAS messages, if needed;

- Disseminate news releases and daily Situation Reports from the State EOC via the agency's website;
- Disseminate information to elected officials through the legislative liaison function;
- Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the general public to call for information;
- Monitor the media to insure accuracy of information and correct inaccurate as quickly as possible;
- Plan and organize news conferences with the Governor's staff, if necessary;
- Provide information to the public about available community disaster relief assistance and mitigation programs;
- Coordinate efforts to provide information to public officials, and;
- Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible.

## Tab 1 to Emergency Support Function #15

## Emergency Public Information Resources

<b>Newspaper</b>	<b>Contact</b>	<b>Phone Number(s)</b>
<b>Martinsville Bulletin Martinsville, VA</b>	<b>Editor</b>	<b>(276) 638-8801</b> <b>Fax: (276) 638-4153</b>
<b>Greensboro News &amp; Record Greensboro, NC</b>	<b>Editor</b>	<b>(336) 373-1000</b> <b>Fax: (336) 373-7043</b>
<b><u>Roanoke Times &amp; World News</u> Roanoke, VA</b>	<b>Editor</b>	<b>(540) 981-3100</b> <b>Fax: (540) 981-3346</b>
<b>Radio Stations</b>	<b>Contact</b>	<b>Phone Numbers</b>
<b>WMVA – AM (1450 AM)</b>	<b>Station</b>	<b>(276) 632-2152</b> <b>Fax: (276) 632-4500</b>
<b>WHEE (1370 AM )</b>	<b>Station</b>	<b>(276) 632-9811</b> <b>Fax: 632-9813</b>
<b>WZBB (99.9 FM)</b>	<b>Station</b>	<b>(276) 629-9999</b> <b>Fax: (276) 629-8399</b>
<b>TV Stations</b>	<b>Contact</b>	<b>Phone Number(s)</b>
<b>WSLS, Channel 10, Roanoke</b>	<b>Station</b>	<b>(540) 981-9110</b> <b>Fax: (540)343-2059</b>
<b>WDBJ, Channel 7, Roanoke</b>	<b>Station</b>	<b>(540) 344-7000</b> <b>Fax: (540) 343-7269</b>
<b>WSET, Channel 13, Lynchburg</b>	<b>Station</b>	<b>(434) 528-1313</b> <b>Fax: (434) 847-8800</b>
<b>WXII, Channel 12, Greensboro</b>	<b>Station</b>	<b>(336) 275-1132</b> <b>Fax: (800) 476-8253</b>

<b>Cable 18, Martinsville</b>	<b>Station</b>	<b>(276) 656-3900</b> <b>Fax: (276) 656-3001</b>
<b>WFMY, Channel 2, Greensboro</b>	<b>Station</b> <b>Fax:</b>	<b>(336) 379-0053</b> <b>(336) 230-0971</b>

*Table 15.1 – Media Contacts*

## **Tab 2 to Emergency Support Function #15**

### **Emergency Public Information PIO Prearranged Messages**

Release or Spill

(No explosion or fire)

Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At \_\_\_\_\_ (a.m./p.m.) today, an incident/accident occurred on \_\_\_\_\_  
(hwy/street). Certain dangerous materials have been spilled/leaked/released from a tank  
car/truck. Due to the toxicity of material released to the atmosphere, all traffic on  
\_\_\_\_\_ (hwy/street) is being rerouted via \_\_\_\_\_  
(hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within \_\_\_\_\_ feet of the site are  
urged to leave immediately and report to (school, church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional  
information/instructions.

## **Emergency Public Information PIO Prearranged Messages**

### **(Fire and/or Explosion Imminent)**

Local - Public Information Notification of an Incident (Fire and/or Explosion Imminent)

At \_\_\_\_\_ (a.m./p.m.) today, an accident occurred on \_\_\_\_\_ (hwy/railroad)  
at \_\_\_\_\_ (location). All traffic on \_\_\_\_\_ (hwy) is  
being rerouted via \_\_\_\_\_ (hwy/intersection) until further notice.

Due to the possibility of an explosion and major fire, all residents living within \_\_\_ feet of the site are urged to leave immediately and report to \_\_\_\_\_ (school, church, etc.).

Follow directions given by emergency workers, State Police, or Police Department.

You will be notified when it is safe to return to your homes. Stay tuned to this station for additional information/instructions.

## Emergency Public Information PIO Prearranged Messages

### Emergency Public Information Sample Health Advisory for Shelter Centers

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: **City Health Department**

SUBJECT: Health Risks Resulting from \_\_\_\_\_

(Event, site, & date)

The \_\_\_\_\_ (event) at \_\_\_\_\_ (site) in City/ County on \_\_\_\_ (date) released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although residents were evacuated, it is possible that some evacuees may experience symptoms which are characteristic of over exposure to these chemicals.

Shelter residents should be monitored for symptoms which are characteristic of exposure to the chemicals which necessitated the evacuation. These symptoms are \_\_\_\_\_

\_\_\_\_\_. (enter symptoms from MSDS or other sources)

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_ (site of incident), and estimated time of onset of symptoms. Report incidents to the City Department of Health.

For additional information, contact the **City Health Department** at 276-638-2311

**Emergency Public Information  
Sample Health Advisory for Health Advisory**

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM: **City Health Department**

SUBJECT: Health Risks Resulting from \_\_\_\_\_

(Event, site, & date)

The City Public Health Department has issued a Public Health Advisory concerning possible chemical/biological contamination by \_\_\_\_\_ (event) at the \_\_\_\_\_ (location) in the City.

The chemical release occurred at \_\_\_\_\_ (date & time). Substances released into the environment during this incident can present health risks to susceptible persons. Persons who have been exposed to these chemicals may experience one or more of the following symptoms: \_\_\_\_\_ . (List symptoms on the MSDS)

Any person who was in the vicinity of \_\_\_\_\_ (site of event) between \_\_\_\_\_ (hours) on \_\_\_\_\_ (day) should be alert to symptoms indicating exposure to the chemicals released. Persons experiencing symptoms of contamination are advised to consult their physician or go to the nearest hospital emergency department for evaluation.

For further information, contact the **City Health Department** at 276-638-2311

**Emergency Public Information  
Sample Health Advisory for Physicians**

DATE: \_\_\_\_\_

TO: All Primary Care Physicians in \_\_\_\_\_  
(Area, city, county)

FROM: **City Health Department**

SUBJECT: Health Risks Resulting from \_\_\_\_\_  
(Event, site & date)

The \_\_\_\_\_ (event) at \_\_\_\_\_ (site) in City released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of over exposure to these chemicals.

Exposure to \_\_\_\_\_ (list name(s) of chemicals involved) should be considered with patients experiencing \_\_\_\_\_.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_, (site of incident) and estimated time of onset of symptoms. Report incidents to the **City Health Department**.

For additional information, contact the **City Health Department** at 276-638-2311

**Emergency Public Information  
Sample Health Advisory for Primary Health Care Facilities**

DATE: \_\_\_\_\_

TO: All Primary Care Facilities in \_\_\_\_\_  
(area, city, county)

FROM: **City Health Department**

SUBJECT: Health Risks Resulting from \_\_\_\_\_  
(event, site & date)

The \_\_\_\_\_(event) at \_\_\_\_\_ (site) in **City/County** released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of overexposure to these chemicals.

Exposure to \_\_\_\_\_ (list name(s) of chemicals involved) should be considered with patients experiencing \_\_\_\_\_.

In addition to specific information on patient's medical condition and treatment, record specific information related to the incident such as patient's location when exposed to contaminants, estimated distance of that location from \_\_\_\_\_(site of incident), and estimated time of onset of symptoms. Report incidents to the City of Martinsville Department of Health.

For additional information, contact the **City Health Department** at 276-638-2311

## **Emergency Support Function # 16 – Military Support**

### **ESF Coordinator:**

Virginia National Guard Commander or designee

### **Primary Agency:**

Department of Military Affairs – Virginia National Guard

### **Secondary/Support Agencies:**

Emergency Management

Virginia Department of Emergency Management

## **Introduction**

### **Purpose:**

Emergency Support Function (ESF) #16 – Military Affairs is to assist and provide Military Support (Virginia National Guard) in times of a major or catastrophic disaster, and/or civil unrest.

## **Concept of Operations**

### **General:**

The Virginia National Guard, when directed by the Governor of the Commonwealth of Virginia, can employ Virginia National Guard personnel, equipment, and resources, through appropriate commanders, to assist civil authorities.

The Virginia National Guard will provide Military Support to Civil Authorities in accordance with the existing Virginia National Guard Operation Plan for Military Support to Civil Authorities.

### **Organization:**

The Virginia National Guard is a support agency for the other Emergency Support Functions located in the Emergency Operations Center.

### **Policies:**

In accordance with existing National Guard Bureau Regulations, it is understood that the primary responsibility for disaster relief shall be with the locality.

### **Responsibilities:**

Provide Military Support to civil authorities on a mission request basis, within the Virginia National Guard's capability, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order.

## **Emergency Support Function #17 – Volunteer and Donations Management**

### **ESF Coordinator:**

Director of Social Services or Designee

### **Primary Agencies:**

City of Martinsville Department of Social Services  
City of Martinsville Department of Public Safety  
Emergency Management  
American Red Cross

### **Secondary/Support Agencies:**

Virginia Voluntary Organizations Active in Disaster (VVOAD)  
Public Information Office  
City of Martinsville Attorney  
American Red Cross  
Salvation Army

## **Introduction**

### **Purpose:**

ESF # 17 describes the coordinating processes used to ensure the most efficient and effective utilization of unaffiliated volunteers and unsolicited donated goods during disasters.

### **Scope:**

Volunteer services and donated goods refer to unsolicited goods, and unaffiliated volunteer services. Coordination of affiliated volunteers will also be needed during recovery operations.

## **Policies:**

City of Martinsville Department of Social Services, in coordination with VVOAD, American Red Cross, and Emergency Management has primary responsibility for the management of unaffiliated volunteer services and unsolicited donated goods.

The donation management process must be organized and coordinated to ensure the citizenry is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations.

City of Martinsville Department of Social Services:

- Coordinates with other agencies to ensure goods and resources are used effectively;
- Looks principally to those organizations with established volunteer and donation management structures;
- Encourages cash donations to recognize non-profit voluntary organizations;
- Encourages individuals to participate through local Citizen's Corps Council and/or affiliate with a recognized organization; and
- Encourages the use of existing nongovernmental organizational volunteer and donations resources before seeking governmental assistance.

## **Concept of Operations**

### **General:**

Volunteer and Donations Management operations may include the following:

- A Volunteer and Donations Coordinator
- A phone bank
- A coordinated media relations effort
- Effective liaison with other emergency support functions, state and federal government officials
- Facility Management Plan

### **Donated Goods Management Function**

- Management of unsolicited donated goods involves a cooperative effort by local and voluntary and community based organizations, the business sector and the media.
- City of Martinsville Department of Social Services, in conjunction with voluntary organization partners and local government, are responsible for developing donations management plans and managing the flow of donated goods during disaster operations.

### **Volunteer Management Function**

- Management of unaffiliated volunteers requires a cooperative effort by local and voluntary and community based organizations, such as Citizen Corps Councils, faith-based organizations, the private sector and the media.
- Emergency Management, in partnership with City of Martinsville Department of Social Services, and voluntary organizations is responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery.

### **Organization:**

The Coordinator and Deputy Coordinators of Emergency Management, assisted by the Department of Social Services and the American Red Cross, are responsible for coordinating the efforts of volunteer relief organizations and individuals.

Standard operating procedures will be developed to address screening, processing, training, and assignments of volunteers who will show up once recovery efforts begin. The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as heavy equipment operators, should be assigned duties, which allow for the maximum benefit of their skills. Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Accurate records of all incurred expenses will be maintained.

ESF #15 will coordinate with ESF # 2 – Communications and ESF # 15 – External Affairs to develop public service announcements (PSAs) to notify the public about donations programs. PSAs will be disseminated from the Joint Information Center (JIC). PSAs may also include information about unneeded items, such as used clothing.

If additional resources are needed, a request for assistance from the Virginia Voluntary Organizations Active in Disaster (VVOAD) will be made through ESF # 7 – Resource Management to the Virginia Emergency Operations Center (VEOC).

### **Responsibilities:**

- Identify potential sites and facilities to manage donated goods and services being channeled into the disaster area;

- Identify the necessary support requirements to ensure the prompt establishment and operation of these facilities and sites;
- Assign the tasks of coordinating auxiliary manpower and material resources;
- Develop procedures for recruiting, registering and utilizing auxiliary manpower;
- Develop a critical resources list and procedures for acquisition in time of crisis;
- Develop procedures for the management of donated goods;
- Receive donated goods;
- Assist with emergency operations;
- Assign volunteers to tasks that best utilize their skills; and
- Compile and submit totals for disaster-related expenses.

## Tab 1 to Emergency Support Function # 17 – Volunteer & Donations Management

### Sample Volunteer Registration Form

*Table 17.1 – Volunteer Registration Form*

1.	Name: _____
2.	Social Security Number: _____
3.	Organization (if appropriate) _____
4.	Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.) _____ _____
5.	Estimated length of time services can be provided in the disaster area: _____ _____
6.	Special tools or equipment required to provide service: _____ _____
7.	Billet or emergency shelter assignment in local area: _____ _____
7.	Are you or your group self-sufficient with regard to food and clothing: _____ Yes                      _____ No
	Explanation: _____ _____ _____

## **Evacuation Support Annex**

### **Coordinating Agency:**

Emergency Management

VDOT

### **Cooperating Agencies:**

All Agencies

## **Introduction**

### **Purpose:**

The Evacuation Support Annex describes the coordinated process of localities and agencies to ensure a smooth evacuation of any portion or all of the City of Martinsville attributable to a hazard including a catastrophic event. Additionally, the plan outlines details of an evacuation process for events occurring without warning, and the transportation components necessary to address the operations of assembly areas that may be used during a declaration of emergency.

### **Scope:**

This annex is applicable to departments and agencies that are participating and responding with assistance to an evacuation as coordinated by City of Martinsville Emergency Management. This document will address wide-ranging scenarios with no consideration for special incident(s) at this time. Additional incident scenarios can be found in the appropriate Incident Annex.

There are four basic scenarios in which a planned evacuation or spontaneous evacuation without warning may be required:

1. Catastrophic event with warning – An event where citizens may need to evacuate or shelter in place then seek evacuation; citizens will not be able to return home in a reasonable period of time. Examples may include major hurricanes, wild land fires and severe riverine flooding.
2. Disruptive event with warning – An event where citizens may need to evacuate; citizens will be able to return home in a reasonable period of time. Examples may include hurricanes, minor to moderate flooding events, or hazardous materials events.
3. Catastrophic event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation efforts after the event. Citizens will not be able to return home in a reasonable period of time. Examples may include terrorism events, severe tornadoes and hazardous material events.
4. Disruptive event without warning – An event where citizens need to take immediate action to protect themselves which may or may not involve evacuation after an event. Citizens will be able to return home within a reasonable period of time. Examples may include severe weather, flash flooding and transportation accidents.

## **Definitions:**

### **Assembly Area**

Site where mass transit resources collect people as directed by the EOC to assist in the transporting of populations out of the risk area;

### **Evacuation Route**

Road or highway designated as a primary route for motorists evacuating from the threat;

### **Evacuee**

A person moving out of the risk area of a potential or occurring hazard. Evacuees are designated into those that are transit dependent and those who are “self-evacuating”. Transit dependent evacuees may require public transportation for immediate life safety, and it is assumed that this population will require public sheltering. The self-evacuating population can be categorized into two groups: evacuees with end-point destinations (i.e. hotel, family or friends’ home) and evacuees without end point destinations. It is possible that the self-evacuating population without end-point destinations will require public sheltering.

### **Pick-up Point**

Site that is used to pick up transit dependent evacuees to move them to the assembly area(s) to be transported out of the risk area.

### **Refuge of Last Resort**

A facility that may be identified that can provide temporary relief from the risk. A refuge of last resort is not intended to be designated as a “shelter” and may not be able to provide basic services such as food, accommodations for sleeping or first aid, but security is provided. It should be considered only as a probable safe haven for evacuees who are unable to clear the area until the risk passes. In many cases these sites can be pre-identified.

