

Emergency Operations Plan

December 2020



PRINCE WILLIAM
COUNTY

Promulgation, Approval, and Implementation

The Prince William County Emergency Operations Plan (EOP) dated December 2020 is hereby approved as the official plan for Prince William County intergovernmental operations. This Plan is designed to coordinate County, highway, Prince William County Schools, other governmental agencies, volunteer organizations, and other partner organizations prior to, during, and after threat or actual occurrence of emergencies and disasters wherein assistance is needed to save lives; to protect public health, safety, and property; to restore essential services; and to enable and assist with short-term recovery. The Prince William County emergency management program considers issues of equity in all plans, regulations, policies, trainings, exercises, and other related documents and activities to promote justice and fairness for all members of the Prince William County community.

This Plan applies to all organizations with assigned responsibilities in support of emergency operations under this Plan. Periodic exercises will be scheduled to enhance familiarity with the various emergency functions described in this Plan.

This Plan is consistent with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended), the National Incident Management System of 2017, and the Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended) with its implementing regulations. The Prince William County EOP is intended to and shall be interpreted to give effect to the purposes of Section 44-146.19 of the Code of Virginia and shall not be interpreted to increase the liability of Prince William County or any signatory.

The Emergency Management Coordinator and Deputy Emergency Management Coordinator are hereby authorized to activate the Prince William County Emergency Operations Center (EOC) and/or this Plan to direct and control County emergency response operations. This Plan can be activated at any time to support actual or anticipated response and recovery efforts. The EOP and the EOC may be activated simultaneously, but activation of the EOP does not require activation of the EOC.

The Emergency Management Coordinator is further authorized, in coordination with the County Executive's Office, to amend the Plan as necessary to achieve preparedness goals and initiatives of the nation and the Commonwealth of Virginia and in accordance with the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended).

In accordance with the duties and responsibilities assigned in the Plan, the head of each designated County department or agency shall appoint a lead and at least one alternate

Emergency Coordination Officer for the agency. The Emergency Coordination Officer is assigned the following responsibilities:

- Coordinate with the Office of Emergency Management on emergency preparedness, response, and recovery issues.
- Prepare and maintain designated parts of the Plan for which the agency is responsible.
- Prepare and maintain internal plans and procedures to fulfill the responsibilities designated in the Plan; submit these internal plans and procedures to the Office of Emergency Management.
- Maintain a roster of agency personnel to assist in disaster operations and ensure that persons on the roster are accessible and available for training, exercises, and implementations of the Plan.
- Coordinate appropriate training for agency personnel who could be assigned to disaster operations.
- Prepare and maintain internal emergency preparedness, response, and recovery plans for the agency's resources (facilities, personnel, and assets) that outline a comprehensive and effective program to ensure continuity of essential County functions under all circumstances in coordination with the EOP; submit these internal plans to the Office of Emergency Management.

This Plan is promulgated and implemented on this 15th day of December 2020, as the Prince William County Emergency Operations Plan and supersedes all previous versions of the Plan.



Christopher E. Martino
Prince William County Executive



Date

Table of Contents

1. Introduction	1
1.1. Purpose	1
1.2. Scope	2
1.3. Situation and Assumptions	2
2. Plan Organization	6
2.1. Section 1: Basic Plan	6
2.2. Section 2: Functional Annexes	6
2.3. Section 3: EOC Position Annexes	6
2.4. Section 4: Hazard-specific Annexes	6
3. Delegation of Authority	7
4. Concept of Operations	8
4.1. Mission Areas and Emergency Management Cycle	8
4.2. Plan Activation	8
4.3. EOC Organization	9
4.4. EOC Activation and Deactivation	11
4.5. EOC Activation Levels	12
4.6. Operational Cycle	13
4.7. Direction, Control, and Coordination	16
4.8. Assignment of Responsibilities	18
5. Emergency Declarations	31
5.1. Emergencies without Declarations	31
5.2. Local Declaration of Emergency	31
5.3. State Emergency Declarations	32
5.4. Other State Declarations	32
5.5. Federal Disaster Declarations	33
5.6. Other Federal Declarations	34
6. Communications	36
6.1. Information Collection, Analysis, and Dissemination	36

6.2. Detection and Monitoring	36
7. Administration and Finance.....	37
7.1. Administration	37
7.2. Finance	38
8. Logistics	39
8.1. Intergovernmental Assistance and Mutual Aid	39
9. Evacuation and Sheltering in Place	41
10. Training and Exercises	42
10.1. Training and Exercise Requirements	42
10.2. After Action Reports.....	43
11. Plan Development, Maintenance, and Distribution	44
11.1. Review Timeline	44
11.2. Development and Review Method	44
11.3. Distribution	45
Appendix A: Authority and References	A-1
Appendix B: Prince William County Executive Summary— <i>Northern Virginia Hazard Mitigation Plan (2017)</i>	B-1
Appendix C: Coordination.....	C-1
Appendix D: Certification of Annual Review.....	D-1
Appendix E: Record of Changes.....	E-1
Appendix F: Definitions.....	F-1
Appendix G: Acronyms and Abbreviations.....	G-1
Appendix H: Agency Responsibilities Matrix	H-1

1. Introduction

The Prince William County Emergency Operations Plan (EOP) defines Prince William County's emergency management framework for the whole community and defines how the framework is initiated and operated by the County government and its partners during an emergency or disaster. The EOP focuses on the County's support and coordination efforts during emergency operations and is not a field-level operations plan. As established in this Plan, the County's approach aligns with the emergency management structures of the Commonwealth of Virginia and the United States. The EOP was developed with input from the larger community, recognizing that preparedness, response, mitigation, and recovery efforts require involvement with partners outside County government. Predefined roles and responsibilities of the larger stakeholder community are reflected in this Plan.

The EOP's all-hazards approach establishes flexibility to address a broad spectrum of threats and hazards that may have an impact on the County. The Plan is informed by the Northern Virginia hazard mitigation planning process that identifies and ranks the County's potential threats and hazards. Prince William County's approach is based on the National Incident Management System (NIMS), including the Incident Command System (ICS) used by emergency responders to address all hazards. The Plan satisfies the requirements of the Commonwealth of Virginia Emergency Services and Disaster Law of 2000 (Chapter 3.2, Title 44 of the Code of Virginia, as amended). Additional authorities for this Plan and associated references are detailed in Appendix A: Authority and References.

1.1. Purpose

The Prince William County EOP establishes a whole community, countywide, all-hazards approach and framework for Prince William County government's emergency operations, including interactions with the County's four incorporated towns (Dumfries, Haymarket, Occoquan, and Quantico) and other jurisdictional partners. The EOP serves as operational guidance as Prince William County and the whole community of partners move through emergency or disaster phases. The Plan establishes the County's approach for prevention, protection, response, recovery, and mitigation activities before, during, and following an emergency or disaster in Prince William County. The County's emergency management approach is driven by a focus on equity to support the whole community with a commitment to promoting justice and fairness across all emergency management phases.

With an operational focus on community lifelines to communicate incident impacts in plain language, the EOP promotes unity of effort across the whole community with an emphasis on stabilization and improvement of lifelines throughout response operations. The Plan describes capabilities and resources to help protect residents and visitors, property, and the environment from natural, human-caused, and technological hazards. The EOP establishes a foundation for supplemental plans, annexes, and procedures to effectively implement emergency management activities and provide assistance.

1.2. Scope

The EOP covers threats and/or hazards, emergencies, disasters, and planned events that threaten to or cause severe impacts in Prince William County. The EOP also provides the basis to initiate long-term community recovery and mitigation activities, though these activities are fully addressed in corresponding plans or frameworks. The Plan applies to all County departments, responding agencies, and key partners.

1.3. Situation and Assumptions

The following description provides key information regarding Prince William County and provides context for understanding unique attributes of the County with implications for emergency operations and planning efforts.

1.3.1. Situation

Prince William County encompasses 347 square miles (336 square miles of land and 11 square miles of water), including four incorporated towns (Dumfries, Haymarket, Occoquan, and Quantico) and approximately 65 square miles of federally owned land. Prince William County is a part of the Northern Virginia region, located in the northeast corner of the Commonwealth of Virginia. Located 35 miles outside of Washington, D.C., Prince William County is one of 24 local government jurisdictions in the National Capital Region (NCR), as defined by the National Capital Planning Commission.

Prince William County is the second-most populous county in Virginia. According to the 2019 U.S. Census estimates, the County has an estimated population of 470,335. Close to 38 percent of the County's population does not identify as "white, alone"; instead, these individuals identify as Black or African American (22.2%), Asian (9.4%), American Indian and Alaska Native (1.1%), Native Hawaiian and Other Pacific Islander (.2%), or two or more races (4.7%), which is a substantially higher percentage than the Commonwealth of Virginia and the nation. Prince William County's percentage of Hispanic or Latino population is 24.5 percent, which is also higher than the Commonwealth of Virginia and the nation. Additional demographics and housing information for the County, based on U.S. Census 2019 population estimates, 2014–2018 housing information, and 2009-2013 American Community Survey data are noted in Table 1.

Table 1: Prince William County Population Statistics

Demographic	Statistics
Population	Total: 470,335 <ul style="list-style-type: none"> ▪ 10.3% 65 years of age and over ▪ 34.1% under 18 years of age ▪ 23.9% born outside the United States ▪ 32.9% language other than English spoken at home ▪ 13.3% speak English less than “very well” ▪ 18% speak Spanish ▪ 5% speak other Indo-European languages ▪ 4.1% speak Asian/Pacific Islander languages ▪ 40.1% have a bachelor’s degree or higher ▪ 6.4% persons in poverty
Housing units	Total: 1.4 million <ul style="list-style-type: none"> ▪ Median household income: \$103,445 ▪ Median home value: \$369,300 ▪ Median gross rent: \$1,675
Employer establishments	Total: 8,411 <ul style="list-style-type: none"> ▪ 36% of residents work in-county ▪ Approximately 130,000 non-residents work in the County

Prince William County is subject to a variety of hazards, and the County participates in the Northern Virginia hazard mitigation planning process every 5 years to ensure preparedness, protection, and mitigation efforts focus on the highest-risk hazards. During the 2017 mitigation planning process, flooding, wind, tornados, winter weather, and drought were identified as high-risk hazards for the County. Detailed accounts of the most prominent threats and hazards identified for the County are described in the *Northern Virginia Hazard Mitigation Plan (2017)*. For a summary overview of the *Hazard Mitigation Plan* as it relates to the County, see Appendix B: Prince William County Executive Summary—*Northern Virginia Hazard Mitigation Plan (2017)*.

1.3.2. Planning Assumptions

The following planning assumptions provided context to the development of the Prince William County EOP.

- In the event of a significant disaster, the order of response priorities is saving lives, protecting property, and protecting the environment.
- Emergency operations will be managed in accordance with NIMS. Field operations will be based on the ICS for command and control, and the Incident Commander(s) shall coordinate activities with the Emergency Operations Center

- (EOC) using an ICS/EOC interface. The EOC is responsible for coordination and support using an augmented incident support organizational approach.
- During emergency and disaster incidents, the Prince William County government will continue its focus on maintaining a community environment and government organization in which all individuals are treated fairly and respectfully and have equal access to opportunities and resources throughout response and recovery operations. The EOP acknowledges that several factors may increase exposure and vulnerability to hazards and create variations in resources required to support engagement in each phase of an emergency.
 - The Prince William County government will make every effort to function throughout the duration of a disaster; however, not all services may be available at all times.
 - Departments may have to work around the clock with fewer employees and incur additional tasks, costs, and responsibilities.
 - Some County employees may work remotely during a disaster event, and emergency operations may be supported using a variety of tools that allow for remote communication and coordination as needed when the EOC is not activated.
 - An increased focus on remote work will require additional departmental steps to ensure all employees receive emergency notifications and follow protective actions. Prince William County residents, businesses, and industry will be expected to use their own resources to be self-sufficient for up to 3 days following a significant disaster event.
 - Widespread power and communications outages may require the use of alternate methods of providing public information and delivering essential services. Communications may be problematic when demands exceed capacities.
 - Assistance may be requested from neighboring local governments (in accordance with mutual aid agreements), Commonwealth of Virginia agencies, other states, quasi-public¹ and private relief organizations, nongovernmental organizations, and the federal government.
 - Prince William County relies on external sources of supplies for certain resources essential to health and welfare of its residents and economic well-being. A variety of circumstances (work stoppages, interruptions of transportation, natural shortages, production planning errors, etc.) could result in the emergency management of available resources.

¹ "Quasi-public" is a term that applies to an organization that is privately owned but operates as a public entity based on the services rendered. Merriam-Webster. "Quasi-public." Accessed online November 19, 2020. <https://www.merriam-webster.com/dictionary/quasi-public>

- Prince William County must be prepared to bear the initial impact of a disaster on its own. Help may not be available from state or federal resources for an undetermined amount of time after a disaster strikes.
- Prince William County will collaborate and coordinate with state and federal agencies to acquire resources and distribute them within the community.
- The emergency services organizations are augmented by other County departments or agencies; nongovernmental organizations; regional and state agencies; and local, regional, and state quasi-governmental organizations that have assigned emergency responsibilities in addition to their primary missions.
- Personal information about disaster victims will be kept confidential and shared only with the response and recovery organizations identified within this Plan and its position annexes for the sole purpose of expediting assistance to the victims.
- All appropriate locally available resources, including mutual aid, will be fully committed before requesting assistance from the state. Requests for state or federal assistance will be made through the Virginia Emergency Operations Center (VEOC).
- Each department or agency assigned emergency tasks will review plans and emergency operating procedures for providing personnel, materials, facilities, and services that are required to implement this Plan.
- All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be approved.
- All agency representatives will use the County's incident management software during the response and recovery phases of each incident and planned events.
- The Governor of the Commonwealth of Virginia may direct and compel evacuation of all or part of the populace from any stricken or threatened area.

2. Plan Organization

The EOP is divided into four sections: Basic Plan, Functional Annexes, EOC Position Annexes, and Hazard-specific Annexes. These sections, described in Sections 2.1 through 2.4 below, are published separately due to their operational content.

2.1. Section 1: Basic Plan

The **Basic Plan** provides an overview of Prince William County's emergency management system, establishing a concept of operations (CONOPS) and defining emergency management activities across all five mission areas (prevention, protection, response, recovery, and mitigation), including the EOC operational cycle, activation levels, and associated roles and responsibilities. The basic plan is further supported by appendices defining planning assumptions, authorities, references, terms and definitions, etc.

2.2. Section 2: Functional Annexes

Functional Annexes and supporting operational plans establish the County's approach for specific functions (e.g., resource management, damage assessment). Each annex documents how the County manages functional processes before, during, and following an incident, as applicable. The annexes document how processes are expandable based on incident demands and corresponding emergency operations (e.g., day-to-day operations, EOP plan activation, EOC activation). These plans and annexes are published separately due to their operational content.

2.3. Section 3: EOC Position Annexes

EOC Position Annexes establish the mission and function, including supporting roles and responsibilities, for each EOC position. Each annex designates roles and responsibilities, task assignments, and primary and support agencies, including County departments and partners from the private sector and nongovernmental organizations. These annexes provide position-specific checklists for activation, operations, and demobilization. Prince William County organizes its emergency management approach using an augmented incident support model. These annexes are published separately due to the operational nature of their content.

2.4. Section 4: Hazard-specific Annexes

Hazard-specific Annexes provide emergency management guidance regarding threats and/or hazards or incident-types requiring specific related policies, CONOPS, and/or roles and responsibilities specific to the designated threat or hazard. Hazard-specific annexes are published separately due to their operational content.

3. Delegation of Authority

The Director of Emergency Management (i.e., the Prince William County Executive) will direct emergency operations through the regularly constituted government structure. The Director of Emergency Management has the authority to direct County departments and agencies to respond to emergencies or disasters, to declare a local emergency, to activate the EOP, to activate the EOC, and to designate personnel the Emergency Management Coordinator for each disaster incident.

The EOP delegates the Director of Emergency Management's authority to specific individuals in the event he or she is unavailable or delegates his or her authority. The line of succession for the Director of Emergency Management is the following:

1. Deputy County Executives
2. Emergency Management Coordinator
3. Deputy Emergency Management Coordinator

The Director of Emergency Management may designate other personnel to serve as an Emergency Management Coordinator when the nature of the emergency requires a specific level or field of expertise. Additionally, the Director of Emergency Management may delegate specific authorities to Deputy County Executives or others to coordinate.

4. Concept of Operations

The CONOPS defines Prince William County's emergency operations, including the EOP activation process, EOC activation and/or deactivation processes, and EOC operations to meet coordination and incident support demands.

4.1. Mission Areas and Emergency Management Cycle

The National Preparedness Goal identifies five mission areas with 32 core capabilities (i.e., activities) to address the greatest risks facing the United States. In line with the National Preparedness Goal, Prince William County's preparedness efforts focus on the five mission areas: prevention, protection, response, recovery, and mitigation. See Appendix F: Definitions for explanations of each mission area.

The County's emergency management program follows the emergency management cycle to address the five mission areas in an integrated operational process: prevention, mitigation, preparedness, response, and recovery (Figure 1).



Figure 1: Emergency Management Cycle

4.2. Plan Activation

The Prince William County EOP may be activated by the Director of Emergency Management or Emergency Management Coordinator based on order of succession defined under Delegation of Authority. The Plan can be activated at any time to support actual or anticipated response and recovery efforts. In line with Title 44 of the Code of Virginia, the EOP is automatically activated if a local declaration of emergency is enacted. The EOP and the EOC may be activated simultaneously, but, due to the Plan's flexibility, activation of the EOP does not always require activation of the EOC. The only resources necessary to support a Plan activation are trained staff and corresponding systems (e.g.,

communications systems) to accomplish tasks and responsibilities as outlined in this Plan. For information on each agency's specific primary and supporting roles during plan activation, see Appendix H: Agency Responsibilities Matrix.