### **Shelter**

A facility where evacuees with no end destination point can be processed evaluated and provided disaster services from government agencies and/or pre-established voluntary organizations. This facility is generally designed for stays less than 3 days. Supplies available are meals and water for 3 days, basic

first aid, pet sheltering (if applicable,) sleeping quarters, hygienic support and basic disaster services (counseling, financial assistance and referral, etc.)

## **Assumptions:**

1. A decision to implement voluntary or mandatory evacuation may require interaction and coordination between local, state, federal and certain private sector entities;
2. Warning time, in the case of a riverine flood, will normally be available to evacuate the threatened population. A local evacuation might be needed because of a hazardous materials incident, major fire, terrorist incident or other incident;
3. Given warning of an event, a portion of the population will voluntarily evacuate before an evacuation has been recommended or directed. Most people who leave their homes will seek shelter with relatives, friends or in motels;
4. Evacuation of people at risk for emergency situations that occur with little or no warning will be implemented as determined necessary to protect life and property. Evacuation instructions should be based on known or assumed health or safety risks associated with the hazard. The individual responsible for implementing it should be the Incident Commander at the scene of the emergency, with support from the EOC as necessary;
5. The timing of an evacuation directive will be determined by the circumstances of the event;
6. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas and population along the established evacuation routes most vulnerable to these threats. A hazard analysis has also been completed for routes that will be used primarily for pedestrian traffic;
7. During events without warning, there might be limited to no time prior to the event to implement more formalized evacuation processes;
8. Emergency evacuations might require evacuation of all or part of a City of Martinsville neighborhood. Evacuation from a designated risk area will affect adjacent and outlying areas within and outside of the City of Martinsville. Traffic control resources must be in place prior to public release of an evacuation order;
9. Evacuation will require a greater lead-time to implement than that of in-place sheltering. A delayed evacuation order could endanger the lives and result in civil disorder.
10. There are on-going efforts to proactively reach out and educate citizens on family preparedness, evacuation procedures, and where to go for additional information on these subjects;
11. Evacuation procedures, to include notification and routing, will be made available to the public by all available means;
12. The primary means of evacuation from any event will be private vehicles;
13. Residents who are ill or disabled may require vehicles with special transportation capabilities;
14. Stranded motorists could present significant problems during an evacuation situation;
15. Evacuation or protective action guidance must be communicated in a clear, concise and timely manner in order to ensure the effective implementation of the strategy recommended. A variety of communication pathways may have to be utilized in order to effectively communicate the hazard, level or risk and the recommended evacuation or protection action to the public;
16. Some owners of companion animals might refuse to evacuate unless arrangements have been made to care for their animals;
17. Despite the comprehensive effort implemented to communicate evacuation or protective action guidance, some segments of the population might not receive or follow the instructions given;
18. Every hospital, long-term care facility and home health agency should have plans in place to shelter in place, evacuate patients in their care, transport them to safe and secure alternate facilities and support their medical needs.
19. Local emergency managers have been given the authority to review and collaborate with managers of nursing homes, childcare facilities and assisted living facilities in developing emergency plans.

## **Concept of Operations**

### **Organization:**

Evacuation of the City of Martinsville will be directed by the City of Martinsville Administrator or his appointed person within the official line of succession as laid out in the continuity of government plan. In small-scale incidents or incidents needing immediate evacuation, the on-scene incident commander will have the authority to determine and implement evacuation orders. The implementation of the evacuation will be managed in a unified command format to best integrate all necessary ESFs for a successful result. This concept will also be utilized to coordinate no-warning evacuations.

Emergency Support Functions (ESFs) having primary responsibilities during an evacuation are:

- ESF # 1 - Transportation--traffic management and transport
- ESF # 6 - Mass Care, Housing and Human Services--sheltering
- ESF # 13 - Public Safety and Security--traffic control and security

Additional ESFs may need to be utilized to enhance the results of the evacuation such as ESF # 7 (Resource Management) and ESF # 5 (Emergency Management). If the incident involves chemicals or radiation that may cause contamination of evacuees, staff or workers, ESF # 8 (Health and Medical) and ESF #10 (Oil and Hazardous Materials) may also be needed. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the evacuation.

The City of Martinsville has pre-identified shelter locations throughout the city. Citizens will be provided transportation, if necessary, to the shelter locations. Transportation resources are identified in ESF # 1. The City of Martinsville will identify refuges of last resort as needed, based on the type of event.

### **Responsibilities:**

- Traffic control in the event of an emergency requiring evacuation, in accordance with Highway Laws of Virginia and the policies of the State Highway Commission and any local laws and ordinances;
- Assist in directing and/or moving motorists to shelters or refuges of last resort as an event approaches;
- Coordinate resources and information with state and adjacent jurisdiction law enforcement;
- Provide security for ingress and egress of the evacuated area(s) and for shelters and refuges of last resort;
- Select sites to serve as refuges of last resort and shelters;

- Fulfill sheltering plan as required in response to an evacuation;
- Outreach to citizens on evacuation education pre-event and notification during an event regarding personal evacuation and sheltering plan;
- Recommend policies, procedures, and projects necessary for the implementation of evacuation plans;
- Facilitate training to local agencies and other organizations regarding evacuation plans;
- Coordinate evacuation efforts with external agencies including federal, state, and other localities;
- Disseminate public information through all media types regarding evacuation efforts pre-event, during the event, and post-event; and
- Develop, review and test the evacuation plan, policies, and procedures.

### **Action Checklist:**

- Special facilities will be encouraged to develop emergency procedures and evacuation plans for those charged to their care and custody and provide them to the Emergency Manager for comment and review; and
- Citizens will be encouraged to develop household emergency plans that include their pets and any other dependents in all aspects of response including evacuation and sheltering.
- Develop, review and test the evacuation plan. policies and procedures;
- Implement the plan;
- Provide training to agencies and staff on task-appropriate plans, policies and procedures;
- Provide adequate support for evacuation preparedness, planning and response. Report any shortfalls and request needed assistance or supplies;
- Develop and implement the necessary logistical support to carry out emergency tasking. Instruct all departments to maintain an inventory of supplies on hand;
- Select, prepare plans for, and initiate sites to serve as refuges of last resort and/or shelters;
- Develop and implement the necessary mutual aid agreements, sample contracts, and listing of potential resource providers to expedite the procurement of anticipated resource needs for emergency operations; and
- Develop and maintain the necessary measures to protect vital records, critical systems, and essential operations to ensure their uninterrupted continuation during a disaster, as well as to facilitate their full restoration if impacted by the disaster;
- Coordinate information dissemination internally and externally; and
- Insure appropriate recordkeeping such that federal or state disaster assistance can be sought for reimbursement of disaster related expenditures; and
- Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures.

## **Information Technology Support Annex**

### **Coordinating Agency:**

Information Technology/GIS

### **Cooperating Agencies:**

All Supporting Agencies

## **Introduction**

### **Purpose:**

This annex describes the framework through which City of Martinsville Information Technology/GIS coordinates with other local agencies, to prepare for, respond to, and recover from emergencies or disasters. It ensures policymakers and responders at all levels receive coordinated, consistent, accurate, and timely technical information, analysis, advice, and technology support.

### **Scope:**

This annex:

- Outlines roles and responsibilities for pre-incident and post-incident technology support;
- Outlines a structure for coordination of technological support and response to incidents; and
- Outlines a process to provide technical recommendations.

### **Policies:**

The underlying principles in coordinating technical support are as follows:

- Planning employs the most effective means to deliver technical support, including the use of resources from the private sector and nongovernmental organizations, and resources owned or operated by local agencies;
- Planning recognizes local and state policies and plans used to deliver and receive technical support.

## **Concept of Operations**

### **General:**

The Information and Technology Office is responsible for technical support and coordinates with other appropriate departments and agencies in response to an actual or potential emergency. The City of Martinsville relies heavily upon the Martinsville-Henry County Communication Center to provide mapping and GIS capability.

### **Organization:**

The Information and Technology Office provides the core coordination for technical support capability. The IT Office works with local and state government, private sector, and nongovernmental organizations that are capable of providing technical information, analysis and advice, and state-of-the-art technology support.

Technology resource identification and standard operating procedures for accessing these resources will be developed using standard protocols. Mission assignments for technical needs are coordinated through ESF #5 – Emergency Management and passed on to the cooperating agencies for support.

### **Responsibilities:**

- Orchestrating technical support to the locality;
- Providing short-notice subject-matter expert assessment and consultation services;

- Coordinating the technical operational priorities and activities with other departments and agencies;
- Providing GIS mapping capability;
- Providing liaison to local Emergency Operations Center (EOC);
- In coordination with responsible agencies and when deemed appropriate, deploying emerging technologies; and
- Executing contracts and procuring technical support services consistent with policies and procedures of the Finance Department.

## **Animal Care, Control and Sheltering Support Annex**

### **Coordinating Agency**

Martinsville Police Department - Animal Control

### **Cooperating Agencies**

Henry County Animal Control – Sheriff’s Office

SPCA of Martinsville-Henry County

Henry/Martinsville Department of Health

Martinsville Fire and EMS – Emergency Management

Local Veterinarians

Virginia Cooperative Extension Service

Virginia Department of Agriculture and Consumer Services (VDACS)

Virginia Department of Emergency Management

Virginia Veterinary Medical Association

Virginia Animal Control Association

## **Introduction**

### **Purpose:**

The emergency mission of animal care and control is to provide rapid response to emergencies affecting the health, safety and welfare of animals. Animal care and control activities in emergency preparedness, response, and recovery include, but are not limited to, companion animals, livestock and wildlife care, facility usage, displaced pet/livestock assistance, animal owner reunification, and carcass disposal.

### **Scope:**

This annex is applicable to departments and agencies that are participating and responding with assistance or relief to an animal emergency as coordinated by the Department of Animal Control. The *Virginia State Comprehensive Animal Law* provides clear definitions and care requirements under *Virginia Code 3.1-796.66 Definitions*. Partial listings of these definitions are located in Tab 1 of this annex.

## **Assumptions:**

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. Pet-friendly shelters will only shelter those animals defined as household pets.
3. No dogs with a known bite history or previously classified by Animal Control as “Dangerous” or “Potentially Dangerous” will be accepted into a pet-friendly shelter.
4. No dog that shows signs of aggression during initial check-in will be accepted.
5. All dogs and cats must be accompanied by proof of current vaccinations and current rabies tags.
6. No feral cats or wild-trapped cats will be accepted.
7. Animals should be brought to the Pet-Friendly shelter in a suitable cage or on a leash provided by the owner.
8. Birds must be brought in the owner’s cage. Bird breeders with large numbers of birds will need to seek sanctuary elsewhere.
9. Pocket pets (hamsters, gerbils, hedgehogs, sugar gliders, etc.) must be brought to shelter in owner’s cage. The cage must be of good material to prevent escape.
10. No reptiles will be accepted.
11. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas that they threaten, and types and numbers of animals most vulnerable in these areas.
12. The Director of Emergency Management / City Manager may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) will be used to establish the organizational structure.
13. Martinsville-Henry County Emergency Operations Center may be activated to manage the emergency.
14. Any disaster may potentially have adverse effects on the jurisdiction’s animal population or the public health and welfare.
15. State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

## **Policies:**

Following recent Congressional action on the Pets Evacuation and Transportation Standards (PETS) Act, *S. 2548 and H.R. 3858*, former President George W. Bush signed the historic legislation into law. The PETS Act requires state and local agencies to include animals in their disaster plans.

All Local governments must develop and maintain an animal emergency response plan (SB 787, Animal Emergency Response Plan, 2007 Session) with the assistance of the Virginia Department of Emergency Management.

The Virginia Department of Agriculture and Consumer Services, Division of Animal and Food Industry Services has the responsibility of interpreting and enforcing the regulations pertaining to the health, humane care, and humane handling of livestock, poultry, and companion animals in the Commonwealth.

## Concept of Operations

### Organization:

The Police Department is designated as the lead agency for animal care and control. Within the Police Department the Animal Control Officer is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function.

The Police Department has primary responsibility for:

- Evacuation, transport, recordkeeping, and sheltering of companion animals
- Medical care for companion animals
- Capture, quarantine, and/or destruction of infectious, contaminated, and/or hazardous animals
- Coordinating with public Works for disposal of dead companion animals

Secondary responsibilities include:

- Coordination with public Works for the disposal of other dead animals

The Animal Control Officer and Coordinator of Emergency Management are responsible for developing and implementing the necessary management policies and procedures that will facilitate and ensure a safe, sanitary and effective animal care and control effort. These procedures will be designed to support and expedite emergency response operations, as well as maximize state and federal assistance. Plans and procedures for the Department of Animal Control and supporting agencies define the roles of agencies and support organizations in preparedness, response and recovery of an animal emergency. These plans and procedures establish the concepts and policies under which all elements of their agency will operate during an animal emergency. They will provide the basis for more detailed appendices and procedures that may be used in a response.

The Animal Control Officer and Coordinator of Emergency Management will coordinate with ESF # 11 and all departments, government entities, and representatives from the private sector who support animal emergency operations. This may involve working with other local jurisdictions that provide mutual aid, state and federal governments, private contractors, local retailers, volunteer organizations, etc. and assuring that all involved have current Memorandums of Agreement with Martinsville City in respect to their agreed support.

### Risk Assessment:

The Hazard Analysis for Martinsville City identifies flooding and winter storms as the primary disaster concerns. The threat of flooding may create the need for mass evacuation of people and their pets. The risk of flood also creates the potential for severe injury or death to animals and damage to property causing animals to roam at large complicating traffic and other emergency services.

Winter storms and other emergencies may arise in which the plan would in part or entirety be utilized to address situations such as livestock transportation accidents, fires, rabies epidemic, etc.

## **Pet Demographics:**

The U.S. Pet Ownership and Demographics Sourcebook<sup>1</sup> provides an average animal per household chart that may be applied to Martinsville City for assessment purposes.

Nationwide Pet Ownership	
Type	Percent of Households
Dogs	36.1
Cats	31.6
Birds	4.6

*Table SA1.1*

Average Number of Animals Per Household	
Type	Average Number of Pets Per Pet Owning Household
Dogs	1.6
Cats	2.1
Birds	2.0

*Table SA1.2*

<sup>1</sup> Center for Information Management, American Veterinary Medical Association, Schaumburg, IL 2002)

## **Responsibilities**

- Develop and implement plans, policies, and procedures for overarching animal care and control activities, animal recovery, and household pet sheltering during disasters, including Mutual Aid Agreements;
- Develop procedures for public information and education on animal disaster preparedness;
- Maintain current listings of emergency contacts and resources necessary for response to an animal emergency;
- Oversee all activities (mitigation, planning, response and recovery) in regards to emergency animal care and control;
- Develop logistical support to carry out emergency response and recovery actions;
- Maintain an inventory of supplies on hand;
- Protect vital records, critical systems, and essential operations;
- In conjunction with the VPI Extension Service and VDACS, produce and maintain maps/listings with locations of large livestock operations and other special animal facilities identified to include volume, contact information, etc.;
- In conjunction with the VDH and VDACS, produce and maintain plans, policies and procedures regarding Animal Disease Control;
- Train staff and volunteers;
- Conduct or participate in emergency shelter drills and disaster response drills.
- Provide just-in-time training as necessary on task appropriate plans, policies, and procedures;
- Implement Mutual Aid Agreements;
- Document costs to insure federal or state disaster assistance can be sought for reimbursement of disaster related expenditures;
- Citizens will be encouraged to develop household emergency plans that would include their pets in all aspects of response including evacuation and sheltering.

## **Actions**

### **Increased Readiness:**

- Alert personnel (officers and volunteers) to be on call; and
- Monitor situation and prepare public service announcements

### **Mobilization:**

- Alert all personnel;
- Open Support Shelters;
- Activate other resources as needed; and
- Implement evacuation upon command

### **Response:**

- Maintain communication with the EOC, shelters, and related personnel;
- Receive, transport, and care for companion animals;

- Identify, control and/or destroy animals that pose a threat or hazard to citizens, property, and public safety;
- Maintain records;
- Rescue and provide care for sick/injured animals
- Organize food, water, shelter and waste disposal for companion animals in shelters; and
- Coordinate with the Health Department in regards to zoonotic and epizootic disease.