4.3. EOC Organization

The Prince William County EOC is a multi-agency coordination center that supports field-based operations managing incident activities during emergencies, disasters, and significant planned events. Prince William County maintains a primary EOC and designated alternate EOC in case the primary EOC is damaged or rendered unusable following a disaster. Additionally, the County maintains EOC assets that allow for tertiary facilities to be established as the EOC if both predesignated facilities have been affected by an emergency or disaster incident.

The Prince William County EOC coordinates with public- and private-sector representatives and nongovernmental organizations to create a whole community response and coordination organization structure to facilitate planning, support, and coordination of response and short-term recovery activities. EOC positions are based on areas of responsibility and organized into Command, Policy Group, and five sections—Finance, Operations, Logistics, Planning, and Intelligence—that are activated as necessary (see Figure 2). The five sections are further divided into branches and units based on functional areas. For general EOC operational procedures, checklists, and job aids, refer to the *Prince William County EOC Handbook*. For position-specific guidance and checklists, see EOC Position Annexes.

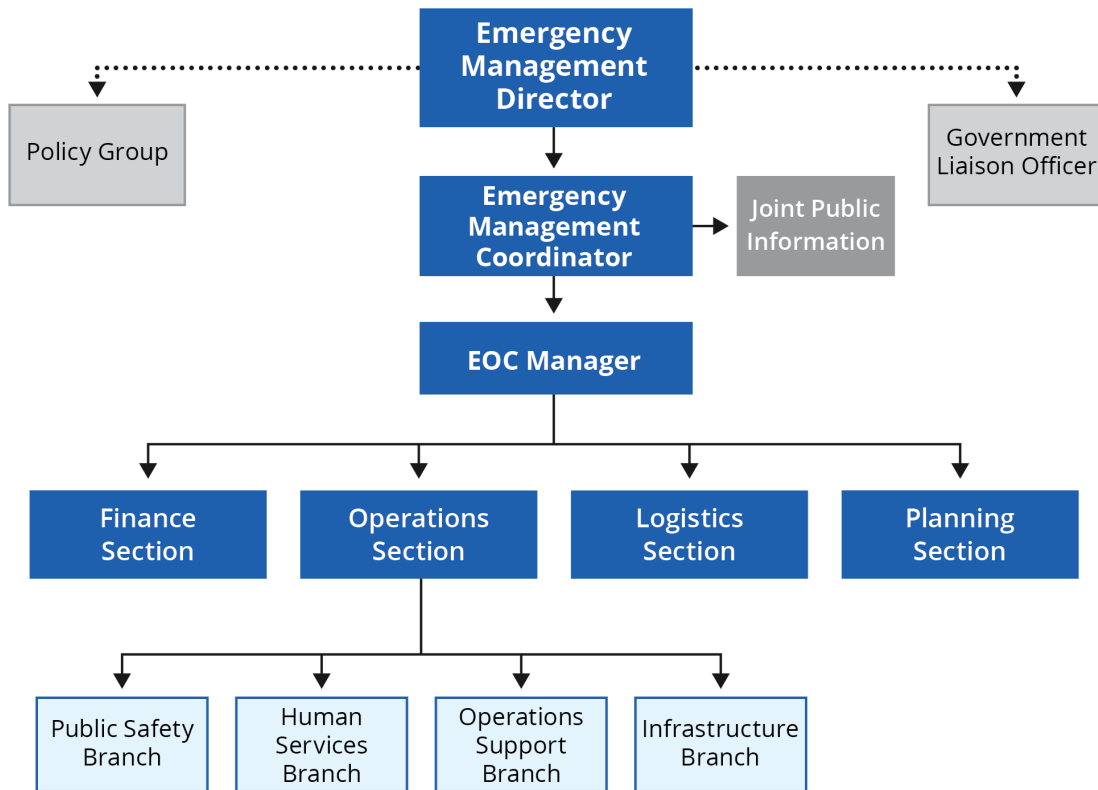


Figure 2: EOC Organization Chart

4.3.1. Field/EOC Interface Operations

In Prince William County, field incident operations are scaled based on the Incident Command System, and, when an incident escalates to a point that requires support beyond field operations, an interface is established with the Office of Emergency Management or EOC, when activated. The on-scene Incident Commander considers necessary level of support from the Office of Emergency Management or the EOC, including the need for an on-scene liaison to the Office of Emergency Management or EOC (e.g., Emergency Management Duty Officer). More broadly, the Incident Commander considers if an incident is expanding beyond on-scene assets or those available through normal mutual aid processes to ensure support is requested from the Office of Emergency Management or the EOC in a timely manner to meet incident demands.

The EOC can be leveraged to oversee specific operational elements and to provide coordination support to field operations. In some cases, when there is no field operation or activities fall outside the purview of incident itself, the Office of Emergency Management or EOC are leveraged to coordinate outside operations (e.g., mass care operations or testing operations). When field and EOC operations are both established, these operations must be interfaced to establish and maintain a unified response. An effective interface

establishes clear lines of communication, defines roles and responsibilities, and establishes appropriate connection points between incident command and the EOC.

When supporting on-scene incident command, the EOC provides operational and strategic coordination; information collection, analysis, and dissemination; and logistical support (e.g., resource acquisition and tracking). If County resources cannot meet incident needs, the County will request mutual aid from other counties or the Virginia Department of Emergency Management (VDEM).

Establishing direct lines of communication is essential for a coordinated approach and aligning operational objectives. EOC staff, as directed by the EOC Manager and Section Chiefs, establish coordination with appropriate field counterparts. Through adherence to NIMS, both organizations use a unified doctrine composed of common terminology and operational protocols. The EOC coordinates operational needs; and the field incident command, area command, or unified command coordinates tactical operations and objectives, depending on the incident.

4.3.2. EOC Policy Group

The EOC Policy Group determines governmental response priorities and necessary policy actions, defining the strategic-level approach for emergency response operations. Its decisions are implemented by the EOC. The Policy Group focuses on establishing high-level priorities and goals to guide incident stabilization and operational coordination. The Policy Group is formed and led by the Director of Emergency Management based on the specific incident, and the Emergency Management Coordinator serves as the group's facilitator and a direct connection to EOC operations. The Director of Emergency Management, Deputy County Executives, and the Emergency Management Coordinator are standard members of the Policy Group. Additionally, the Director of Finance/Chief Financial Officer serve in the Policy Group in most instances, and other County department directors or designees constitute the remaining Policy Group membership based on areas of expertise and current incident needs. Members of the Policy Group provide subject-matter expertise and an understanding of their organizations' authorities, policies, priorities, capabilities, constraints, and limitations.

4.4. EOC Activation and Deactivation

As authorized by the Director of Emergency Management, the Emergency Management Coordinator or designee determines if EOC activation is required and determines the level of activation (see Section 4.5 for activation levels). The decision to activate the EOC is based on potential threats and/or level of coordination support needed due to an active incident. The Coordinator may initiate activation based on available data, such as an impending hazard with the potential to have a significant impact on the County, or receive a request to activate the EOC from a department director or Incident Command. The level of EOC activation is determined based on the severity and scope of the incident, and EOC positions

and hazard-specific annexes may be selectively activated based on initial and anticipated requirements and necessary staffing levels to meet EOC objectives. The activation process is further outlined in the *Prince William County EOC Handbook*.

Many EOC activations are for notice events (e.g., large-scale winter-weather events, large planned events), but no-notice events (e.g., flash floods, large hazardous materials incident) also result in EOC activations. EOC activations following a no-notice event are a result of a request by a County department director or partner organization or when the Emergency Management Coordinator deems it necessary due to large-scale impacts as the result of threat or hazard.

Deactivation of the EOC is directed by the Emergency Management Coordinator when the scope or magnitude of the incident has reached a threshold where normal response processes are capable of managing the remaining response actions or a transition from response to recovery operations takes place.

4.4.1. Notification of EOC Activation

The Emergency Management Coordinator or designee is responsible for notifying the appropriate agencies and departments of an EOC activation and the activation level. Notifications are used to provide situational awareness to key partners and to notify EOC staff of an activation for no-notice events. The pre-identified department and/or agency points of contact for activated EOC positions are notified of EOC activation via the Prince William County Internal Alerts notification system and/or via other available communication resources. Notification to EOC staff must include reporting time and operational period information. Following notification, identified agency representatives report to the EOC at the appointed time.

As part of the EOC Activation Checklist, the Director of Emergency Management (if not already aware) and the Chair and members of the Board of County Supervisors (BOCS) are notified of the EOC activation, reasons for activation, and activation timeline. Additionally, VDEM is notified of EOC activations via the VEOC, and other National Capital Region emergency managers are notified via status change in the regional WebEOC EOC status board.