### **Recovery:**

- Identify and or coordinate with Public Works for disposal of dead animals;
- Reunite animals with owners;
  - Provide lists and locations of shelters and animals to public
  - Follow standard operations for any unclaimed animals
- Provide ongoing shelter options for pets of homeless owners;
- Report disaster related expenses to EOC;
- Provide documentation of injuries, deaths, and rescue operations to EOC;
- Relieve volunteers and personnel as needed; and
- Deactivate Emergency Shelters per direction of EOC.

### **Evaluation:**

- Assess strengths and areas for improvement and provide practical solutions;
- Evaluate staff and volunteer roles and performance; and
- Revise the plan as necessary.

## **Tab 1 to Animal Care and Control Annex**

### **DEFINITIONS**

#### **Household Pet**

A domesticated animal, such as a dog, cat, rodent, or fish, that is traditionally recognized as a companion animal and is kept in the home for pleasure rather than commercial purposes. This does not include reptiles. (ASPCA Model Pet Policy Guidance)

#### **Feral/Stray Domesticated Animals:**

An animal that is typically known as a household pet that is either not with its owners by accident or otherwise or has reverted back to a wild state.

#### **Livestock:**

Domesticated animals that may be kept or raised in pens, houses, pastures, or on farms as part of an agricultural or farming operation, whether for commerce or private use. Such animals may include goats, sheep, beef or dairy cattle, horses, hogs or pigs, donkeys or mules, bees, rabbits or 'exotic' animals (those raised outside their indigenous environs) such as camels, llamas, emus, ostriches, or any animal, including reptiles, kept in an inventory that may be used for food, fiber or pleasure.

#### **Poultry:**

The class of domesticated fowl (birds) used for food or for their eggs. These most typically are members of the orders Galliformes (such as chickens and turkeys), and Anseriformes (waterfowl such as ducks and geese).

#### **Wildlife:**

All animals, including invertebrates, fish, amphibians, reptiles, birds and mammals, which are indigenous to the area and are ferae nature or wild by nature.

## **Exotic Animals:**

Any animal that is not normally domesticated in the United States and wild by nature, but not considered wildlife, livestock or poultry due to status. This includes, but is not limited to, any of the following orders and families, whether bred in the wild or captivity, and also any of their hybrids with domestic species. Listed examples are not to be construed as an exhaustive list or limit the generality of each group of animals, unless otherwise specified.

1. Non-human primates and prosimians – examples: monkeys, baboons, chimpanzees
2. Felidae (excluding domesticated cats) – examples: lions, tigers, bobcats, lynx, cougars, jaguars
3. Canidae (excluding domesticated dogs) – examples: wolves, coyotes, foxes, jackals
4. Ursidae – examples: all bears
5. Reptilia – examples: snakes, lizards, turtles
6. Crocodilia – examples: alligators, crocodiles, caiman
7. Proboscidae – examples: elephants
8. Hyanenidae – examples: hyenas
9. Artiodatyla (excluding livestock) – examples: hippopotamuses, giraffes, camels
10. Procyonidae – examples: raccoons, coatis
11. Marsupialia – examples: kangaroos, opossums
12. Perissodactylea (excluding livestock) – examples: rhinoceroses, tapirs
13. Edentara – examples: anteaters, sloths, armadillos
14. Viverridae – examples: mongooses, civets, genets

## Tab 2 to Animal Care and Control Support Annex

### RESOURCE LIST

Resources	Quantity	Location
<b>Staff</b>	<ul style="list-style-type: none"> <li>• 1 Sworn Animal Control Officer</li> </ul>	Personal residence
<b>Vehicles</b>	<ul style="list-style-type: none"> <li>• One 4 x 4 Pickup with 2-bay kennel</li> <li>• Load Capacity: 2 large dogs or 3-5 medium or small dogs</li> </ul>	Police Department
	<ul style="list-style-type: none"> <li>• Two 4 x 4 Backup SUV with no kennels</li> <li>• Requires animals to be in individual carry cages. Allows for transport of crated dogs/cats from pick-up location directly to destination with no unnecessary stops due to lack of ventilation, heat, cooling, and other concerns</li> <li>• Vehicle used for emergency or temporary backup use only; vehicle does not meet state requirements for primary transport of animals</li> </ul>	Police Department
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• 1 large dog crate/cage</li> <li>• 12 medium crates/cages</li> <li>• 2 small crates/carriers</li> <li>• Dog Catch Poles</li> <li>• Cat Tongs</li> </ul>	Shelter
<b>Supplies</b>	<ul style="list-style-type: none"> <li>• The facility perpetually warehouses food stock for cats and dogs as well as potable water.</li> </ul>	Shelter

Table SA1.1

### Tab 3 to Animal Care and Control Support Annex

## Pet-Friendly Shelter Pet Registration/Discharge Form

Owner Information			
Full Name:		Driver's License Number:	
Street Address:			
City, State, Zip			
Phone Numbers:	Home:	Cell or Alternate:	
Pet Information			
Description of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other _____		Pet's Name:	Crate Assigned:
<u>MALE</u> <input type="checkbox"/> Intact <input type="checkbox"/> Neutered		<u>FEMALE</u> <input type="checkbox"/> Intact <input type="checkbox"/> Spayed <input type="checkbox"/> In Heat	
Breed:	Color:	Age:	
Distinctive Markings:			
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No		If yes, number:	
Veterinarian Name:			
Pet Medications - List any medications below that you pet is currently taking			
Name of Medication	Dosage	Purpose	
TO BE COMPLETED BY SHELTER			
Arrival Date:		Departure Date:	
Did the owner provide proof of the following:			Yes
			No

City of Martinsville Emergency Operations Plan Animal Care, Control and Sheltering Annex-11

• Written proof of vaccinations during the past 12 months		
• Proper ID collar and up to date rabies tag. If yes, record Tag # _____		
• Proper ID on all belongings		
• Leash		
• Ample food supply		
• Water/food bowls		
• Necessary medication(s) (ensure medications are listed above)		
• Owner provided cage has owner's name, address, pet name and other pertinent information labeled clearly and securely on the cage		

**Registration Agreement**

I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or my pet(s) will become property of the local animal control facility and treated as stray(s).

I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.

I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. **I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s). Check-out is required when departing from the shelter.**

I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).

**SIGNATURE**

Owner's Signature	Shelter Intake personnel
-------------------	--------------------------

## **Tab 4 to Animal Care and Control Support Annex Pet-Friendly Shelter Sites**

Name	Address	Type	Pet Capacity

*Table SA1.2*

**Tab 5 to Animal Care and Control Support Annex**

## **Lost Animal Report**

Today's Date	Information Received By
--------------	-------------------------

### **Owner Information**

Name	Address
------	---------

Temporary Address	Phone Number
-------------------	--------------

### **Date/Location Where Animal Was Last Seen**

Date Last Seen	Location
----------------	----------

Do You Have A Picture Of The Animal?	Is The Animal Friendly?
Does The Animal Have A History Of Running Away?	

### **Animal Description**

Type of Animal	If a Litter, Number in Litter
----------------	-------------------------------

Breed	Size (Small/Medium/Large)	Animal's Name
-------	---------------------------	---------------

Male/Female/Fixed	Tail (Short/Long/Curly/Straight)	Distinguishing Marks
-------------------	----------------------------------	----------------------

Fur Length/Coat Type	Colors	Ears (Floppy/Erect)
----------------------	--------	---------------------

Is Animal Wearing A Collar?	Does The Animal Have An ID Tag?	Info on Tag?
-----------------------------	---------------------------------	--------------

Rabies License Number?	Indoor/Outdoor Animal	Cat – Declawed?
------------------------	-----------------------	-----------------

### **Veterinarian Used**

Name	Phone
------	-------

Address	Are Shots Current?
---------	--------------------

Animal On Any Medication?	Frequency
---------------------------	-----------



**Tab 6 to Animal Care and Control Support Annex**

**Contacts and Outside Resources**

<b>Resource</b>	<b>Address</b>	<b>Telephone</b>	<b>Service</b>
Chris Price, Chief ACO Elmer Hagood, ACO	Henry County Animal Control	276-638-8751	<ul style="list-style-type: none"> <li>• Supplies and assistance</li> </ul>
SPCA of Martinsville-Henry County	132 Joseph Martin Hwy, Martinsville	276-638-7297	<ul style="list-style-type: none"> <li>• Supplies</li> <li>• Possible Boarding</li> </ul>
Emergency Animal Rescue Service (EARS)	Multiple Locations for Response  Home Office Sacramento, CA	916-429-2457 800-440-EARS (Disasters Only)	<ul style="list-style-type: none"> <li>• EARS should be contacted when a mandatory evacuation will affect over 200 household and residents will be displaced for 3 or more days</li> <li>• FREE resources (declared disaster) include: evacuation personnel, rescue personnel, record keepers, temporary animal disaster relief shelters, transportation for animals, medical care, and dead animal storage and removal</li> </ul>
Kings Mountain Animal Clinic	5086 Kings Mountain Rd, Collinsville	276-647-3714  Emergency After Hours -276-340-8387	<ul style="list-style-type: none"> <li>• Veterinary Service</li> <li>• Possible Boarding</li> </ul>
Henry County Animal Hospital	101 Veteran Rd, Martinsville	276-632-5262	<ul style="list-style-type: none"> <li>• Veterinary Service</li> <li>• Possible Boarding</li> </ul>
Veterinary Services	220 North, Oak Level	276-629-4474	<ul style="list-style-type: none"> <li>• Veterinary Service</li> <li>• Possible Boarding</li> </ul>
The Humane Society of the United States	2100 L Street, NW Washington, DC 20037	202-452-1100	

## **Debris Management Support Annex**

### **Coordinating Agency:**

City of Martinsville Public Works Department

### **Cooperating Agencies:**

Emergency Management

Virginia Department of Transportation (VDOT)

Engineering

Virginia Department of Health

Virginia Department of Environmental Quality (DEQ)

## **Introduction**

### **Purpose:**

To facilitate and coordinate the removal, collection, and disposal of debris following a disaster in order to mitigate against any potential threat to the health, safety, and welfare of the impacted citizens, expedite recovery efforts in the impacted area, and address any threat of significant damage to improved public or private property.

### **Scope:**

Natural and man-made disasters precipitate a variety of debris that would include, but not limited to such things as trees, sand, gravel, building/construction material, vehicles, personal property, etc.

The quantity and type of debris generated from any particular disaster will be a function of the location and kind of event experienced, as well as its magnitude, duration, and intensity.

The quantity and type of debris generated, its location, and the size of the area over which it is dispersed, will have a direct impact on the type of collection and disposal methods utilized to address the debris problem, associated costs incurred, and how quickly the problem can be addressed.

In a major or catastrophic disaster, many state agencies and local governments will have difficulty in locating staff, equipment, and funds to devote to debris removal, in the short as well as long term.

Private contractors will play a significant role in the debris removal, collection, reduction, and disposal process of state agencies and local governments.

The debris management program implemented by state agencies and local governments will be based on the waste management approach of reduction, reuse, reclamation, resource recovery, incineration, and land filling, respectively.

### **Policies:**

- The debris removal process must be initiated promptly and conducted in an orderly, effective manner in order to protect public health and safety following an incident;
- The first priority will be to clear debris from key roads in order to provide access for emergency vehicles and resources into the impacted area;
- The second priority that debris removal resources will be assigned is providing access to critical facilities pre-identified by state and local governments;
- The third priority for the debris removal teams to address will be the elimination of debris related threats to public health and safety including such things as the repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger to the public; and
- Any actions taken to mitigate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

## **Concept of Operations**

### **General:**

The Department of Public Works will be responsible for coordinating debris removal operations for the City of Martinsville. The City of Martinsville provides residential and commercial solid waste curbside removal on a daily basis and disposes of municipal solid waste at a privately owned transfer station.

Trees, limbs, and large vegetative debris are recycled for boiler fuel. The City of Martinsville will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to impede recovery operations for any longer than the absolute minimum period. To this end, Public Works will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the incident.

The Department of Public Works will also develop and maintain a list of approved contractors who have the capability to provide debris removal, collection, and disposal in a cost effective, expeditious, and environmentally sound manner following a disaster. The listing will categorize contractors by their capabilities and service area to facilitate their identification by state agencies and local governments, as well as ensure their effective utilization and prompt deployment following the disaster. Where appropriate, the locality should expand ongoing contract operations to absorb some of the impact.

Sample contracts with a menu of services and generic scopes of work will be developed prior to the disaster to allow the locality to more closely tailor their contracts to their needs, as well as expedite the implementation of them in a prompt and effective manner.

The City of Martinsville will be responsible for managing the debris contract from project inception to completion unless the government entities involved are incapable of carrying out this responsibility due to the lack of adequate resources. In these circumstances, other state and federal agencies will be identified to assume the responsibility of managing the debris contract. Managing the debris contract would include such things as monitoring of performance, contract modifications, inspections, acceptance, payment, and closing out of activities.

The City of Martinsville may enter into cooperative agreements with other state agencies and local governments to maximize the utilization of public assets. The development of such agreements must comply with the guidelines established in the agency procurement manual. All state agencies and local governments who wish to participate in such agreements should be pre-identified prior to the agreement being developed and implemented.

Debris storage and reduction sites will be identified and evaluated by interagency site selections teams comprised of a multi-disciplinary staff who are familiar with the area. A listing of appropriate local, state and federal contacts will be developed by the appropriate agencies to expedite the formation of the interagency, multi-disciplinary site selection teams.

Initially, debris will be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and mitigate against any potential liability requirements. Activation of sites will be under the control of the City of Martinsville and will be

coordinated with other recovery efforts through the EOC. When appropriate, final disposal may be to an approved waste management disposal facility outside the locality.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors of ownership of property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

To facilitate the disposal process, debris will be segregated by type. It is recommended that the categories of debris established for recovery operations will be standardized. The state and its political subdivisions will adapt the categories established for recovery operations by the Corps of Engineers following Hurricane Andrew. The categories of debris appear in Tab 1. Modifications to these categories can be made as needed. Hazardous and toxic materials/contaminated soils, and debris generated by the event will be handled in accordance with federal, state, and local regulations. The area fire chief will be the initial contact for hazardous/toxic materials. (See the City of Martinsville Hazardous Materials Plan.)

## **Organization:**

The City of Martinsville Department of Solid Waste is responsible for the debris removal function. The Department of Public Works will work in conjunction with designated support agencies, utility companies, waste management firms, and trucking companies, to facilitate the debris clearance, collection, reduction, and disposal needs of the locality following a disaster.

Due to the limited quantity of resources and service commitments following the disaster, the City of Martinsville will be relying heavily on private contractors to fulfill the mission of debris removal, collection, and disposal. Utilizing private contractors instead of government workers in debris removal activities has a number of benefits. It shifts the burden of conducting the work from state and local government entities to the private sector, freeing up government personnel to devote more time to their regularly assigned duties. Private contracting also stimulates local, regional, and state economies impacted by the incident, as well as maximizes state and local government's level of assistance from the federal government. Private contracting allows the locality to more closely tailor their contract services to their specific needs. The entire process (e.g., clearance, collection, transporting, reduction, and disposal, etc.) or segments of the process can be contracted out.

## **Responsibilities:**

- Develop local and regional resource list of contractors who can assist local government in all phases of debris management;
- Develop sample contracts with generic scopes of work to expedite the implementation of debris management strategies;
- Develop mutual aid agreements with other state agencies and local governments, as appropriate;
- Identify and pre-designate potential debris storage sites for the type and quantity of debris anticipated following a catastrophic event;
- Pre-identify local and regional critical routes in cooperation with contiguous and regional jurisdictions;
- Develop site selection criteria checklists to assist in identification of potential debris storage sites;
- Identify and address potential legal, environmental, and health issues that may be generated during all stages of the debris removal process;
- Identify and coordinate with appropriate regulatory agencies regarding potential regulatory issues and emergency response needs;
- Develop the necessary right-of-entry and hold harmless agreements indemnifying all levels of government against any potential claims;
- Establish debris assessment process to define scope of problem;
- Develop and coordinate prescript announcements with Public Information Office (PIO) regarding debris removal process, collection times, storage sites, use of private contractors, environmental and health issues, etc.;
- Document costs for the duration of the incident;
- Coordinate and track resources (public, private);
- Upon completion of debris removal mission, close out debris storage and reduction sites by developing and implementing the necessary site remediation and restoration actions; and
- Perform necessary audits of operation and submit claim for federal assistance

## **Tab 1 to Debris Removal Support Annex**

### **DEBRIS CLASSIFICATIONS**

Definitions of classifications of debris are as follows:

**Burnable materials:** Burnable materials will be of two types with separate burn locations.

**Burnable Debris:** Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs and bushes. Burnable debris consists predominately of trees and vegetation. Burnable debris does not include garbage, construction and demolition material debris.