4.5. EOC Activation Levels

The EOC may be activated at one of three levels based on the nature and scope of the incident or potential threat. At the discretion of the Director of Emergency Management or Emergency Management Coordinator, the EOC may be activated for a variety of incident types, including a significant planned event.

Table 2: Emergency Operations Center Activation Levels

Level	Description	Scope	Activation Triggers
Monitoring	Establishes enhanced monitoring and expanded situational awareness activities for a potential or actual incident. EOC activities at the monitoring level focus on collecting, analyzing, and disseminating information and conducting appropriate contingency planning.	Staffed by emergency management staff and representatives from key response agencies based on the incident type, such as Fire and Rescue and Police.	The decision to activate the EOC to increase monitoring and associated contingency planning in response to potential threats or an active incident.
Partial Activation	Increases operational capacity beyond Monitoring level, which allows for increased resource allocation, information sharing, and response coordination.	Involves activating two EOC sections or branches and a select set of EOC positions from agencies that may be, or will be, engaged in the emergency response.	When a potential threat or incident grows beyond the capability or capacity of monitoring operations or is expected to do so, the transition to a partial activation will take place. If deemed warranted by the potential threat or active incident, the EOC be activated at a partial activation level
Full Activation	Mobilizes all remaining resources to full operational capacity.	Involves activating all needed EOC positions from lead and support agencies. Unnecessary positions will not be activated.	When a potential threat or incident grows beyond the capability or capacity of partial activation operations or is expected to do so, the transition to full activation will be enacted. If deemed warranted by the potential threat or active incident, the EOC be activated at a full activation level.

4.6. Operational Cycle

One of the driving features of the Prince William County EOC is development and maintenance of situational awareness and a common operating picture that informs operational objectives and plans. The EOC follows the EOC operational period planning process (“Planning P”) to establish the EOC Support Plan, and subsequently, to drive EOC operations in the next operational period (Figure 3). The Planning P establishes timely planning and provides a systematic approach for establishing strategic and operational

approaches along with development of information-sharing processes (e.g., situation report development timeline).

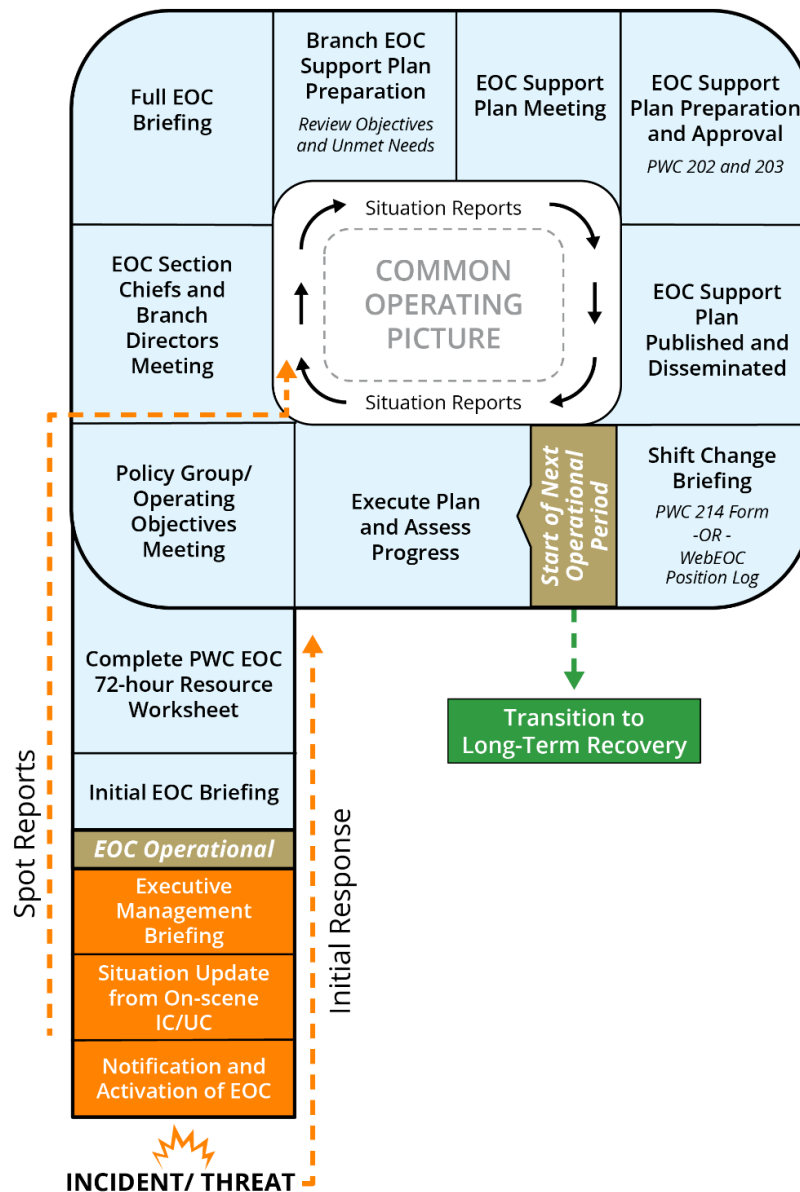


Figure 3: Prince William County Emergency Operations Center Planning Process

The primary phases of the Planning P cycle are as follows:

1. Analyze the situation, considering potential future developments.
2. Establish incident objectives and strategy.
3. Develop the plan.
4. Prepare and disseminate the plan.

5. Execute, evaluate, and revise the plan.

The “leg” portion of the Planning P process is only enacted during the initial response phase. Subsequent operational periods follow the circular portion of the process. Each EOC staff member is required to participate in the process through effective engagement in development of the EOC Support Plan and communication of essential elements of information for development of situation reports and spot reports. Each position’s essential elements of information are defined in corresponding position annexes. Situation reports and the larger planning process focus on community lifelines to communicate incident impacts in plain language with an emphasis on stabilization and improvement of lifelines throughout the response operations with a focus on the whole community. The EOC generates situation reports for distribution to internal stakeholders and external partners. Additionally, the County develops situation reports to keep VDEM informed. For notice events, VDEM establishes the submission timeline for submitting situation reports to the state in advance of the event. For no-notice events, the timeframe for developing situation reports is incident-specific and coordinated with VDEM upon activation of the County’s EOC.

The EOC Support Plan development process provides an opportunity to assess the current situation and determine stabilization targets for each community lifeline. The process relies on a series of meetings to drive the establishment and execution of operational objectives in a continuous reassessment and revision cycle based on ongoing response operations. Each meeting, its purpose, and list of attendees is defined below:

1. **Initial EOC Briefing:** Provide situational overview of incident, ongoing actions, and assign tasks for immediate actions.
2. **Policy Group/Operating Objectives Meeting:** Determine governmental response priorities and necessary policy actions and establish goals to guide incident stabilization and operational coordination in the current and next operational period.
3. **EOC Section Chiefs and Branch Directors Meeting:** Review objectives and determine strategies and resources need to implement the plan.
4. **EOC Full Briefing:** Provide an update on the status of the incident and development of common operating picture and brief out takeaways from EOC Policy Group and EOC Section Chiefs and Branch Directors Meetings.
5. **EOC Support Plan Meeting:** Present proposed plan to gain verbal support from Command Staff and Section Chiefs.
6. **Operational Briefing:** Present proposed plan to incoming EOC shift to provide a situational overview, assignments, and EOC Support Plan.

4.6.1. Operational Periods and Staffing

The operational period is established when the EOC is activated. The standard operational period is a 12-hour shift with changes in staff at 0700 and 1900 if an operation requires overnight staffing. In most cases, operations take place during the daytime operational period. Operational period may be shifted, extended or shortened depending upon the needs of the incident/event response.

For notice events, the Office of Emergency Management establishes staffing through direct coordination with agency and department representatives for the planned operational periods. For no-notice events, the Office of Emergency Management leverages pre-identified staff for all applicable agency and department representatives as outlined in the Notification of EOC Activation section.

4.6.2. Transition to Recovery

Recovery planning begins from the moment of activation. The transition from a response operation to recovery may take place anywhere along the recovery continuum, during short-term recovery, intermediate recovery, or at the start of long-term recovery operations based on the magnitude and severity of an incident. Additionally, the length of time needed for recovery is based on the impacts of the incident. Impacts resulting in a long-term recovery move out of the operational Planning-P-driven response process to the Long-term Recovery Framework when EOC support of response operations, focused on life safety and protecting property and the environment, begins to subside. The transition out of the Planning P process officially takes place at the end of the last EOC operational period.