**Burnable Construction Debris:** Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative

**Non-burnable Debris:** Non-burnable construction and demolition debris include, but is not limited to, creosote timber; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires; and other materials as may be designated by the coordinating agency. Garbage will be considered non-burnable debris.

**Stumps:** Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Any questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.

**Ineligible Debris:** Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Any material found to be classed as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a fashion as to allow the remaining debris to be loaded and transported. Standing broken utility poles; damaged and downed utility poles and

appurtenances; transformers and other electrical material will be reported to coordinating agency. Emergency workers shall exercise due caution with existing overhead, underground utilities and above ground appurtenances, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

- ❖ Debris classifications developed and used by Corps of Engineers in Hurricane Andrew recovery.

**Tab 2 to Debris Removal Support Annex**  
**DEBRIS COLLECTION SITES**

Site	Address
<b>City of Martinsville Landfill Transfer Station/ First Piedmont</b>	<b>205 Arden Circle Martinsville Virginia 24112</b>
<b>Additional Sites To Be Determined as Needed</b>	

## **Damage Assessment Support Annex**

### **Coordinating Agency**

City of Martinsville Department of Building and Zoning

### **Cooperating Agencies**

#### Government Agencies:

City of Martinsville Assessor's Office

City of Martinsville Department of Public Works

City of Martinsville Department of Parks and Recreation

City of Martinsville Emergency Management

City of Martinsville Department of Finance

City of Martinsville Police Department

City of Martinsville Sheriff's Office

Henry / Martinsville Department of Social Services

#### Private Non-profit Organizations:

Red Cross

Amateur Radio Emergency Services

#### Private Industry:

Southwestern VA Gas

Abercrombie Oil Co.

Chatham Oil Co.

Deshazo Oil Co., Inc

Midway Bottle Gas Co., Inc.

## **Introduction**

### **Purpose:**

The Damage Assessment Support Annex describes the coordinating processes used to ensure the timely and accurate assessment and reporting of damages in the City of Martinsville after an emergency or disaster. It provides procedures to estimate the nature and extent of the damage and outlines details of the damage assessment process as required by the Commonwealth for determination of the need to request a Presidential Disaster Declaration as outlined in the Stafford Act.

### **Scope:**

Damage assessment activities are an evaluation (in dollars) of the estimated cost for damages or loss to agriculture, infrastructure, real property (City/County, state and private) and equipment. This annex covers a broad scope of responsibilities, assignments and standard forms to be used in the overall process; it is applicable to departments and agencies that are assisting with the post-event damage assessment as coordinated by the City of Martinsville Emergency Management. This document will address general situations with no consideration given for special incident scenarios.

### **Definitions:**

Initial Damage Assessment (IDA): Independent City of Martinsville review and documentation of the impact and magnitude of a disaster on individuals, families, businesses, and public property. This report is due into the Virginia Emergency Operations Center in the required format (see Tab 1) within 72 hours of disaster impact. The Governor will use this information to determine if a Preliminary Damage Assessment needs to be requested from FEMA in response to outstanding needs.

Preliminary Damage Assessment (PDA): A joint venture between FEMA, State and local government to document the impact and magnitude of the disaster on individuals, families, businesses, and public property. The Governor will use the information gathered during the PDA process to determine whether Federal assistance should be requested.

### **Situation:**

Following any significant disaster/emergency, a multitude of independent damage assessment activities will be conducted by a variety of organizations including American Red Cross, insurance companies, utility companies, and others. Outside of these assessments, a series of local, state and federal damage assessment activities will be conducted.

During the recovery phase of a disaster, the City of Martinsville will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon

actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for the City of Martinsville to determine actions needed, the establishment of properties, and the allocation of local government resources, and what, if any, outside assistance will be required.

Based upon the local damage assessment reports, the Governor may request a Presidential declaration of a “major disaster”, “major emergency”, or a specific federal agency disaster declaration (Small Business Administration, Department of Agriculture, Corps of Engineers, etc.) to augment state/local/private disaster relief efforts. The President, under a “major emergency” declaration may authorize the utilization of any federal equipment, personnel and other resources. The President under a “major disaster” declaration may authorize two basic types of disaster relief assistance:

1. Individual Assistance (IA)

- a. Temporary housing;
- b. Individual and family grants (IFG);
- c. Disaster unemployment assistance;
- d. Disaster loans to individuals, businesses and farmers;
- e. Agricultural assistance;
- f. Legal services to low-income families and individuals;
- g. Consumer counseling and assistance in obtaining insurance benefits;
- h. Social security assistance;
- i. Veteran’s assistance; and
- j. Casualty loss tax assistance.

2. Public Assistance (PA)
  - a. Debris removal;
  - b. Emergency protective measures; and
  - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

### **Assumptions:**

20. Fast and accurate damage assessment is vital to effective disaster responses;
21. Damage will be assessed by pre-arranged teams of local resource personnel;
22. If promptly implemented, this plan can expedite relief and assistance for those adversely affected;
23. A catastrophic emergency will require the expenditure of large sums of local funds. Financial operations will be carried out under compressed schedules and intense political pressures, which will require expeditious responses that meet sound financial management and accountability requirements;
24. Damage to utility system and to the communications systems will hamper the recovery process;
25. A major disaster affecting the county could result in the severance of a main transportation artery resulting in a significant alteration of lifestyle in the community; and

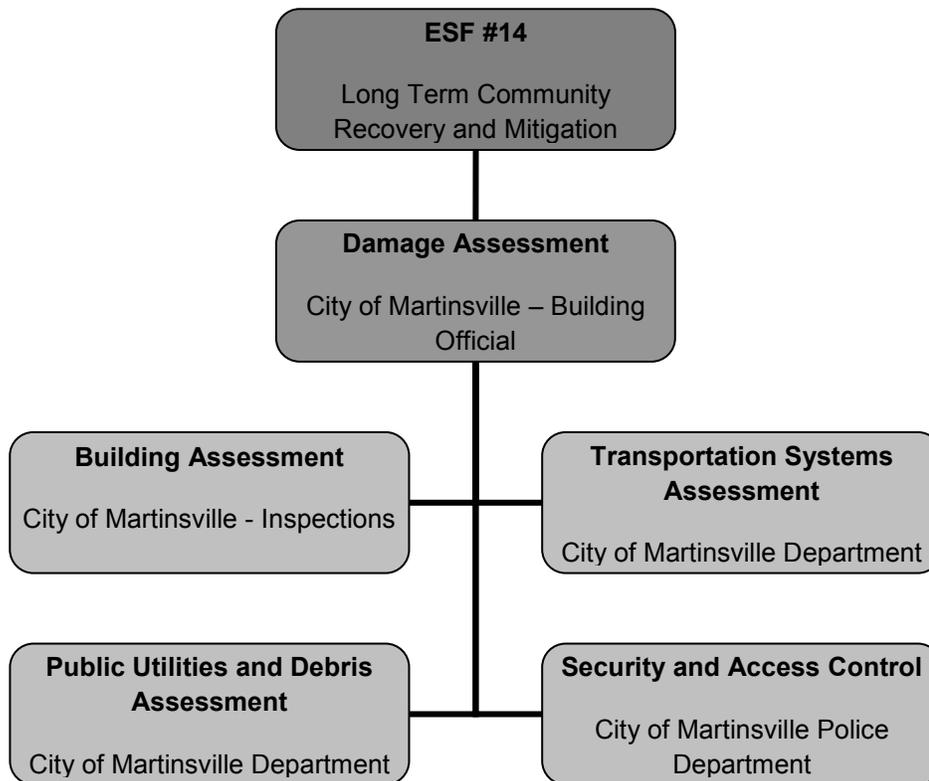
### **Policies:**

1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary);
2. At the Incident Commander’s request, the first priority for damage assessment may to be to assess the City of Martinsville structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with the City of Martinsville to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of expenditures and obligated expenditures will be submitted to both the City of Martinsville and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Emergency Management Director or Emergency Manager depending on the type and magnitude of the incident;
6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC;
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions; and

## Concept of Operations

### Organization:

The ultimate responsibility of damage assessment lies with the local governing authority. The City of Martinsville Emergency Manager or his/her designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the City of Martinsville Fire Department’s Division of Inspections. The damage assessment teams will be supported by multiple agencies from the City of Martinsville. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.



Additional ESFs may need to be utilized to enhance the results of the evacuation such as ESF 7 (Resource Management), ESF 5 (Emergency Management) and ESF 11 (Agriculture and Natural Services). If the incident involves chemicals or radiation that may cause contamination of damage area, ESF 8 (Health and Medical) and ESF 10 (Oil and Hazardous Materials) may also be needed. The primary ESFs as listed will utilize their full ESF specific annex and any supporting agencies and ESFs to implement their portion of the damage assessment.

## **Responsibilities:**

1. City of Martinsville - Inspections
  - a. Prepare the DA preplan.
    1. Conduct damage assessment training programs for the teams;
    2. Solicit cooperation from companies and local representatives of support agencies to serve as members of damage assessment teams;
  - b. Assemble the Damage Assessment Team in accordance with the DA preplan. Identify and prioritize the assessment areas, then deploy the Teams to those areas,
  - c. Maintain a list of critical facilities that will require immediate repair if damaged;
  - d. The City of Martinsville Building Official will be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the City of Martinsville Emergency Manager;
  - e. Coordinate disaster teams conducting field surveys;
  - f. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies;
  - g. Using existing policies and procedures, determine the condition of damaged buildings and place notification/placards as needed;
  - h. Using existing policies and procedures to facilitate the review and issuance of building permits and for the inspection of the site-related emergency and long range repairs/replacements. Coordinate the submittal of construction plans for the rebuilding/restoration of buildings;
  - i. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
  - j. Correlate and consolidate all expenditures for damage assessment to the Department of Finance;
  - k. Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival.
2. City of Martinsville Department of Public Works
  - a. Designate representatives to serve as members of damage assessment teams;
  - b. Participate in damage assessment training;
  - c. Collect and compile damage data regarding public and private utilities, and provide to City of Martinsville Building Official within the EOC;
  - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
3. City of Martinsville Police Department
  - a. Provide security for ingress and egress of the damaged area(s) post-event;
  - b. Provide access and security for damage assessment activities with the City of Martinsville.
4. City of Martinsville Department of Finance
  - a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
  - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;

- c. Report these estimates and obligations to the Emergency Manager for inclusion into the appropriate Public Assistance IDA categories.
5. City of Martinsville Emergency Management
  - a. Overall direction and control of damage assessment for the City of Martinsville;
  - b. Reporting of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format;
  - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process.

## Action Checklist

### Mitigation/Prevention:

1. Develop public awareness programs for building codes, permits, inspections and the National Flood Insurance Program;
2. Develop a DA preplan including PPE and DA tools,
3. Develop a damage assessment training program;
4. Develop damage assessment plans, procedures and guidance;
5. Designate representatives to lead damage assessment activities within the EOC;
6. Designate damage assessment team members.

### Preparedness:

1. Implement the DA preplan,
2. Identify resources to support and assist with damage assessment activities; including any mutual aid agreements needed;
3. Conduct the DA training module on damage assessment techniques,
4. Train personnel in recognition of hazards, PPE, and potential hazards for common disasters;
5. Review plans, procedures and guidance for damage assessments, damage reporting and accounting;
6. List all critical facilities and all local buildings requiring priority restoration; and

### Response:

1. Activate, assemble and brief the damage assessment team in the EOC;
  - a. Include Tabs 2, 5 & 6 review in briefing
2. Organize and deploy damage assessment teams or team escorts as necessary;
3. Organize collection of data and record keeping at the onset of the event;
4. Document all emergency work performed by local resources to include appropriate photographs;
5. Compile and disseminate all damage reports for appropriate agencies;
6. Determine the state of damaged buildings and place notification/placards as needed;
7. Inform officials of hazardous facilities, bridges, road, etc.; and

8. Report to EOC recommended road closures based on the hazard seen during the assessment

### **Recovery:**

1. Continue damage assessment surveys as needed;
2. Advise on priority repairs and unsafe structures;
3. Facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
4. Monitor restoration activities;
5. Complete an event review with all responding parties;
6. Review damage assessment plans, policies and procedures in respect to the recent emergency response. Update as necessary and disseminate;
7. Review building codes and land use regulations for possible improvements;
8. Review and update the necessary logistical support to carry out emergency tasking. Instruct all departments to replenish used on-hand inventory of supplies;
9. Assist the Department of Finance in the preparation and submission of disaster assistance applications to the appropriate state and/or federal agencies for reimbursement of disaster related expenditures; and
10. Maintain supplies and PPE for the DA teams

## **Administration and Logistics**

### **Administration:**

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by City, state and federal regulations. As with any disaster or incident response, the ICS/NIMS will be used to organize and coordinate response activity. (Reference: Financial Management Support Annex)

### **Logistics:**

If supplies, materials, and equipment are required, records will be maintained in accordance to City, state and federal reporting requirements. All procurement processes will also follow appropriate City procurement policies and regulations, and state and federal policies and regulations as necessary. (Reference: Logistics Management Support Annex)

### **Public Information:**

The Public Information Officer will follow procedures established in the Public Affairs Support Annex to:

1. Ensure prior coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on pertinent aspects of the assessments; and
2. Ensure availability of the media in the event an emergency requiring evacuation arises.

## **Direction and Control**

1. All damage assessment activities will be coordinated through the EOC and employ the ICS/NIMS. Small scale or immediate need evacuations may be coordinated on-site as necessary. These on-site coordinated evacuations will also employ the ICS/NIMS.
2. The EOC is responsible for providing support and resources to the incident commander.
3. The Emergency Manager will assist the senior elected official in the EOC and coordinate with the PIO. The Emergency Manager and PIO will have at least one assistant to support 24-hour operations and act in the absence of the primary.
4. In the event an incident is suspected or determined to be a terrorist event, a Joint Operations Center will be established to coordinate Federal and State support. A separate Joint Information Center will provide media interface.

## **Plan Development and Maintenance**

This plan should be reviewed annually in its entirety for any needed updates, revisions, or additions. It is the responsibility for the City of Martinsville - Inspections, as the lead agency for this plan, to insure that this is completed. This plan should also be reviewed after every incident in which it is activated to reflect any needed updates, revisions or additions that were found within that response effort.

## **Tab 1 to Damage Assessment Annex**

### **Damage Assessment Team Assignments**

The Building Official will report to the EOC when activated by the Emergency Manager. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

I.      **PRIVATE PROPERTY** (recommend not defining the teams by duty type, would prefer them be defined by shift and/or city zone-members can be trained in each aspect or cover each aspect in the team)

#### Category A – Residential/Personal Property

Houses, manufactured homes, apartments, duplexes (identify number of families and units affected) – Include estimate for structures, private bridges, fencing and vehicles/boats.

Team: Member 1      Kris Bridges

Member 2

Member 3

Member 4

#### Category B – Business and Industry

Industrial plants and businesses (facilities, equipment, materials, commercial vehicles).

Team: Member 1      Ted Anderson  
Member 2      Andy Powers  
Member 3  
Member 4

II.      **PUBLIC PROPERTY**

Category A – Debris Clearance

Debris on roads and streets, on public property, on private property and structure demolition.

Team: Member 1      Jeff Joyce

Member 2

Member 3

Member 4

Category B – Protective Measures

1. Life and safety (all public safety report costs)

Team: Member 1      Bob Phillips

Member 2

Member 3

Member 4

2. Barricading, sandbagging, stream drainage channels, health (rodents/insect control)

Team: Member 1      Chris Morris

Member 2

Member 3

Member 4

Category C – Road Systems

Damage to roads and streets, bridges, culverts, sidewalks, traffic control systems.