In line with the National Disaster Recovery Framework, Prince William County's Long-term Recovery Framework addresses six functional areas: economic, community planning and capacity building, health and social services, housing recovery, infrastructure systems, and natural and cultural resources. The framework allows for a transition from a focus on the restoration of community lifelines during response operations to a focus on these six recovery-focused functions. For more information regarding long-term recovery, see the *Prince William County Long-term Recovery Framework*.

4.7. Direction, Control, and Coordination

Direction, control, and coordination are key elements for ensuring clear lines of authority and assigning responsibilities in advanced of an operation. Information regarding emergency management preparedness and emergency response direction, control, and coordination in Prince William County is defined below.

4.7.1. Direction and Control

The Prince William County Executive serves as the Director of Emergency Management and has the responsibility of direction and control of emergency management in Prince William County, including implementation of the EOP. The County Executive delegates operational functions to department directors, designated personnel, or other County offices. County officials coordinate with local, state, and federal governments and heads of other political subdivisions in Prince William County to develop and implement efficient and effective prevention, mitigation, preparedness, response, and recovery actions to address disasters and emergencies. Policy decisions are made by the Director of Emergency Management or designee, maintaining close contact with the Emergency Management Coordinator.

The Director of Emergency Management has the authority to issue a local emergency declaration when the threat or actual occurrence of an emergency or disaster reaches a severity and magnitude to warrant a coordinated response by various County departments, agencies, and volunteer organizations. Local emergency declarations are subject to confirmation by the BOCS within 45 days of the declaration.

4.7.2. Coordination

The EOC coordinates resources to alleviate emergency or disaster impacts on residents and public entities, which can include management of existing resources and procurement of additional resources. The EOC also coordinates the information collection, analysis, and dissemination processes in support of operations. Coordination occurs among local, state, and federal jurisdictions; Prince William County departments; and supporting agencies, volunteer agencies, and private-sector partners. EOC representatives may be exchanged with other organizations to assist with coordination. The process of information dissemination is further described in the Communications section, addressing the differences between internal and external facing communications. See Appendix C: Coordination for information regarding the County's coordination with the four incorporated towns (Dumfries, Haymarket, Occoquan, and Quantico) and the Cities of Manassas and Manassas Park. Additionally, Appendix C: Coordination describes the County's participation in the Northern Virginia planning region and engagement with regional coordination organizations. The coordination from the field to the County, region, and state is depicted in Figure 4.

NOTE: Locality can go directly to state agencies for support per steady-state protocols (ex. VSP/VDOT)

State EOC fills request internally.
If VEOC cannot fill internally, the request is filled through various external means.

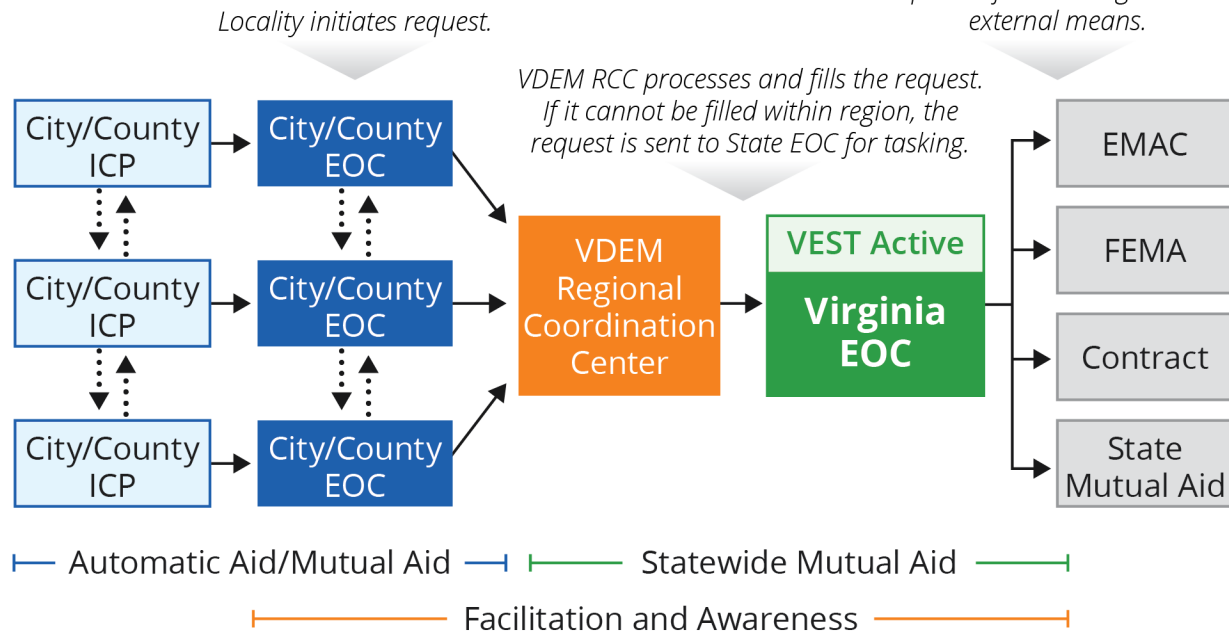


Figure 4: Direction, Control, and Coordination Depiction

4.8. Assignment of Responsibilities

In the event of a disaster or emergency, the Prince William County Government will continue to function and provide emergency and essential services. Emergency operations will mirror day-to-day government operations to the extent possible. Assigned responsibilities during each emergency management phase are established below, and each agency’s specific primary and supporting roles during plan activation are defined in Appendix H: Agency Responsibilities Matrix.

4.8.1. Board of County Supervisors

In the event an emergency affects the Prince William County BOCS, the following succession order is in place according to the Rules of the Board:

1. Chair of the BOCS
2. Vice Chair of the BOCS
3. Chair Pro Tempore of the BOCS

The Prince William County BOCS has the following responsibilities:

- **Preparedness, Prevention, and Mitigation**
 - Adopt the EOP every 4 years as set forth in Title 44 of the Code of Virginia.

- Adopt the *Northern Virginia Regional Hazard Mitigation Plan* every 5 years.
- Establish strategic policy, such as allocation of resources to fund personnel, equipment, and training for the provision of emergency and non-emergency services for the County to respond to emergencies and disasters.
- Adopt other supporting Prince William County plans as needed.
- **Response and Recovery**
 - The Chair and members of the Board serve as conduits to their districts during an emergency and complete the following:
 - Provide ongoing communication from districts and/or constituents to the Director of Emergency Management through the Government Liaison Officer and the EOC Public Information Officer (PIO) and/or Joint Information Center (JIC), if activated.
 - Amplify communication to constituents during the event as developed by the JIC using the “one message, many voices” concept.
 - Ratify the Declaration of Local Emergency at the next regularly scheduled BOCS meeting or at a special meeting within 45 days of declaration, whichever occurs first, and authorize the Director of Emergency Management to execute agreements with state and federal disaster relief agencies, according to Title 44 of the Code of Virginia.
 - Pre-authorize use of an undesignated fund balance to respond to declared local emergencies.
 - Local emergency declarations are subject to confirmation by the BOCS within 45 days of the declaration.
- **Recovery**
 - Authorize expenditures necessary to conduct long-term recovery functions.
 - Consider policy issues regarding recovery, such as the prioritization of recovery efforts.
 - Communicate with community stakeholders, including residents and the business community, and provide input to recovery plan/efforts.

4.8.2 County Executive (Director of Emergency Management)

The Prince William County Executive, serving as the Director of Emergency Management, has the following responsibilities:

- **Preparedness, Prevention, and Mitigation**
 - Promulgate and approve the EOP every 4 years as set forth in Title 44 of the Code of Virginia.

- **Response**
 - Provide strategic direction and consider policy issues regarding response, such as prioritization of response efforts.
 - Activate the EOC, if deemed necessary to address incident demands.
 - When a district or localized event of importance occurs, notify the Chair and appropriate District Supervisor. The Government Liaison Officer may be designated to complete this action.
 - Provide updates on the progress of response to the BOCS. The Government Liaison Officer may be designated to complete this action.
 - Determine the need for a local declaration of emergency and authorize declaration, if necessary (in accordance with Title 44 of the Code of Virginia).
 - Authorize issuance of public evacuation recommendations.
- **Recovery**
 - Consider policy issues regarding recovery, such as the prioritization of recovery efforts.
 - Review and approve recovery plans and associated efforts.
 - Provide input into the After Action Report (AAR).

4.8.3 County Departments and Agencies

In the event of a significant emergency, County department directors are expected to carry out Mission Essential Functions², emergency duties and responsibilities, and additional normally assigned duties, as possible. Below, responsibilities are defined and assigned by emergency management phases.

Preparedness, Prevention, and Mitigation Phases

The following is a partial list of duties and assigned responsibilities for County agencies and department and key partners during preparedness, prevention, and mitigation phases.

- Agencies and departments responsible for supporting the EOC (e.g., filling EOC positions) or other emergency response activities (e.g., supporting mass care facilities, testing sites, food distribution, etc.) are responsible for associated preparedness activities, including staff engagement in emergency management training, development and maintenance of associated rosters, and preparation and maintenance of associated plans. These activities are coordinated by the Office of Emergency Management.