Team: Member 1      Jeff Joyce

Member 2

Member 3

Member 4

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Member 1      Chris Morris

Member 2

Member 3

Member 4

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Member 1      Bob Phillips

Member 2      Leon Towarnicki

Member 3      Lane Shively

Member 4

Category F – Public Utility Systems

Damage to water plants, dams, sanitary/sewage systems and storm drainage systems.

Team: Member 1      Andy Lash

Member 2      Chris Morris

Member 3

Member 4

Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Member 1      Zach Morris

Member 2

Member 3

Member 4

## Tab 2 to Damage Assessment Annex

<b>LOCAL GOVERNMENT DAMAGE ASSESSMENT</b>				
<b>– TELEPHONE REPORT</b>				
<b>1. CALLER NAME</b>			<b>2. PROPERTY ADDRESS (include apt. no; zip code)</b>	
<b>3. TELEPHONE NUMBER</b>			<b>4. TYPE OF PROPERTY</b>	<b>5. OWNERSHIP</b>
<b>Home</b>	<b>Work</b>	<b>Cell</b>	<input type="checkbox"/> <b>Single Family</b> <input type="checkbox"/> <b>Multi-Family (usually Apts.)</b> <input type="checkbox"/> <b>Business</b> <input type="checkbox"/> <b>Check here if residence is a vacation home—not a primary residence</b>	<input type="checkbox"/> <b>Own</b> <input type="checkbox"/> <b>Rent</b> <input type="checkbox"/> <b>Lease (business only)</b>
<b>Best time to call</b>	<b>Best number to use</b>			
<b>6. CONSTRUCTION TYPE</b>				
<input type="checkbox"/> <b>Masonry</b> <input type="checkbox"/> <b>Wood Frame</b> <input type="checkbox"/> <b>Mobile Home</b> <input type="checkbox"/> <b>Manufactured</b> <input type="checkbox"/> <b>Other</b>				
<b>7. TYPE OF INSURANCE</b>				
<input type="checkbox"/> <b>Property</b> <input type="checkbox"/> <b>Sewer Back-up</b> <input type="checkbox"/> <b>Flood (Structure)</b> <input type="checkbox"/> <b>Flood (Contents)</b> <input type="checkbox"/> <b>Wind/Hurricane</b> <input type="checkbox"/> <b>None</b>				
<b>8. DAMAGES (Check all that apply)</b>				
<p><b>HVAC</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   <b>Water Heater</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   <b>Electricity</b> <input type="checkbox"/> On <input type="checkbox"/> Off   <b>Natural Gas</b> <input type="checkbox"/> On <input type="checkbox"/> Off</p> <p><b>Roof Intact</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   <b>Foundation</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   <b>Windows</b> <input type="checkbox"/> Yes <input type="checkbox"/> No   <b>Sewer</b> <input type="checkbox"/> OK <input type="checkbox"/> Not OK</p>				

**Major Appliances**  Yes  No    **Basement Flooding**  Yes - Depth \_\_\_ Feet    **Furnace**  Yes  No

**9. SOURCE OF DAMAGES**

Sewer back-up     Primarily Flood     Wind/Wind driven rain     Tornado Other

\_\_\_\_\_

**10. Based on the damages reported, the property is currently**     Habitable     Uninhabitable

**11. CALLER'S ESTIMATE OF DAMAGES**

REPAIRS	CONTENTS	TOTAL
\$	\$	\$

**12. COMMENTS**

**12. CALL TAKER  
TAKEN**

**13. DATE & TIME REPORT**

## Tab 3 to Damage Assessment Annex

### Cumulative Initial Damage Assessment Report

**PRIMARY:** Input into WebEOC

**SECONDARY:** VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419

<b>Jurisdiction:</b>	
<b>Date/Time IDA Report Prepared:</b>	
<b>Prepared By:</b>	
<b>Call back number:</b>	
<b>Fax Number:</b>	
<b>Email Address:</b>	

**Part I: Private Property CUMULATIVE DAMAGES**

Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
<b>Single Dwelling Houses</b> (Inc. condo units)									
<b>Multi-Family Residences</b> (count each unit)									
<b>Manufactured Residences (Mobile)</b>									
<b>Business/Industry</b>									
<b>Non-Profit Organization Buildings</b>									
<b>Agricultural Facilities</b>									

**Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES**

Type of Property	Estimated Dollar Loss	% Insured
Category A (Debris Removal)		
Category B (Emergency Protective Measures)		
Category C (Roads and Bridges)		
Category D (Water Control Facilities)		
Category E (Public Buildings and Equipment)		
Category F (Public Utilities)		
Category G (Parks and Recreation Facilities)		
<b>TOTAL</b>	\$0.00	
<b>Additional Comments:</b>		

Tab 4 to Damage Assessment Annex



## Public Assistance Damage Assessment Guidelines

Category	Purpose	Eligible Activities
<b>A: Debris Removal</b>	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> <li>• Debris removal from a street or highway to allow the safe passage of emergency vehicles</li> <li>• Debris removal from public property to eliminate health and safety hazards</li> </ul>
<b>B: Emergency Protective Measures</b>	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> <li>• Emergency Operations Center activation</li> <li>• Warning devices (barricades, signs, and announcements)</li> <li>• Search and rescue</li> <li>• Security forces (police and guards)</li> <li>• Construction of temporary levees</li> <li>• Provision of shelters or emergency care</li> <li>• Sandbagging • Bracing/shoring damaged structures</li> <li>• Provision of food, water, ice and other essential needs</li> <li>• Emergency repairs • Emergency demolition</li> <li>• Removal of health and safety hazards</li> </ul>
<b>C: Roads and Bridges</b>	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> <li>• Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.</li> </ul>

<b>D: Water Control Facilities</b>	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> <li>● Channel alignment</li> <li>● Recreation</li> <li>● Navigation</li> <li>● Land reclamation</li> <li>● Fish and wildlife habitat</li> <li>● Interior drainage</li> <li>● Irrigation</li> <li>● Erosion prevention</li> <li>● Flood control</li> </ul>
<b>E: Buildings and Equipment</b>	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> <li>● Buildings, including contents such as furnishings and interior systems such as electrical work.</li> <li>● Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications.</li> <li>● Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building.</li> <li>● All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.</li> </ul>
<b>F: Utilities</b>	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> <li>● Restoration of damaged utilities.</li> <li>● Temporary as well as permanent repair costs can be reimbursed.</li> </ul>
<b>G: Parks, Recreational Facilities, and Other Items</b>	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> <li>● Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses.</li> <li>● Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff.</li> <li>● Repairs to maintained public beaches may be eligible in limited circumstances.</li> </ul>

Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

*Eligibility Criteria:* Virginia Population per latest US Census x annual multiplier for state eligibility; Locality population per latest US Census x annual local multiplier for local eligibility.

Adapted from the *Public Assistance Guide, FEMA 322* ; Additional policy information is available at <http://www.fema.gov/government/grant/pa/policy.shtm>

**Tab 5 to Damage Assessment Annex  
Public Assistance Damage Assessment Field Form**

**JURISDICTION:** \_\_\_\_\_ **INSPECTOR:** \_\_\_\_\_ **DATE:** \_\_\_\_\_ **PAGE** \_\_\_\_\_ **of** \_\_\_\_\_

Key for Damage Categories (Use appropriate letters in the 'category' blocks below)		
A. Debris Clearance	D. Water Control Facilities	G. Parks, Recreation Facilities & Other
B. Emergency Protective Measures	E. Public Buildings & Equipment	
C. Roads & Bridges	F. Public Utility System	

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:					
		GPS ( in decimal deg.):					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: \$				
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)	

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:					
		GPS (in decimal deg.):					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: \$				
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)	

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:					
		GPS (in decimal deg.):					
DAMAGE DESCRIPTION:							
EMERGENCY FOLLOW-UP NEEDED?	Y	N	TOTAL ESTIMATED DAMAGES: \$				
FLOOD INSURANCE	Y	N	PROPERTY INSURANCE	Y	N	NO DATA AVAILABLE (check box)	

Tab 6 to Damage Assessment Annex



## Individual Assistance Damage Assessment Level Guidelines

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED	DESTROYED	DESTROYED	DESTROYED
<p>Structure is a total loss.</p> <p><u><i>Not economically feasible to rebuild.</i></u></p>	<p>Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.</p>	<p>Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.</p>	<p>More than 4 feet in first floor.</p> <p>More than 2 feet in <i>mobile home.</i></p>
MAJOR	MAJOR	MAJOR	MAJOR
<p>Structure is currently uninhabitable.</p> <p>Extensive repairs are necessary to make habitable.</p> <p><u><i>Will take more than 30 days to repair.</i></u></p>	<p>Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.</p>	<p>Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.</p>	<p>2 to 4 feet in first floor without basement.</p> <p>1 foot or more in first floor with basement.</p> <p>6 inches to 2 feet in <i>mobile home</i> with <b>plywood</b> floors.</p> <p>1 inch in <i>mobile home</i> with</p>

			<b>particle board</b> floors.
<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>	<b>MINOR</b>
Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable.  <b><u>Will take less than 30 days to repair.</u></b>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	2 inches to 2 feet in first floor without basement.  1 foot or more in basement.  <u>Crawlspace</u> – reached insulation.  <u>Sewage</u> - in basement.  <b>Mobile home</b> , "Belly Board" to 6 inches.
<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>	<b>AFFECTED HABITABLE</b>
Structure has received minimal damage and is <b><u>habitable without repairs.</u></b>	Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	Less than 2 inches in first floor  Minor basement flooding.  <b>Mobile home</b> , no water in "Belly Board".

**IDA Tips: Estimating Water Depths**

**Brick - 2 1/2 inches per course**

**Lap or aluminum siding - 4 inches or 8 inches per course**

**Stair risers - 7 inches**

**Concrete or cinder block - 8 inches per course**

**Door knobs - 36 inches above floor**

**Standard doors - 6 feet 8 inches**

*Additional information: [www.VAEmergency.com](http://www.VAEmergency.com)*

*Adapted from FEMA 9327.1-PR April 2005*

*Revised 03/13/07 VDEM*

**Tab 7 to Damage Assessment Annex**

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM										
Incident Type		Sector	Place Name	IDA Date						
Geographic Area Description				Page #		Of Total Pages				
IDA Team										
	SINGLE FAMILY	MULTI - FAMILY	MOBILE HOME	Total Surveyed	% Owner	% FL Ins.	% HO Ins.	% Low Income	Number Inaccessible	
AFFECTED	OWNER									
	RENTER									
	Secondary									
MINOR	OWNER									
	RENTER									
	Secondary									
MAJOR	OWNER									
	RENTER									
	Secondary									
DESTROYED	OWNER									
	RENTER									
	Secondary									
TOTAL PRIMARY										
TOTAL SECONDARY										
TOTAL (incl. Secondary)										
ROADS / BRIDGES	Number of Roads / Bridges Damaged		Number of Households Impacted							
UTILITIES	Number of Households Without Utilities		Estimated Date for Utilities Restoration							
Comments										



## City Council Agenda Summary

**Meeting Date:** September 23, 2014

**Item No:** 4.

**Department:** City Council

**Issue:** Hear an overview of the September 22, 2014 Uptown/Druid Hills Neighborhood Tour and Meeting.

**Summary:** Mayor Adkins will give this update.

**Attachments:** None

**Recommendations:** No action required



## City Council Agenda Summary

**Date:** September 23, 2014

**Item No:** 5.

**Department:** City Attorney , Commissioner of the Revenue

**Issue:** Consider approval of revisions to BPOL Ordinance on second reading.

**Summary:** As part of its 2014 budgeting process, Council approved reform of the city's Business Professional and Occupational Licensing (BPOL) to align the city's gross receipts threshold amount with that utilized by Henry County. Henry County currently requires a \$30 license fee for BPOL gross receipts under \$100,000. At the July 22, 2014 Council meeting, Council also directed the addition of a second threshold for a no-fee license for BPOL gross receipts under \$10,000. Businesses with gross receipts over \$100,000 will continue to pay the gross receipts tax at the current established rates.

**Attachments:** Ordinance amending BPOL thresholds, deletions in ~~strikethrough~~, additions underlined.

**Recommendations:** Motion to adopt on second reading by roll call vote.

# CITY OF MARTINSVILLE, VIRGINIA

## ORDINANCE NO. 2014-4

### AMENDMENT OF BPOL RATES AND REGULATIONS

BE IT ORDAINED by the Council of the City of Martinsville, Virginia, in regular session assembled on September 23, 2014, that Article II of Chapter 11, Section 11-32 of the City Code be amended and reenacted as follows. The effective date of this amendment and reenactment shall be January 1, 2015.

#### Sec. 11-32. Minimum Tax; Rate of License taxes.

- (a) Effective January 1, 2015 and notwithstanding any other provision to the contrary, businesses required to be licensed under this article with total annual gross receipts of ten thousand dollars (\$10,000) or less shall pay no tax. However, such businesses shall file an annual business license application as required elsewhere in this article and shall be subject to all other provisions of this article. The commissioner of the revenue shall review the application and issue a business license if the application is in order.
- (b) Every business required to obtain a license under this article shall be assessed and required to pay annually a minimum license tax of thirty dollars (\$30.00) for any business whose gross receipts are more than ten thousand dollars (\$10,000) but one hundred thousand dollars (\$100,000) or less.
- (c) Every business required to obtain a license under this article with gross receipts over one hundred thousand dollars (\$100,000) during the preceding calendar year shall be assessed and required to pay an annual license tax on all gross receipts as set forth below:

~~Every business required to obtain a license under this article shall be assessed and required to pay annually a license tax of thirty dollars (\$30.00) or the tax set forth below, whichever is greater:~~

- (1) For contractors and persons constructing for their own account for sale, ten cents (\$0.10) per one hundred dollars (\$100.00) of gross receipts;
- (2) For retailers, twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts;
- (3) For real estate and professional services and financial services other than licensees under the Consumer Finance Act, chapter 6 of title 6.1 of the Code of Virginia (section 6.1-244 et seq.), fifty-eight cents (\$0.58) per one hundred dollars (\$100.00) of gross receipts;

- (4) For licensees under the Consumer Finance Act, chapter 6 of title 6.1 of the Code of Virginia (section 6.1-244 et seq.), twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts;
- (5) For commission merchants and for repair, personal and business services and for all other businesses not specifically listed or exempted in this article or otherwise by law, thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of gross receipts;

(d) Except as may be specifically otherwise provided by ordinance or other law, the annual license tax imposed hereunder shall be:

~~(6)~~

- (1) For wholesalers, including peddlers at wholesale, five cents (\$0.05) per one hundred dollars (\$100.00) of purchases;

~~(7)~~

- (2) For carnivals, circuses and speedways, one hundred fifty dollars (\$150.00) for each day a performance is held in this city;

~~(8)~~

- (3) For fortune-tellers, clairvoyants and practitioners of palmistry or phrenology, one thousand dollars (\$1,000.00) per year;

~~(9)~~

- (4) a. For itinerant merchants or peddlers, not exempt under section 11-33 or 11-34, fifty dollars (\$50.00) per year;
- b. For itinerant merchants or peddlers conducting business at the City of Martinsville Farmers Market, bounded by West Church, Main, and Moss Streets, on such days and at such hours designated as Market Days by the entity designated by the city as the manager of the market, five dollars (\$5.00) per year.