² Mission Essential Functions are actions that cannot be left undone without risking failure of mission or loss of trust, respect, and/or funding.

- Agencies and departments involved with mitigation activities participate in the Prince William County Hazard Mitigation Program.
- Identify potential mitigation projects and communicate them to the Prince William County Hazard Mitigation Working Group coordinated by the Office of Emergency Management.
- Maintain contracts with department and agency vendors that provide goods and services during disasters.
- Participate in plan development and review based on role (e.g., Basic Plan, EOP Annexes, Mitigation Plan). Directors may designate staff to serve in this capacity.

Response and Recovery Phases

Table 3 is a partial list of duties and assigned responsibilities for County agencies and departments and key partners to support emergency operations in Prince William County, which may vary depending on the type and scope of the incident. Details on specific functions and responsibilities are provided in the position annexes. Identified agencies are expected to provide available staff and resources to support emergency operations, as requested. Long-term recovery roles will be further identified in the Prince William County Long-Term Recovery Framework.

Table 3: County and Other Agencies’ Duties and Responsibilities

Agency	Responsibilities
Adult Detention Center	<ul style="list-style-type: none"> ▪ Provide detention facilities for arrestees and assist in evacuation efforts if needed to move arrestees to another secure facility. ▪ Provide staff support and facilities for mass feeding operations, as required (food supplies are required to continue support for extended operations).
Amateur Radio Emergency Operations/Radio Amateur Civil Emergency Services	<ul style="list-style-type: none"> ▪ Provide back-up communications.
American Red Cross	<ul style="list-style-type: none"> ▪ Support mass care facilities and neighborhood comfort operations as resources permit.

Agency	Responsibilities
Area Agency on Aging	<ul style="list-style-type: none"> ▪ Provide care coordination, including information and referral, for people age 60 and older. ▪ Provide transportation to individuals age 60 and older who need to pick up medications, go to doctor's appointments, and/or attend the Senior Center. ▪ Provide assistance for people age 60 and older who need to have lost paperwork or cards replaced from the Social Security Administration and/or Medicare. ▪ Provide adult daycare staff to assist with persons who have dementia and/or need personal care. ▪ Provide assistance by using contract for health aides. ▪ Support community feeding operations.
Circuit Court	<ul style="list-style-type: none"> ▪ Identify resources needed to sustain hearings and services acquired by applicable law or Virginia Supreme Court orders.
Office of the Clerk of the Circuit Court	<ul style="list-style-type: none"> ▪ Identify resources needed to sustain hearings and services acquired by applicable law or Virginia Supreme Court orders.
Office of the Commonwealth's Attorney	<ul style="list-style-type: none"> ▪ Identify resources needed to sustain hearings and services acquired by applicable law or Virginia Supreme Court orders.
Office of Communications	<ul style="list-style-type: none"> ▪ Provide staff to assume a PIO role within the EOC when activated. ▪ Disseminate public information products approved by the Director of Emergency Management, the Emergency Management Coordinator, or the EOC Manager to keep the public informed during emergency situations. ▪ Disseminate public policy statements approved by the EOC Manager or Emergency Management Coordinator to the media through designated departmental Public Information Officers (PIOs) or the Emergency Management Coordinator. ▪ Establish and maintain a Joint Information System, to include a Joint Information Center (JIC) and coordinate activities and messaging with the regional and state PIO. ▪ In coordination with the EOC, interface with media and arrange for media briefings, as appropriate. ▪ Coordinate rumor-control activities with the EOC.
Community Services	<ul style="list-style-type: none"> ▪ Provide immediate crisis-intervention services to victims of a disaster, families of victims, and support workers who must respond to a disaster and its aftermath. ▪ Provide family, individual, and/or group counseling services to disaster victims, families of victims, and workers who must respond to a disaster and its aftermath on an ongoing basis after the immediate crisis is past.

Agency	Responsibilities
County Attorney's Office	<ul style="list-style-type: none"> ▪ Advise County officials concerning legal responsibilities, powers, and liabilities regarding emergency response and recovery operations and other legal issues that may arise related to a state of emergency. ▪ Prepare or review, as appropriate, emergency ordinances (e.g., those related to price gouging and curfews), agreements, and local declarations.
Criminal Justice Services	<ul style="list-style-type: none"> ▪ Provide pretrial screenings and/or assessments to those incarcerated in the Prince William-Manassas Adult Detention Center. ▪ Maintain pretrial and local offender probation supervision. ▪ Provide GPS supervision for high-risk pretrial and probation cases. ▪ Notify Virginia Department of Criminal Justice Services (804-786-4000) and Department of Corrections Victim Services (804-674-3243) if there is an incident with individuals determined to be victims as defined in the Code of Virginia 19.2-11.01.
Department of Development Services	<ul style="list-style-type: none"> ▪ Support damage-assessment process by providing evaluation of buildings and structures. ▪ Ensure that inspected damaged buildings are properly identified. ▪ Provide property owners and contractors with assistance and information about building code requirements during the recovery phase as needed. ▪ Expedite the building permit and plan review processes for repair or demolition of damaged structures.
Department of Economic Development	<ul style="list-style-type: none"> ▪ Coordinate cross-sector business operations, including stabilization of key supply chains and community lifelines (when applicable), among business owners and operators. ▪ Coordinate the Economic Recovery Support Function, including employment recovery, business-restoration recovery, business retention and recruitment, and supply-chain recovery. ▪ Coordinate with Facilities and Fleet Management—Property Management to locate potential warehouse space for donations management. ▪ Coordinate with businesses in the community that may have resources to provide during emergencies or disasters.
Office of Elections	<ul style="list-style-type: none"> ▪ Identify resources needed to conduct elections that may be affected by emergency incidents in accordance with the Prince William County or Virginia Board of Elections or applicable court order.

Agency	Responsibilities
Office of Emergency Management	<ul style="list-style-type: none"> ▪ Perform day-to-day liaison with state, regional, and federal emergency management staff members and other neighboring local emergency management personnel. ▪ Recommend a declaration of emergency pursuant to state statutes. ▪ Coordinate requests for support and coordination. ▪ Open the Emergency Operations Center (EOC) when activated by the Director of Emergency Management, the Emergency Management Coordinator, or the Deputy Emergency Management Coordinator. ▪ Develop and implement the EOC Support Plan during EOC operations. ▪ Provide coordination among local, state, federal, private, and volunteer organizations. ▪ Coordinate dissemination of emergency warning information with Joint Information Center (JIC). ▪ Request state and federal assistance as necessary.
Office of Executive Management	<ul style="list-style-type: none"> ▪ Establish and promulgate emergency policy decisions. ▪ Provide strategic direction and priorities for field operations. ▪ Provide coordination and support to departments performing emergency activities. ▪ Coordinate, support, direct, and re-allocate County assets and resources during an emergency. ▪ Resolve critical resource and policy issues.
Department of Facilities and Fleet Management	<ul style="list-style-type: none"> ▪ Locate incident-support locations (property management), including pre-identified continuity facilities, if applicable. ▪ Provide 24/7 operation and maintenance of designated emergency facilities. ▪ Run the Ground Support Unit under the EOC Logistics Section. ▪ Support facility maintenance and cleaning. ▪ Support EOC Warehouse and Logistics operations. ▪ Coordinate with utility companies and fuel vendors to service and supply County facilities and fueling stations.

Agency	Responsibilities
Department of Finance	<ul style="list-style-type: none"> ▪ Lead the Finance/Administration Section, including all aspects of cost tracking, personnel timekeeping, and procurement-related support. ▪ Risk and Wellness Services will coordinate all aspects of the Risk Management Unit Leader, including assessing workplace safety during incident operations and coordinating compensation and claims. ▪ Support the Office of Emergency Management with cost-recovery documentation, including information for applicable federal financial assistance.
Department of Fire and Rescue	<ul style="list-style-type: none"> ▪ Act as lead agency for firefighting, urban search and rescue, and hazardous materials EOC functions. ▪ Provide fire suppression, hazardous materials control, technical rescue, emergency medical services, radiological monitoring, and emergency prevention of fire and explosions.
General District Court	<ul style="list-style-type: none"> ▪ Identify resources needed to sustain hearings and services acquired by applicable law or Virginia Supreme Court orders.
Office of Housing and Community Development	<ul style="list-style-type: none"> ▪ Assist with providing permanent housing information, such as available unit listings, and outreach to the housing community to identify additional permanent housing. ▪ Identify if disaster-affected families are participants in the Housing Choice Voucher (HCV) Program. ▪ Work with affected HCV families to locate permanent housing or return to their existing unit if able.
Office of Human Resources	<ul style="list-style-type: none"> ▪ Assist in meeting staffing needs of emergency efforts that can leverage County staff. ▪ Assist in the coordination and implementation of personnel and County policies, as it relates to emergencies and disasters. ▪ Coordinate time tracking and documentation of personnel assigned to the incident.
Office of Human Rights	<ul style="list-style-type: none"> ▪ Consider and provide recommendations on access and equity issues related to emergency response strategy and operations.
Human Services Alliance (HSA) of Greater Prince William	<ul style="list-style-type: none"> ▪ Activate and oversee the Prince William Disaster Fund as requested by Prince William County, the City of Manassas, and/or the City of Manassas Park. ▪ Serve as a conduit for transitioning human services support approach during transition from disaster response to recovery, including case management.

Agency	Responsibilities
Department of Information Technology	<ul style="list-style-type: none"> ▪ Provide technical assistance to the EOC as required to activate and maintain communications and information systems to support emergency operations. ▪ Ensure radio, telephone, computing resources, and network communications essential to emergency operations are maintained and operational. ▪ Ensure emergency backup and contingency communications when normal communications are disrupted. ▪ Ensure radio network remains secure and operational and provide support to restore services as needed. ▪ Serve as liaison for commercial telephone providers. ▪ Prioritize network restoration and support based on mission essential functions identified in the Prince William County Continuity of Operations Plan. ▪ Provide Geographic Information System support to the EOC.
Juvenile and Domestic Relations Court	<ul style="list-style-type: none"> ▪ Identify resources needed to sustain hearings and services acquired by applicable law or Virginia Supreme Court orders.
Juvenile Court Services Unit	<ul style="list-style-type: none"> ▪ Identify resources needed to sustain hearings and services acquired by applicable law or Virginia Supreme Court orders.
Office of Management and Budget	<ul style="list-style-type: none"> ▪ Identify unexpended balances that can be reallocated to meet response and recovery priorities. ▪ Assist in the oversight of incident expenditures and transition to budgetary requirements and long-term needs.
Department of Parks, Recreation, and Tourism	<ul style="list-style-type: none"> ▪ Provide physical facilities, support resources, and assistance, such as on-site equipment and supplies. ▪ Designate possible shelter sites, including pet-friendly shelter spaces, and document lists of sites with contact information. ▪ Provide coordination and support to shelter operations. ▪ Provide staff to support EOC Logistics and Ground Support operations, where applicable. ▪ Coordinate the collection, storage, and storing of donated goods as needed.
Planning Office	<ul style="list-style-type: none"> ▪ As deemed necessary, support operational demands, including provision of staff and resources. ▪ Assist in meeting unmet needs.

Agency	Responsibilities
Police Department	<ul style="list-style-type: none"> ▪ Act as lead for EOC Law Enforcement and Security, the EOC Intelligence Unit/Section, and search and rescue lead (e.g., missing person search). ▪ Maintain law and order. ▪ Provide traffic and access control. ▪ Provide animal control and sheltering services. ▪ Coordinate and assist with evacuation operations. ▪ Assist with search and rescue operations. ▪ Coordinate with other local, state, and federal law enforcement agencies.
Potomac and Rappahannock Transportation Commission/OmniRide	<ul style="list-style-type: none"> ▪ Act as lead for EOC Transportation function. ▪ Collect, analyze, and distribute information on the status of the County's transportation infrastructure. ▪ Provide transportation services to support response and recovery operations. ▪ Monitor the status of transportation infrastructure repair and restoration. ▪ Provide support for evacuation planning. ▪ In partnership with the Northern Virginia Transportation Commission, repair damage to the Virginia Railway Express (VRE) and address changes in operations based on incident impacts. ▪ Coordinate with VRE regarding any incident impacts to VRE operations. ▪ Coordinate with CSX and Norfolk Southern regarding damage to rail lines and stoppage or resumption of VRE services.
Prince William County Schools	<ul style="list-style-type: none"> ▪ Provide facilities for use during emergencies and disasters. ▪ Provide transportation services. ▪ Provide other resources that may be available from the school division.
Prince William County Service Authority	<ul style="list-style-type: none"> ▪ Coordinate with Fairfax Water and Virginia American Water. ▪ Monitor water supply systems and provide information about service disruptions or damage to supply system. ▪ Repair damaged water-distribution system, water treatment facilities, and water collection systems, keeping the Virginia Department of Health and the State Environmental Quality Association informed of status. ▪ Coordinate the provision of emergency water supplies to critical infrastructure and retrieval of wastewater products when necessary.

Agency	Responsibilities
Prince William Health District	<ul style="list-style-type: none"> ▪ Act as lead for Public Health and Medical EOC functions. ▪ Coordinate with the Regional Healthcare Coordinating Center (RHCC), other medical facilities, and state and federal health and environmental agencies. ▪ Coordinate development and dissemination of health advisories with the Prince William County Offices of Communications and Emergency Management, the Virginia Department of Health, other National Capital Region jurisdictions, and other northern Virginia jurisdictions. ▪ Conduct active disease surveillance investigation, and mitigation. Provide technical assistance during outbreaks or suspected outbreaks at specific locations or facilities. ▪ As it relates to the incident, order testing of diseased animals, inspect individual and community sanitary waste disposal, and monitor food safety and general sanitation. ▪ Coordinate the activation and response activities of the Greater Prince William County Medical Reserve Corps. ▪ Assist the Office of the Chief Medical Examiner with mass fatality management.
Prince William Public Library	<ul style="list-style-type: none"> ▪ Act as lead for the County Call Center, if activated. ▪ Provide facilities and staff for incident operations, where applicable and available.
Office of Public Safety Communications	<ul style="list-style-type: none"> ▪ Receive and process 9-1-1 calls and text messages. ▪ Dispatch first responders and incident support personnel per established operating procedures. ▪ Provide communications support as requested from the scene. ▪ Provide information to the EOC to enhance situational awareness and inform the common operating picture.
Public Safety Resilience Center	<ul style="list-style-type: none"> ▪ Provide behavioral health support and stress first aid for first responders and incident support personnel.
Department of Public Works	<ul style="list-style-type: none"> ▪ Assist in damage assessment of impacts to drainage, stormwater management, and environmental services to identify areas of damage or impact and manage debris management process. ▪ Enforce state and federal environmental laws and regulations. ▪ If related to incident, issue air-quality forecasts, investigate fish kills, and investigate environmental contamination and its sources. ▪ Maintain oversight of cleanups at environmental incidents such as fuel and chemical spills.

Agency	Responsibilities
Sheriff's Office	<ul style="list-style-type: none"> ▪ Lead agency for coordinating Judicial Center security. ▪ Provide law enforcement support to law enforcement function. ▪ During an emergency at the Adult Detention Center, assist with movement of inmate population, if necessary.
Department of Social Services	<ul style="list-style-type: none"> ▪ Coordinate mass care, including sheltering, lodging, feeding, clothing, and provision of emergency social services. ▪ Distribute emergency Supplemental Nutrition Assistance Program allotments to eligible disaster victims. ▪ Support disaster case management and assist disaster victims obtain post-disaster assistance. ▪ The Juvenile Services Division provides secure and non-secure detention facilities and community supervision for court-ordered youth and assistance in relocation of youth to another facility if needed.
Department of Transportation	<ul style="list-style-type: none"> ▪ Collect, analyze, and distribute information on the status of the County's transportation infrastructure. ▪ Monitor the status of transportation infrastructure repair and restoration.
Virginia Cooperative Extension	<ul style="list-style-type: none"> ▪ Support mass feeding of emergency workers and those affected by the disaster. ▪ Provide assistance and/or timely damage assessment to agricultural producers about their crops, livestock, farm homes, barns and other buildings, fencing and machinery.
Virginia Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund	<ul style="list-style-type: none"> ▪ Serve as lead coordinating agencies for individuals determined to be victims as defined in the Code of Virginia 19.2-11.01.
Virginia Department of Transportation	<ul style="list-style-type: none"> ▪ Act as lead for all public roadways in the County. ▪ Oversee snow removal and roadway treatment during winter storms. ▪ Oversee roadway and related infrastructure inspections and repairs. ▪ Coordinate necessary road closures with the County Police Department or Virginia State Police as appropriate.
Virginia Office of the Chief Medical Examiner, Northern District	<ul style="list-style-type: none"> ▪ Oversee mass fatality operations in coordination with the Prince William Health District and the state mass fatality plan.³

³ Virginia Department of Health. 2020. "About the Medical Examiner." Accessed online October 28, 2020. <https://www.vdh.virginia.gov/medical-examiner/about-the-medical-examiner/>

Agency	Responsibilities
Virginia State Police	<ul style="list-style-type: none"> ▪ Act as lead for all law enforcement activities on interstate highways.
Volunteer Prince William	<ul style="list-style-type: none"> ▪ Volunteer Management: coordinate and manage unaffiliated and/or spontaneous volunteers. ▪ Coordinate with volunteer organizations as required. ▪ Coordinate Volunteer Reception Centers as required. <p>(More detail on volunteer management procedures and processes is located in the <i>Prince William County Volunteer Management Annex</i>.)</p>

Beyond pre-identified response and recovery assignments, County agencies and departments with available, additional capacities may be tasked with addressing unmet needs based on the demands of the incident. Additionally, supporting agencies, including critical infrastructure organizations, may be leveraged based on incident impacts and areas of expertise.