~~(10)~~

- (5) For photographers who have no regularly established place of business in Virginia, as defined in section 58.1-3727 of the Code of Virginia, thirty dollars (\$30.00) per year;

~~(11)~~

- (6) For savings institutions and state chartered credit unions, which have their main office in the city, fifty dollars (\$50.00) per year;

~~(12)~~

- (7) For direct sellers, as defined in section 58.1-3719.1 of the Code of Virginia, ~~with total annual sales in excess of four thousand dollars (\$4,000.00)~~, twenty cents (\$0.20) per one hundred dollars (\$100.00) of gross receipts from total annual retail sales or five cents (\$0.05) per one hundred dollars (\$100.00) of gross receipts from total annual wholesale sales, whichever is applicable;

~~(13)~~

- (8) For any person, firm, partnership or corporation engaged in the business of promoting, managing, or organizing promotional shows or sales, subject to the

provisions of section 11-33, twenty cents (\$0.20) per one hundred dollars (\$100.00) of the total gross receipts from all sales of goods or merchandise sold by individuals participating in all such promotional shows or sales;

~~(14)~~

(9) For any person, firm, partnership or corporation engaged in the business of furnishing heat, light, and power, whether by means of electricity or gas, in the city, one-half of one per cent of the gross annual receipts accruing from sales to ultimate consumers in the city, provided, however, that there shall be deducted from such gross receipts any sum or sums paid to the city as license taxes except motor vehicle license taxes;

~~(15)~~

(10) For any telegraph or telephone company doing business in the city, one-half of one per cent of the gross annual receipts accruing from sales to ultimate consumers in the city, provided, however, that receipts from charges for long distance telephone calls shall not be considered receipts of such business in the city;

~~(16)~~

(11) For amusement operators operating ten (10) or more coin-operated amusement machines located in the city, two hundred dollars (\$200.00) per year; for amusement operators operating less than ten (10) coin-operated amusement machines located in the city, one hundred seventy-five dollars (\$175.00) per year. and In addition, amusement operators shall also pay a tax on the gross receipts actually received by such operator from coin-operated machines or devices operated in the city. The gross receipts tax paid by amusement operators shall be thirty-six cents (\$0.36) per one hundred dollars (\$100.00) of gross receipts from the preceding year when such gross receipts exceed one hundred thousand dollars (\$100,000.) ~~only on the share of the receipts actually received by such operator from such machines operated in the city, or thirty dollars (\$30.00), whichever is greater; and in addition, E~~ach amusement operator shall furnish to the commissioner of revenue a complete list of all machines ~~on location~~ located in the city and the address of each location on or before January 31 of each year; and each machine shall have conspicuously located thereon a decal, sticker, or other adhesive label, no less than one by two (1 x 2) inches in size, clearly denoting the operator's name and address.

*(Ord. No. 96-13, § 11-1(L), 11-26-96; Ord. No. 97-2, 1-28-97; Ord. No. 2012-1, 4-24-2012)*

\* \* \* \* \*

Attest:

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Brenda Prillaman, Clerk of Council

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Date Adopted

January 1, 2015  
Date Effective



## City Council Agenda Summary

**Meeting Date:** September 23, 2014

**Item No:** 6.

**Department:** City Council

**Issue:** Consider review of outside agency semi-annual reports.

**Summary:** Semi-annual reports submitted from outside agencies that received FY15 funding are included in your packets for review. Agencies receiving city funding are made aware that the semi annual reporting process (March 1 and September 1) is a requirement for funding.

**Attachments:** Reports received from following 5 agencies: West Piedmont Planning District Commission, Focus on Youth, VA Museum of Natural History, Citizens Against Family Violence, and Patrick Henry Community College.

**Recommendations:** None. Presented for information purposes.

# Semi Annual Report to City Council FY15



P. O. Box 1112 Martinsville, VA 24114  
Phone 276-403-5182 FAX 276-403-5280

Date: 08/25/2014

(Completed form due in City Manager's office on Sept. 1, 2014 and March 1, 2015)  
(FY15 funding contribution received FY15 \$12,150)

Organization Name: Citizens Against Family Violence, Inc. (CAFV)

Mailing Address: PO Drawer 352  
Martinsville, VA 24114

City of Martinsville Location: 13 Cleveland Avenue

Contact Person for agency: Warren Rodgers, Jr.

Person filling out this form: Terry Holland

Telephone: (276) 632-8701 Fax: (276) 632-0529

Contact E-Mail: wrodgers@cafv.info

## 1. RELEVANCE TO CITY'S GOALS AND INITIATIVES

Describe how the project(s) have advanced one or more of the city's adopted initiatives. The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/City-Council.html>.

CAFV's **Shelter Services** continue to provide emergency housing for victims of sexual violence and domestic violence that flee from their abuser; women and children who become homeless; women who are impacted by substance abuse and trying to recover; and women with mental illness who are stable and adhering to their care plan which addresses the City's priority of **Public Safety**.

CAFV's **Support Services** continue to provide food, transportation, clothing, utility and rental assistance, empowerment and support groups for victims and their children which addresses the City's priority area of **Education** by providing **Opportunities for personal and professional development for all ages and levels**.

CAFV's **Advocacy Services** are working with law enforcement to assist victims and their children in obtaining legal remedies/protections, social services, health care, housing and other services which promote the City's goal of **Maintaining Safe Neighborhoods**.

CAFV's **Sexual Violence services** continue to work with Memorial Hospital of Martinsville and Henry County and city law enforcement to provide services to victims of sexual assault, advancing the City's priority area of **Public Safety**.

CAFV's **Prevention services** assist in providing violence prevention education through local boys and girls club, YMCA, MHC after3, RELATE, HEY, and Chill to educate school-age children about domestic violence, teen dating violence, bullying, and sexual assault, which promote the City's **Education** priority area by providing **Opportunities for personal and professional development for all ages and levels**.

CAFV's **Outreach Services** seek to mobilize community support, recruit volunteers, and make the public more aware of CAFV activities and its services. These outreach efforts are provided through local agencies, churches and local media which promotes the strategic priority area of **Self Image** by promoting the City as a **Diverse and energetic community with multiple volunteer oriented opportunities**.

## 2. ORGANIZATIONAL COLLABORATION

Describe collaboration efforts with other organizations

CAFV collaborates with the following organizations: Department of Social Services (Martinsville/Henry County and Patrick County), Piedmont Community Services (Martinsville/Henry County and Patrick County), Commonwealth Attorneys for the city of Martinsville, Henry and Patrick Counties, Sheriff Offices of the City of Martinsville, Henry and Patrick Counties, Martinsville Police Department, Victim/Witness of Martinsville, Henry and Patrick Counties, CONTACT Listen Line, Magistrate Office, Memorial Hospital of Martinsville and Henry County, Pioneer Hospital in Patrick County, STEP, area churches, Boys and Girls Club of the Blue Ridge, Blue Ridge Library, local government of Martinsville, Henry County and Patrick County, YMCA, MHC after 3, Martinsville, Henry and Patrick Counties School Systems, MHC Health Department, and the West Piedmont Better Housing Coalition.

## 3. TIMETABLE, OUTCOMES, and MEASUREMENT PROCESS

Describe what outcomes for the project(s) are expected during next quarter and how progress will be measured. This report includes the numbers for July 1, 2014 through August 28, 2014. In the first two months of FY15, CAFV has served 325 City of Martinsville residents. The breakdown of services received duplicated between programs is as follows; (Some Martinsville residents utilized more than one program)

Domestic Abuse Clients served:	26	Issue Education participants:	200
Sexual Abuse Clients served:	5	Hotline Calls:	90
Homeless Clients served:	26	Nights of Shelter provided	326
Drug Impacted Women served	3		

In general, CAFV is a grant-funded agency, and as such, CAFV measures its outcomes through a rigid data collecting system. CAFV utilizes VaData and iCarol software to track Hotline Calls, Contact Log Forms to track face to face interactions, Participant Lists to track persons served, Virginia's Domestic Violence Database (VaData), and the Homeless Management Information System (HMIS) database to track services provided. CAFV also tracks training and awareness events with evaluation assessments that will be used to measure our success in offering agency services.

# Semi Annual Report to City Council FY15



*Martinsville*

A CITY WITHOUT LIMITS

P. O. Box 1112 Martinsville, VA 24114  
Phone 276-403-5182 FAX 276-403-5280

Date September 1, 2014 (Completed form due in City Manager's office on Sept. 1, 2014 and March 1, 2015)  
(FY15 funding contribution received \$5,220)

Organization Name FOCUS On Youth

Mailing Address P. O. Box 1164/ Martinsville, VA 24114

City of Martinsville Location 22 East Church Street -Suite 324/Martinsville, VA 24112

Contact Person for agency Mable L Finney (Executive Director)

Person filling out this form Mable L Finney

Telephone 276-403-5691 Fax 276-638-2669

Contact E-Mail mfinney@foycasamhc.org

## 1. RELEVANCE TO CITY'S GOALS AND INITIATIVES

**Describe how the project(s) have advanced one or more of the city's adopted initiatives.** The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/City-Council.html>.

FOCUS On Youth remains a supporter of the city's Goals and Initiatives and its programs associated with our primary area of service CASA (Court Appointed Special Advocates). FOCUS centers its efforts on the safety and well-being of the children in the City of Martinsville. The organization seeks to educate parents and leaders about the need for safe permanent homes for the children in this community. Second, efforts are being made to minimize the number of computer crimes that may lead to gang related activities. Third, the agency is utilizing social media to help parents to increase their knowledge on a barrage of issues.

The board of directors, staff and volunteers are using various methods to increase sustainability. In doing so, FOCUS created a financial planning strategy to gauge the impact of its attempts. Thus, the agency should be able to expand services within the next three years to serve those exiting foster care past age 18.

The agency broaden its communication avenues to enhance its potential for a stronger volunteer base. These volunteers will professionally advocate on behalf of children in the City of Martinsville. Well-trained volunteers aid in keeping administrative costs down for the organization while giving countless hours serving (at the discretion of the judge) the city juvenile and domestic court.

Since the July 1, 2014, the agency has been assigned **24** cases serving **19 children and 11 family groups** in the City of Martinsville through the court systems. In addition, referral services were provided to the families of these children when applicable. Volunteers provided **85** hours of advocacy to these groups and had **95** court contacts.

Volunteers receive top notch training in areas such as diversity, tolerance, community allied professional services, family justice services and leadership. The actions taken by these volunteers insure the safety and permanency of children in our community. Volunteer opportunities are available to all segments of the community and are a way for individuals to grow personally and professionally. **Two** new volunteers were completed Spring CASA training. Currently, there are **eight potential** new volunteers signed up for the fall training beginning September 8, 2014.

*The Shoplifting Diversion Program* is available to first time offenders. These juveniles attend a one to two hour class depending on age to gain a better understanding of how crime damages their lives and the residual effects on the local economy as well as how their families and other residents pay for their actions. This program saves the taxpayers from absorbing the costs of an over-burdened juvenile court system.

## **2. ORGANIZATIONAL COLLABORATION**

**Describe collaboration efforts with other organizations** FOCUS On Youth collaborates with a number of agencies in Martinsville and Henry County. Collaboration will college interns and high school students provides them with a background necessary to work in the social services arena using their skills, talents and creativity to enhance the programs offered by the agency as well as within the community.

Our partnership with the Exchange Club include activities throughout the month of April - Child Abuse Prevention Month and are constantly seeking other ways to enhance our relationship annually. FOCUS continues its relationship with the 21<sup>st</sup> Juvenile and Domestic Courts, Henry –Martinsville Department of Social Services, Court Services Unit, Probation and Parole, CONTACT, United Way, Citizens against Family Violence, For the Children, Martinsville City Police and the Henry County Sheriff’s Office as well as Piedmont Community Services.

### 3. TIMETABLE, OUTCOMES, and MEASUREMENT PROCESS

Describe what outcomes for the project(s) are expected during next quarter and how progress will be measured

During the next quarter, the agency plans to hold its second annual training of 6-10 new volunteers each completing the 35 hours of training (internal and observation). After all background reports are received these volunteers will become sworn in as officers of the court; 12 returning volunteers will complete 6 hours of the annual 12 hours training (sign in sheets/website access for training materials will be documented); the agency will serve 15 CASA cases using 8 CASA volunteers (number of documented cases in progress); Four children or more are expected to received shoplifting diversion per quarter.

#### Next Quarter

- Twelve (new) assigned for next quarter
- Two shoplifting classes will be held.
- New CASA training tentatively scheduled for mid- September 2014 and March 2015.
- Continue to meet Strategic Goals and objectives.
- 10 new potential CASA volunteers to complete training.

# Semi Annual Report to City Council FY 2015



*Martinsville*  
A CITY WITHOUT LIMITS

P. O. Box 1112 Martinsville, VA 24114  
Phone 276-403-5146 FAX 276-403-5280-5118

Date August 22, 2014 (Completed form due in Finance Dept. on Sept. 1, 20   and March 1, 20  )  
(funding contribution received \$                     )

Organization Name Patrick Henry Community College

Mailing Address 645 Patriot Ave.  
Martinsville, VA 24112

City of Martinsville Location Same as above

Contact Person for agency Dr. Angeline Godwin

Person filling out this form John I. Hanbury

Telephone 276-656-0205 Fax 276-656-0205

Contact E-Mail jhanbury@patrickhenry.edu

## 1. RELEVANCE TO CITY'S GOALS AND INITIATIVES

Describe how the project(s) have advanced one or more of the city's adopted initiatives. The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/City-Council.html>.

The city's Comprehensive Plan seeks to address the issues of population decline, job loss, and quality of life after textile and furniture closings. The city and surrounding communities have a large pool of available labor, many of whom are not trained in new skills needed for employment in the modern workforce. Education and workforce development is essential to eliminating these issues.

The college offers programs of instruction in Occupational/Technical Education, College Transfer Education, Developmental Studies, specialized community services, and general education. The college also provides nationally recognized higher education opportunities, such as Motorsports, Workforce Development, and Artisan programs for interested students. Education never ends; hence, the college also offers many programs to enhance workforce development and continuing education.



# Semi Annual Report to City Council FY15



*Martinsville*

A CITY WITHOUT LIMITS

P. O. Box 1112 Martinsville, VA 24114  
Phone 276-403-5182 FAX 276-403-5280

Date August 15, 2014 (Completed form due in City Manager's office on Sept. 1, 2014 and March 1, 2015)  
(FY15 funding contribution received \$10,815.00)

Organization Name Virginia Museum of Natural History

Mailing Address 21 Starling Avenue

City of Martinsville Location 21 Starling Avenue

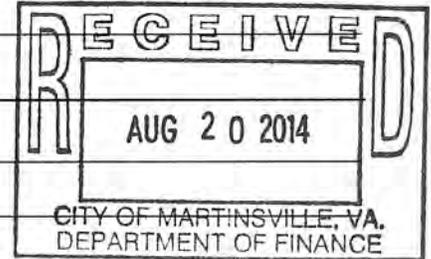
Contact Person for agency Dr. Denny Casey

Person filling out this form Debbi Bryant

Telephone 276-634-4184

Fax 276-634-4199

Contact E-Mail denny.casey@vmnh.virginia.gov



## 1. RELEVANCE TO CITY'S GOALS AND INITIATIVES

Describe how the project(s) have advanced one or more of the city's adopted initiatives. The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/City-Council.html>.

The museum operations support the city's "Economic Vitality Goals and Initiatives" by improving and generating tourism and attractions. The special exhibit, *Dinosaurs and Dinosaur Discovery* (January 12 – August 25, 2013) was extended through April 2014. Other special exhibits include: *Nano* (June 15, 2013 – May 2014) and *Farmers, Warriors, Builders – the Hidden Life of Ants* (April 26, 2014 – July 2014) which attracted visitors. In addition, the museum's current exhibit *Stories from Skeletons – Hard Evidence* is currently on display attracting visitors, as did the Dino Day Festival (January 12<sup>th</sup>), Kite Festival (March 22<sup>nd</sup>), and the Earth Day Festival (April 19<sup>th</sup>). VMNH had approximately 9,018 visitors from January 2014 to June 2014. Approximately one-half of the museum's visitors are from outside Martinsville, Henry County, and surrounding areas. Visitors impact the community through money spent on gas, food, lodging, taxes and other purchases. Education staff has supported the above efforts through planned educational activities that enhance the museum experience. Museum programs served approximately 7,182 Martinsville citizens through 163 guided tours, programs, after school programs, outreach, distance learning, and other children and family-oriented programs from January 2014 to June 2014.

The museum supports the city's vision and goals for "Education Opportunities and Achievements." We continue to partner with Patrick Henry Elementary School by providing on-going programming for all grade levels, as well as continue our homeschool partnership with Martinsville Middle School's SEMAA Lab

(Science, Engineering, Mathematics & Aerospace Academy. VMNH continues to serve as the academic provider for the MHC After 3 Program for their on-site locations, as well as summer camps, providing after school academic enrichment programs. Through generous donations from the Kiwanis Club, Southwestern Piedmont Master Naturalists, and the VMNH Foundation, we were able to provide 40 area children with scholarships to attend various Summer Adventure Camps held at the museum from June 2014 – August 2014. VMNH staff has been involved in the planning for the Positive Youth Development (also known as “HEY”) community initiative which ensures ready access to and benefit from a coordinated, seamless system of high-quality, well-run programs and services that help meet their life skills, recreation, and career readiness needs. VMNH has a strong volunteer base built of community members representing youth and adults of all ages. Some examples include our active youth volunteer program (which supports the school-required community volunteer program) and our summer intern program – both of which youth and young adults were engaged in many service opportunities such as the VMNH summer camps and festivals.

VMNH launched its new distance learning “Adventure Classroom” initiative within the museum in 2014, with technology that allows us to reach out to city and county schools within the state and beyond to provide educational programming. One such example is where VMNH connected to the entire 6<sup>th</sup> grade at Martinsville Middle School (160 students) to provide a grant-funded distance learning program in conjunction with a Smithsonian Q?rius webcast.

VMNH has served as meeting sites for several conferences including the Virginia Master Naturalists, Virginia Natural History Society, and the Archaeology Society of Virginia. State and local government officials, agencies, and community organizations utilize the museum for meetings, public gatherings, and announcements.

VMNH continues to look for ways to use and support Frank Wilson Park reinforcing the city’s “Recreation Initiative”. We have and will be conducting programs in the Frank Wilson Park and collaborating on new program offerings with Martinsville Parks and Recreation. This will serve as a means to provide hands-on, real-world opportunities for children, educators, and families to increase appreciation for nature and as an effective means to better understand and address community environmental issues. The museum utilizes the park for nature walks and other outdoor activities during educational programs including *Doodle Bugs!* (program geared for three to five year olds), Summer Adventure Camps, MHC After 3, and the Southwestern Piedmont Virginia Master Naturalists program.

## **2. ORGANIZATIONAL COLLABORATION**

Describe collaboration efforts with other organizations:

The museum has partnerships with Patrick Henry Community College, MURA, New College Institute, FAHI, Southwestern Piedmont Virginia Master Naturalist, Dan River Basin Association, Martinsville City Parks & Recreation, Martinsville-Henry County Family YMCA, Henry County Parks & Recreation, Friends of Wilson Park, Martinsville City Public Schools, Henry County Public Schools, MHC After 3, the Starting Place, Activate Martinsville/Henry County, Reynolds Homestead, Piedmont Arts Association, Blue Ridge Mountains Council of the Boy Scouts of America, Girl Scouts of Virginia Skyline Council, US Army Corps of Engineers, Henry County-Martinsville Cooperative Extension, Friends of Philpott, and Henry County Patriots.

VMNH staff serve on the committees for Friends of Frank Wilson Park, Uptown Management Group, and the Dan River Basin Association sharing a vested interest to enhance the educational and recreational opportunities that support the city's quality of life and economic development goals. The Friends of Wilson Park meets regularly to plan and carry out community events, educational programs (SOL-based programs), and stewardship projects. (<http://www.facebook.com/#/group.php?gid=155003976893&ref=ts>) which provide outdoor activities for Martinsville City Public School students and increases utilization of the park. One such example would be other service organizations participating in the International Coastal Cleanup on September 13<sup>th</sup> at Wilson Park.

### **3. TIMETABLE, OUTCOMES, and MEASUREMENT PROCESS**

Describe what outcomes for the project(s) are expected during next quarter and how progress will be measured

During July 2014 through December 2014, educational activities will continue to reach the population. Upcoming programs include *Doodle Bugs!* (last Wednesday of the month beginning September 2014), Homeschool Wednesdays (first and third Wednesday of the month beginning September 2014), and continuation of programs in city schools and the museum. The 2014, week long Summer Adventure Camps were held from June 2014 through August 2014. In addition, the Living on the Water Festival was held on July 26, 2014. VMNH is looking forward to the Reptile Day Student Day (October 10, 2014) and the Reptile Day Festival (October 11, 2014). In addition to the scheduled events and exhibits, the museum is regularly used by outside groups and organizations for a variety of meetings, conferences, and other events. Events held at VMNH by outside groups and organizations bring outside visitors to the area throughout the year, resulting in increased local spending in local restaurants, hotels, retail stores, and more. The museum also provides numerous volunteer opportunities for local residents of all ages. From cleaning fossils in the scientific labs to leading school groups through the exhibit galleries, local residents have unique volunteer opportunities most often found in larger metropolitan areas. The museum continually uses evaluation data from teacher surveys, participant feedback, and electronic kiosk in the Great Hall to monitor and improve programs.

# Semi Annual Report to City Council FY15



P. O. Box 1112 Martinsville, VA 24114  
Phone 276-403-5182 FAX 276-403-5280

Date: August 30, 2014 (Completed form due in City Manager's office on **Sept. 1, 2014** and **March 1, 2015**)  
(FY15 funding contribution received FY15 \$ 7,222 )

Organization Name West Piedmont Planning District Commission

Mailing Address P.O. Box 5268, Martinsville, VA 24115

City of Martinsville Location 1100 Madison Street

Contact Person for agency Leah Manning, Interim Executive Director

Person filling out this form Leah Manning, Interim Executive Director

Telephone 276-638-3987 Fax 276-638-8137

Contact E-Mail lmanning@wppdc.org

## 1. RELEVANCE TO CITY'S GOALS AND INITIATIVES

Describe how the project(s) have advanced one or more of the city's adopted initiatives. The city's Goals & Initiatives may be downloaded at <http://www.martinsville-va.gov/City-Council.html>.

The PDC continued to provide planning and technical assistance to the City of Martinsville in the areas of economic development, hazard mitigation planning, community planning (**technical support to the Community Development Department**), and transportation planning (**technical support to the Community Development Department and Public Works Department**). The PDC continued to provide technical assistance and statistics, as requested by City Administration and staff, as well as numerous agencies/organizations, businesses, and industries. The PDC continues to be available to provide assistance with the development of and/or support for grant applications-those in support of the City and agencies/organizations located in Martinsville/Henry County. The PDC maintains the City's eligibility for grant funds from the US Commerce Department, Economic Development Administration, through the annual update of a Comprehensive Economic Development Strategy (CEDS) document with a listing of local priority projects. The 2014 annual update is complete and the draft was distributed for the 30-day public display period on February 26, 2014, and was approved by the West Piedmont Planning District Board of Commissioners on March 27, 2014. The update includes new statistics and information, as well as a list of the City's priority projects. Per EDA guidelines, the CEDS Strategy Committee was kept intact in anticipation of the submittal of the 2014 annual update, and includes individuals across a broad spectrum of both (53%) private and (47%) public sectors, including the City of Martinsville. Meetings began in early Fall 2013. The 2015 annual report is underway and the CEDS Committee will begin meeting in September-October.

- ***City Comprehensive Plan and associated mapping in conjunction with City Staff:***  
**The Comprehensive Plan currently is not being updated. The PDC staff remains on-call to provide technical assistance to the City Administration and staff as requested.**

- ***Appalachian Regional Commission Designation Activities***

In fall 2008, the City of Martinsville and Henry and Patrick Counties became eligible to participate in the Appalachian Regional Commission (ARC). The Planning District Commissions in Virginia serve as Local Development Districts (LDD) in conjunction with this program. As a result, the West Piedmont Planning District was designated a LDD by ARC. The WPPDC staff continues to work with DHCD to stay informed with current information about the program and how it can be of assistance to these localities and entities located within these localities, and how funding can benefit this portion of the WPPD Region. Staff has and will continue to attend *How to Apply* workshops and provide technical assistance in the development of grant applications to ARC. The funding deadline for the submittal of the next round of grant applications to ARC is September 24. PDC staff is currently working with an applicant on a proposal that will benefit both City and County residents. As previously reported in 2013, New College Institute was awarded \$200,000 as one of the Centers of Excellence designation. In regards to the Artisans Center of Virginia's \$32,000 ARC grant award to develop and initiate an Artisans Trail in Martinsville and Henry County, the PDC staff continues to provide technical assistance toward the project and actively participates in/attends Management Team meetings and other events. The PDC staff continues to notify the eligible localities about various ARC programs and grant opportunities, as they become available.

- ***Enterprise Zone Designation***

Staff continues to monitor the Enterprise Zone Program through the Virginia Department of Housing and Community Development. The program is targeted towards economically-distressed localities. The PDC continues to be available to assist City staff with its Enterprise Zones, including possible revisions to Enterprise Zone boundaries, as well as mapping efforts and other technical assistance upon request.

- ***State-mandated Multi-jurisdictional Hazard Mitigation Plan***

PDC staff completed the five-year update of the Multi-jurisdictional Hazard Mitigation Plan (HMP) with City staff and other members of the Hazard Mitigation Project Management Team in conjunction with Dewberry. The City of Martinsville approved the Multi-jurisdictional Hazard Mitigation Plan in November 2011, enabling the City to continue to qualify for Virginia Department of Emergency Management (VDEM) and Federal Emergency Management Agency (FEMA) grant funds. PDC staff has been following VDEM and FEMA grant fund opportunities and has forwarded these to City Administration and staff. Staff is available, as requested, to technically assist in VDEM and FEMA grant writing. Additionally, VDEM requires an annual report to be submitted by January 31 each year on the progress of the implementation of Strategies and Mitigation action plans. The annual report includes correction action plans if needed based upon evaluation criteria set by the working group. PDC staff developed evaluation criteria and pulled the Project Management Team together in November 2013. This included City staff, to provide annual progress reports from each locality. Along with related news articles from around the region, the reports were consolidated by WPPDC and submitted to the Virginia Department of Emergency Management in January 2014. In July 2014, the PDC submitted a grant application in the amount of \$75,000, with a \$25,000 in-kind match, to begin the process of updating the current HMP.

- ***Assistance with Transit Services***

The PDC staff has continued to be available to Martinsville-Henry County, the VA Department of Rail and Public Transportation (VDRPT), RADAR, and others with regard to mapping changes for the PART transit routes, as well as conducting a demographic analysis along the existing bus lines. Recently, staff developed Google-based mapping for the bus routes. Technical assistance continues to be provided as requested. These efforts were being supported by grant funds from the Virginia Department of Rail and Public Transportation and Virginia Department of Transportation. However, beginning July 1, 2013, the West Piedmont Planning District no longer receives any funding through

the Virginia Department of Rail and Public Transportation. These services will still be provided to the City of Martinsville through its local contributions. PDC staff continues to be available to serve on a Transportation Task Force formed by the Southern Area Agency on Aging as part of its Community Health Strategic Plan funded by the Harvest Foundation. This taskforce also has representatives from several other organizations, including staff from the City of Martinsville and Henry County. In addition, PDC staff attends VDRPT meetings to participate in the five-year update of the Region's Coordinated Human Services Mobility (CHSM) Plan in conjunction with various human service agencies that serve Martinsville residents. The most recent meeting was held in January 2014. The five-year update was adopted in September 2013. The CHSM Plan helps the City maintain its eligibility for VDRPT grant funds.

- ***Continue to provide general mapping assistance as requested and provided in the past.***
  - In order to promote pedestrian safety, staff provided mapping and technical assistance in research of traffic calming measures such as usage of stop signs instead of traffic signals at some Uptown City intersections.
  - Staff developed Google-based mapping for existing PART bus routes within the City and County.
  - Continued to maintain and update community facilities mapping and database (GIS) for incorporation into other planning efforts, as needed
  - Maintained and updated regional tourism map
  - Provided mapping and technical assistance to the Martinsville-Henry County Historical Society in conjunction with the Dan River Basin Association and the Martinsville Henry County Heritage Center and Museum for development of the Martinsville Henry County Historic Driving Tour guide
  - Provided mapping for PDC's Six-Year Primary/Secondary Improvement Plan (through SYIP) to VDOT staff
- ***Continued efforts to maintain updated City Street Map in conjunction with the Chamber of Commerce, the City, and Henry County.***
- ***The PDC continued to provide technical assistance to applicants in development of grant proposals to boost economic growth and benefit the citizens of Martinsville.***
- ***Other Activities:***
  - The PDC's Executive Director and Deputy Director have been participants on the Management Teams meetings conducted for the improvement of Uptown Martinsville and the Northside Neighborhood in conjunction with the VA Department of Housing and Community Development and City staff utilizing Community Development Block Grants (CDBG).
  - PDC staff continues to provide technical assistance to the Southern Virginia Regional Alliance such as monthly unemployment data from VEC for the SVRA region, including Martinsville.
  - PDC staff continued to review the draft WPPD chapter of the five-year update of the Virginia Outdoors Plan and provided feedback to the Virginia Department of Conservation and Recreation, as requested, for the update effort which was completed in spring 2014. The Plan is now available. In conjunction with DCR staff and regional stakeholders, PDC staff will host a meeting on September 19 for review of the 2013 VOP and project updates within the region.
  - Staff continued to provide mapping and technical assistance to the Virginia Department of Conservation and Recreation for the Beaches to Bluegrass Trail initiative and participated in webinars, meetings, and other informational sessions in regards to the trail efforts.
  - The PDC provided technical assistance to the West Piedmont Workforce Investment Board in developing its application to the VA Department of Housing and Community Development for the Building Collaborative Communities Grant focused on building capacity for Entrepreneurship Development through Education and Public Awareness. The PDC staff will provide in-kind hours as a match to the funds awarded by serving on the Management Team.

- Staff continued to serve on the Construction and Implementation Management Team in conjunction with New College Institute and the City's CDBG project for construction of the Building on Baldwin through the VA Department of Housing and Community Development. Staff continues to provide technical assistance with the project implementation in regards to Davis-Bacon and other grant requirements.
- PDC staff provided technical assistance to City staff in regards to the VA Department of Housing and Community Development's 2014 Industrial Revitalization Fund grant program for renovations of the Henry Hotel.
- The PDC staff is providing technical assistance and serving on the management team of Artisans Center of Virginia's program to develop an Artisan Network in the region that is funded through an Appalachian Regional Commission grant. Meetings are generally held at the PDC offices.
- Staff continues to participate in the Dan River Region Collaborative (DRRC) Steering Committee meetings to assist with efforts in workforce development and monitor other activities in conjunction with DRRC, the Chamber of Commerce, the West Piedmont WIB, and others.
- The PDC continues to meet with the Transportation Technical Advisory Committee (TTAC), including representatives of the City, to discuss and disseminate information on a number of topics that may impact the City and local residents. As administrative agent/staff for the region's Rural Transportation Work Program, this also pertains to the PDC's Regional Rural Transportation Planning/Work Program in conjunction with VDOT and local government members.

## **2. ORGANIZATIONAL COLLABORATION**

### **Describe collaboration efforts with other organizations**

- The PDC has continued to work with the City Staff and various agencies and organizations in the area, state and federal agencies, and the private sector to complete the projects listed above. The PDC continues efforts to make contacts and build relationships with various state, regional, and local agencies to promote collaboration in the region. In addition, the PDC strives to maintain flexibility to provide a high level of service to meet the City's needs on an ongoing basis. Two of the City's five Council members serve on the WPPDC Board of Commissioners.
- The PDC continues to work with VDRPT to hold Regional CHSM meetings in order for projects in the region to continue to qualify for these grant programs. Additionally, staff works with many health and human services agencies in the area that serve the City. Efforts include assistance and support for grant applications for such agencies as Southern Area Agency on Aging and Piedmont Community Services.
- The PDC is a U.S. Department of Commerce, Economic Development Administration, designated Economic Development District. As such, the PDC coordinates closely with the Regional EDA staff in the Philadelphia Regional Office. The PDC develops a regional Comprehensive Economic Development Strategy annually to maintain the eligibility of the region's localities to receive EDA grant funds.
- The PDC staff, in conjunction with the City of Martinsville, assisted the New College Foundation with multiple grant applications for the Building on Baldwin Project. Upon award of these grant funds, the PDC staff continues to assist New College and its grants administrator on various aspects of the grant management and implementation, including Davis-Bacon, as well as serving on the Management Team for several of these grants.
- The PDC serves as a State Data Affiliate Center and works closely with the Census Bureau. The PDC also collaborates with the VA Employment Commission and the Weldon Cooper Center for Public Service on matters related to economics and demographics.

- The PDC, working with local government managers and transportation planning staff, compiled a list of current and future priority transportation projects for each member locality. PDC staff attended spring 2014 Commonwealth Transportation Board public hearings regarding the FY 2015-2020 Six-Year Improvement Program and presented the list of local priority projects, as well as projects of regional significance. The PDC will be requesting a review of this information in fall 2014 by local government staff in anticipation of the fall CTB public hearings to begin discussion of the FY 2016-2021 Six-Year Improvement Program.
- The PDC staff continues to work with the VDOT Salem District Planning Engineer and City staff to review any new priority transportation projects within the City, both those that are identified in the 2035 Regional Rural Long-Range Transportation Plan and those that the PDC staff has presented to the Commonwealth Transportation Board at its annual Six-Year Improvement Plan public hearings.
- Following FHWA's 2013 draft proposed changes for Functional Classifications of roads in Virginia, staff held meetings and worked with VDOT and local government staff to review, discuss, and comment on the proposed changes, utilizing VDOT's on-line tool. Staff conducted formal reviews of changes, drafted and reviewed comments with City staff, and uploaded final comments via the web-tool. Recently, PDC staff provided VDOT responses in follow up to submittal of comments.
- The PDC staff continues to review evaluation criteria for the Regional Hazard Mitigation Plan (HMP) annual report to determine if the appropriate metrics are included in the evaluation, and will pull the Project Management Team together, including City staff, to provide annual progress reports from each locality. The reports will be consolidated by WPPDC and shared with the Virginia Department of Emergency Management in January 2015. As mentioned earlier, a \$75,000 grant application was submitted to VDEM to begin the update process for the HMP.
- The PDC staff continues to work with the Virginia Department of Housing and Community Development and provides assistance to DHCD with the Community Development Block Grant Program for the prioritization of local government projects annually. This mission is conducted in February and March of each year.
- The PDC staff continues to collaborate with the Artisans Center of Virginia, following its ARC funding to promote regional partnerships that support economic development, encourage activities that will diversify the economic base, enhance entrepreneurial activities, and provide opportunities for entrepreneurship education and outreach programs through development of an artisan trail. Staff actively participates in events and attends Management Team meetings, providing meeting space as well.
- PDC Staff participated in the "Blueprint Virginia" project through the Virginia Chamber of Commerce to develop a statewide economic development plan and continues to support these efforts; information from the plan is incorporated into other planning efforts, as appropriate.
- Staff continues to collaborate with the Dan River Basin Association on a number of projects to promote recreational opportunities and new or expanding trails, including efforts to complete the "Beaches to Bluegrass Trail." PDC staff continues to work with the VA Department of Conservation and Recreation in this effort, too.
- Staff continued to work to complete the five-year update of the Virginia Outdoors Plan and provided feedback to the Virginia Department of Conservation and Recreation (DCR), as requested. The 2013 Plan was completed in spring 2014 and is currently available. The PDC will host a September 19 meeting in conjunction with DCR and regional stakeholders to review the 2013 Plan and provide regional project updates.
- The PDC continues to collaborate with regional partners to help promote the Local Foods Initiative. PDC staff also works with the Martinsville Farmers' Market in this aspect. As a result of survey information obtained through these partnerships, staff developed a Local Foods Guide to help boost local foods sales and agritourism to grow the local economy.

- PDC staff continues to participate in a number of workshops and webinars in regards to DCR local stormwater management program requirements and continues to assist local government members with implementation of these new regulations as requested.
- As previously mentioned, PDC staff continues to participate in the Dan River Region Collaborative (DRRC) Steering Committee meetings to assist with workforce development and monitor other activities in conjunction with DRRC, the Chamber of Commerce, the West Piedmont WIB, and others including the neighboring Southside PDC.
- The PDC continues to meet with the Transportation Technical Advisory Committee (TTAC), including representatives of the City, to discuss and disseminate information on a number of topics that may impact the City and local residents. This also is part of the PDC's Regional Rural Transportation Planning/Work Program in conjunction with VDOT and local government members.
- In spring 2014, the SouthEast Regional Directors Institute (SERDI) conducted a strategic assessment for the WPPDC in the PDC's efforts to maintain and promote more regional collaboration. Several good ideas and recommendations resulted from this undertaking and the PDC continues to employ these recommendations.
- In conjunction with the Roanoke Valley Alleghany Regional Commission, the PDC continues to explore potential expansion of Ride Solutions program in the region and is collaborating with the City, the Martinsville-Henry County Economic Development Corporation, and others in possible car and van pooling services in Martinsville and Henry County.
- Staff continued to review a number of state and federal plans/programs and provide comments; i.e., VDOT VTRANS 2040 Plan, Federal Highway Programs, and Promise Zone Program, to name a few. In addition, PDC staff continued to participate in various webinars, seminars, special training sessions/workshops, meetings, and conferences throughout the state for an array of topics and issues in order to stay current and maintain knowledge of pertinent programs and activities. Such activities were conducted by DHCD, VDOT, DCR, ARC, VAPDC, FHWA, EDA, and other agencies.

### **3. TIMETABLE, OUTCOMES, and MEASUREMENT PROCESS**

**Describe what outcomes for the project(s) are expected during next quarter and how progress will be measured:**

- The 2014 Comprehensive Economic Development Strategy is complete. Staff is beginning development of the 2015 annual update of the CEDS. The CEDS Strategy Committee will begin meeting in early fall 2014, to assist in the CEDS development. This is an ongoing process throughout the year which includes statistical updates and assistance to localities in developing project priority lists for inclusion in the plan. EDA requires PDCs/EDDs to provide semi-annual performance measures reports.
- As a designated Local Development District, the PDC will submit a planning grant application in the fall to maintain pertinent localities' eligibility for potential funding via Appalachian Regional Commission (ARC) grant opportunities; WPPDC is required to provide an annual report to ARC each year as well.
- Continue to support the City's planning efforts in conjunction with the Appalachian Regional Commission (PDC staff continues to work with the City staff to identify potential applications during the upcoming fiscal year for eligible projects in the area; projects/grant applications will be submitted in September 2014)
- Continue assistance with transit service opportunities for the City in conjunction with the VA Department of Rail and Public Transportation and RADAR
- The PDC website and statistical information continues to be updated on an ongoing basis throughout the fiscal year, as new data is released by the VEC, Census Bureau, Weldon Cooper Center for Public

Service, and other agencies. The PDC staff is currently working on a revamp of the website and, with assistance of an intern through the New College Institute's Internship Program, this effort will be completed in the near future.

- Continue to provide technical assistance on any future grant applications and other projects, as requested
- The PDC will continue to meet with the human service providers from across the region during the year, as required by VDRPT to maintain eligibility for potential grant funds.
- Completed assistance in the five-year update of the Virginia Outdoors Plan (VOP) for the City and Region in conjunction with the VA Department of Conservation and Recreation; staff will hold September 19 meeting with DCR and regional stakeholders for review of 2013 VOP and update regional projects
- Continue to work with the VDOT Salem District Planning Engineer and City staff to review any new priority transportation projects within the City, both those that are identified in the 2035 Regional Rural Long-Range Transportation Plan, the Small Urban Area Transportation Plan, and those that the PDC staff has presented to the Commonwealth Transportation Board at its annual Six-Year Improvement Plan public hearings; this will take place again in October 2014.
- The PDC will continue to prepare a regional legislative platform that includes language requesting the General Assembly to review issues related to the City of Martinsville and to the West Piedmont Planning District. Staff will track VAPDC, VML, VACO, and local government members for input and related issues; a letter and the legislative platform will be prepared and submitted by December 2014.
- Assistance with available 2010 Census and most recent American Community Survey (updating mapping and demographics used by public and private sectors)
- All other activities will be ongoing as requested by the City or other member localities.

The PDC maintains an annual strategy statement and work program which is developed by the end of each fiscal year. In January of each year, PDC staff develops a report of activities undertaken on behalf of each locality and submits it to each local government administrator, along with a list of potential projects for the upcoming fiscal year. Each administrator is requested to review the list of proposed projects and provide input on additional projects with which the locality may need assistance during the next fiscal year. The PDC's goal is to maintain flexibility to assist local governments with ongoing work program activities while being able to assist with unforeseen work activities (i.e., state mandates such as the Regional Water Supply Plan) which may arise during the fiscal year.

**Meeting Date:** September 23, 2014

**Item No:** 7.

**Department:** Finance

**Issue:** Hear finance report

**Summary:**

**FY15 – Revenues & Expenditures through August 31, 2014**

Exclusive of School and Special Revenue funds, actual revenues were \$6,449,595 and actual expenditures were \$9,581,281, typical for this early in the new fiscal year due mostly to annual payments, semi-annual debt service, initial encumbering of funds for projects, and prior fiscal year adjustments. Overall Utility Funds' revenues exceeded expenses by \$541,766 for the first two months.

The final audit process for FY14 will begin the week of September 29<sup>th</sup>. Final figures will be presented as soon as possible after completion.

**Attachment:** Spreadsheet-Revenue & Expenses

**Recommendations:** Motion to approve financial report.

**City of Martinsville**  
**FY15 Revenues & Expenditures - as of 8/31/14**

	<i>Budget</i>	<i>Actual YTD</i> <small>(incl. encumb.)</small>	<i>Remaining Balance</i>	<i>Percentage Used</i>
<b>General Fund</b>				
Revenues	\$ 28,591,529	\$ 1,122,718	\$ 27,468,811	3.9%
Expenditures	<u>30,119,144</u>	<u>3,706,611</u>	26,412,533	12.3%
Excess (deficiency) of revenues over expenditures	<u>\$ (1,527,615)</u>	<u>\$ (2,583,894)</u>		
	<small>(Fund Bal contrib)</small>			
<b>Capital Funds</b>				
<b>Meals Tax</b>				
Revenues	\$ 2,066,792	\$ 252,685	\$ 1,814,107	12.2%
Expenditures	<u>2,066,792</u>	<u>727,367</u>	1,339,425	35.2%
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ (474,683)</u>		
<b>Capital Reserve</b>				
Revenues	\$ 1,101,757	\$ 24	\$ 1,101,733	0.0%
Expenditures	<u>1,121,757</u>	<u>614,899</u>	506,858	54.8%
Excess (deficiency) of revenues over expenditures	<u>\$ (20,000)</u>	<u>\$ (614,875)</u>		
<b>TOTAL CAPITAL FUNDS:</b>	<u>\$ (20,000)</u>	<u>\$ (1,089,558)</u>		
	<small>(Fund Bal contrib)</small>			
<b>Utility Funds</b>				
<b>Refuse Fund</b>				
Revenues	\$ 2,137,000	\$ 338,425	\$ 1,798,575	15.8%
Expenditures	<u>2,337,000</u>	<u>748,954</u>	1,588,046	32.0%
Excess (deficiency) of revenues over expenditures	<u>\$ (200,000)</u>	<u>\$ (410,529)</u>		
<b>MiNet/Fiber Optic Fund</b>				
Revenues	\$ 406,712	\$ 89,226	\$ 317,486	21.9%
Expenditures	<u>775,206</u>	<u>225,411</u>	549,795	29.1%
Excess (deficiency) of revenues over expenditures	<u>\$ (368,494)</u>	<u>\$ (136,185)</u>		
<b>Water Fund</b>				
Revenues	\$ 3,297,500	\$ 619,429	\$ 2,678,071	18.8%
Expenditures	<u>3,847,500</u>	<u>222,233</u>	3,625,267	5.8%
Excess (deficiency) of revenues over expenditures	<u>\$ (550,000)</u>	<u>\$ 397,195</u>		
<b>Sewer Fund</b>				
Revenues	\$ 4,010,012	\$ 794,226	\$ 3,215,786	19.8%
Expenditures	<u>4,310,012</u>	<u>487,929</u>	3,822,083	11.3%
Excess (deficiency) of revenues over expenditures	<u>\$ (300,000)</u>	<u>\$ 306,297</u>		
<b>Electric Fund</b>				
Revenues	\$ 18,268,308	\$ 3,232,863	\$ 15,035,445	17.7%
Expenditures	<u>19,468,308</u>	<u>2,847,876</u>	16,620,432	14.6%
Excess (deficiency) of revenues over expenditures	<u>\$ (1,200,000)</u>	<u>\$ 384,987</u>		
<b>TOTAL UTILITY FUNDS:</b>	<u>\$ (2,618,494)</u>	<u>\$ 541,766</u>		
	<small>(Fund Bal contrib)</small>			

**FY15 Revenues & Expenditures as of 8/31/14**

	<i>Budget</i>	<i>Actual YTD</i> <small>(incl. encumb.)</small>	<i>Remaining Balance</i>	<i>Percentage Used</i>
<b>Cafeteria</b>				
Revenues	\$ 1,506,882	\$ 53,347	\$ 1,453,535	3.5%
Expenditures	<u>1,526,882</u>	<u>139,086</u>	1,387,796	9.1%
Excess (deficiency) of revenues over expenditures	<u>\$ (20,000)</u>	<u>\$ (85,738)</u>		
<b>Schools</b>				
Revenues	\$ 22,222,444	\$ 1,816,330	\$ 20,406,114	8.2%
Expenditures	<u>22,222,444</u>	<u>2,564,271</u>	19,658,173	11.5%
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ (747,940)</u>		
<b>Federal Programs</b>				
Revenues	\$ -	\$ (32,301)	\$ 32,301	
Expenditures	<u>-</u>	<u>253,988</u>	(253,988)	
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ (286,290)</u>		
<b>TOTAL SCHOOL FUNDS:</b>	<u>\$ (20,000)</u>	<u>\$ (1,119,968)</u>		
	<small>(fund bal contrib)</small>			
	<i>Budget</i>	<i>Actual YTD</i> <small>(incl. encumb.)</small>	<i>Remaining Balance</i>	<i>Percentage Used</i>
<b>Special Revenue Funds</b>				
<b>CDBG Fund</b>				
Revenues	\$ 82,965	\$ 60,411	\$ 22,554	72.81%
Expenditures	<u>82,965</u>	<u>32,420</u>	50,545	39.08%
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ 27,991</u>		
<b>Housing Choice Fund</b>				
Revenues	\$ 1,944,525	\$ 256,988	\$ 1,687,537	13.2%
Expenditures	<u>1,944,525</u>	<u>248,831</u>	1,695,694	12.8%
Excess (deficiency) of revenues over expenditures	<u>\$ -</u>	<u>\$ 8,158</u>		
<b>TOTAL SPECIAL REVENUE FUNDS:</b>	<u>\$ -</u>	<u>\$ 36,148</u>		
<b>GRAND TOTALS:</b>				
<i>(excluding Schools &amp; Special Revenues)</i>				
Revenues:	\$ 59,879,610	\$ 6,449,595	\$ 53,430,015	10.8%
Expenditures	<u>64,045,719</u>	<u>9,581,281</u>	54,464,438	15.0%
Excess (deficiency) of revenues over expenditures	<u>\$ (4,166,109)</u>	<u>\$ (3,131,686)</u>		

The Budgeted Revenue amounts do not include any contributions from Fund Balance.



## City Council Agenda Summary

**Meeting Date:** September 23, 2014

**Item No:** 8.

**Department:** Finance

**Issue:** Consider approval of consent agenda.

**Summary:**

The attachment amends the FY15 Budget with appropriations in the following funds:

**FY15:**

General Fund: \$ 1,927 – Reimbursement

Refuse Fund: \$17,507 – Carbon Credit Sales

**Attachments:** Spreadsheet

**Recommendations:** Motion to approve

**BUDGET ADDITIONS FOR 9/23/2014**

<b>ORG</b>	<b>OBJECT</b>	<b>DESCRIPTION</b>	<b>DEBIT</b>	<b>CREDIT</b>
<b><u>FY15</u></b>				
<b><u>General Fund:</u></b>				
01100909	490104	Advance/Recovered Costs		1,927
01331108	501300	Sheriff/Corrections - Part-time & Temporary Wages	1,400	
01331108	502100	Sheriff/Corrections - Social Security	87	
01331108	502110	Sheriff/Corrections - Medicare	20	
01331108	506008	Sheriff/Corrections - Vehicle Equipment & Maint.	280	
01331110	506200	Sheriff/Annex - Prisoner Allowance	140	
		Reimbursement from Henry County for litter pickup for August		
<b>Total General Fund:</b>			<b>1,927</b>	<b>1,927</b>
<b><u>Refuse Fund:</u></b>				
09100908	482805	Misc Revenue - Carbon Credit Sales		17,507
09425302	508220	Landfill - Physical Plant Expansion	17,507	
		Unanticipated Carbon Credit Sales		
<b>Total Refuse Fund:</b>			<b>17,507</b>	<b>17,507</b>