5. Emergency Declarations

The purpose of an emergency declaration is to allow governmental agencies to mobilize resources; conduct disaster preparedness, response, and recovery activities; and authorize expenditures to cover disaster activities. Not all emergencies result in an emergency declaration. Three broad types of emergency declarations apply to Prince William County: local, state, and Presidential (i.e., federal). The enactment of any of these declarations is based on the scope and magnitude of the incident. Local and state declarations may be based on the threat of disaster, such as an approaching hurricane, to help facilitate preparedness actions.

5.1. Emergencies without Declarations

The Director of Emergency Management or designee may direct County departments and agencies to respond to emergencies or disasters as outlined in this Plan without a formal declaration of a local emergency when the expectation is that local resources will be used without requesting reimbursement of costs from the state or federal government.

5.2. Local Declaration of Emergency

As established by Title 44 of the Code of Virginia, the Director of Emergency Management can authorize a local declaration of emergency when the threat or actual occurrence of an emergency or disaster reaches a severity and magnitude to warrant a coordinated response by various County departments, agencies, and volunteer organizations. Local declarations of emergency are subject to confirmation by the BOCS within 45 days of the declaration. The Office of Emergency Management supports the Director of Emergency Management in the process of declaring a local emergency by monitoring for threats and/or incidents and providing information to support the decision-making process.

A local declaration of emergency authorizes emergency powers for the County, including emergency purchasing and resource procurement. This may include taking actions without regard for formalities normally prescribed by law, with the exception of mandatory constitutional requirements, in connection to public work, entering into contracts, incurring obligations, leveraging temporary workers and rental equipment, purchasing resources, levying taxes, and appropriating and/or using public funds. Additionally, as long as it does not affect other political subdivisions, the County is allowed to control, restrict, allocate, or regulate the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resource systems that exist only inside the County.⁴ A local emergency declaration is independent of state and federal emergency declarations; however, a local declaration is required for the County to engage with state and federal disaster declaration funding.

⁴ Some language describing the authorities granted to the County under a local declaration of emergency is quoted directly from the Code of Virginia, Chapter 3.2, Title 44, Section 146.21.

5.2.1. Local Declaration of Water Supply Emergency

In addition to a local declaration of emergency, the County Executive may promulgate orders for restricted use of water as authorized in Title 15.2, Section 924 of the Code of Virginia and Section 30-82 of the Prince William County Code. A declaration of water supply emergency may be exercised concurrently with a local declaration of emergency and allows for the adoption of ordinances for the restricted use or absolute curtailment of the use of water by citizens for nonessential purposes for the duration of a water supply emergency or to prevent the occurrence of a water supply emergency. These restrictions only apply to water supplied by a locality, authority, or company distribution water for a fee or charge.

5.3. State Emergency Declarations

The Governor of Virginia may issue a declaration of a state of emergency. If the declaration includes Prince William County, it provides the County with access to resources and assistance of departments and agencies of the state, including the National Guard, in the event local resources are insufficient to meet the needs. When the Governor declares a state of emergency that includes Prince William County, the County is authorized, under the supervision of the Governor or designated representative, to establish contracts and other obligations required to address threatened or actual impacts of a disaster, to protect health and safety of people and property, or to provide emergency assistance to victims.

As part of this supervised authorization, the County is allowed to proceed with emergency purchasing and resource procurement, which may include taking actions without regard for formalities normally prescribed by law, with the exception of mandatory constitutional requirements, in connection to public work, entering into contracts, incurring obligations, leveraging temporary workers and rental equipment, purchasing of resources, levying taxes, and the appropriating/using public funds. Additionally, as long as it does not impact other political subdivisions, the County is allowed to control, restrict, allocate or regulate the use, sale, production and distribution of food, fuel, clothing and other commodities, materials, goods, services and resource systems that exist only inside the County.⁵

A local emergency declaration is independent of a state emergency declaration, but in some cases, a local declaration must be in place for the County to engage with certain state and federal programs.

5.4. Other State Declarations

In addition to a declaration of a state of emergency, the state government may issue public health and drought emergency declarations. These declarations may be exercised concurrently with a state of emergency and include the following:

⁵ Some language describing the authorities granted to the County during a state emergency declaration is quoted directly from the Code of Virginia, Chapter 3.2, Title 44, Sections 146.19 and 146.21.

- The Governor of Virginia may make a statewide or regional drought emergency declaration through executive order. During a declared drought emergency, the Director of the Department of Environmental Quality may allocate ground water and surface water resources to meet the necessary beneficial uses as established in Title 62.1 of the Code of Virginia.
- The State Board of Health, or the State Health Commissioner when the Board of Health is not in session, may make a public health emergency declaration to suppress nuisances dangerous to the public health and communicable, contagious, and infectious diseases and other dangers to public life and health as established in Title 32.1 of the Code of Virginia.

5.5. Federal Disaster Declarations

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (1988) established two types of federal disaster declarations: emergency declarations and major disaster declarations. Both types of declaration authorize the President to provide supplemental federal disaster assistance.

5.5.1. Emergency Declarations

Emergency declarations can be declared by the President for any event or incident the President determines requires federal assistance. These declarations provide supplemental support to State and local or Indian tribal government efforts to provide emergency services to address a threat of catastrophe in the United States. Up to five million dollars can be provided to assist for a single emergency.

5.5.2. Major Disaster Declarations

Major disaster declarations can be declared by the President for any natural event or, regardless of cause, fire, flood, or explosion when the President determines the incident has caused damage beyond the capabilities of State and local governments combined. A major disaster declaration provides a range of federal assistance programs for both public infrastructure and individuals. These programs include the provision of funds for emergency and permanent work. Each disaster incident is evaluated to determine which programs will be activated. FEMA assistance programs are identified below:

- **Individual Assistance:** assistance to individuals and households.
- **Public Assistance:** assistance to state, tribal, and local governments and certain private nonprofit organizations for emergency work and repair or replacement of disaster-damaged facilities.

- **Hazard Mitigation Assistance:** assistance to state, tribal, and local governments and certain private nonprofit organizations for actions taken to prevent or reduce long-term risk to life and property from natural hazards.⁶

5.5.3. Requirements

The Governor of Virginia may request an emergency or major disaster declaration for any or all of the Commonwealth of Virginia within 30 days of an incident. The Governor may make the request pre-disaster or after a disaster has commenced. An emergency or major disaster declaration is requested when the disaster is expected to exceed or has exceeded the combined resources of the local jurisdictions and the state. If a declaration is made, it opens assistance from the federal government based on the type of declaration. The President determines if a request from the Governor warrants a declaration. Additionally, the President can declare an emergency or major disaster whenever the President determines federal assistance is required. In the event Prince William County is declared a federal disaster area, the resources of federal departments and agencies are available to provide resources and assistance to augment those of the County and the state.

5.6. Other Federal Declarations

Several federal agencies have independent authorities to declare disasters or emergencies. These authorities may be exercised concurrently or become part of a major disaster or an emergency declared under the Robert T. Stafford Act. These other authorities include the following:

- The Administrator of the U.S. Small Business Administration may make a disaster declaration based upon physical damage to buildings, machinery, equipment, homes, and other property as well as economic injury.
- The Secretary of the U.S. Department of Health and Human Services may declare, after consultation with public health officials, a public health emergency in the event of a significant outbreak of infectious disease or a bioterrorist attack.
- The U.S. Army Corps of Engineers may issue a disaster declaration in response to flooding or coastal storms.
- The Secretary of the U.S. Department of Agriculture may declare a disaster in certain situations in which the County sustains a production loss of 30 percent or greater in a single major enterprise.
- The Secretary of the U.S. Department of Commerce may make a declaration of commercial fisheries' failures or fishery resources disaster.

⁶ Federal Emergency Management Agency. 2020. "How a disaster gets declared." Accessed online October 28, 2020. <https://www.fema.gov/disasters/how-declared>

- A Federal On-scene Coordinator designated by the Environmental Protection Agency, U.S. Coast Guard, or the U.S. Department of Energy, under the National Contingency Plan, has the authority to direct response efforts at the scene of a discharge of oil, hazardous substance, pollutants, or contaminants, depending upon the location, area of responsibility agreements, and source of the release.

6. Communications

Communications are required for establishing and maintaining a coordinated emergency response. Communications are necessary to drive decision-making processes with actionable information and to keep the public informed of relevant incident-related information in a timely fashion. Prince William County maintains and operates a diverse set of technologies focused on information sharing among agencies engaged in emergency operations, which is essential for establishing and maintaining situational awareness and a common operating picture. The *Prince William County Communications, Alert, and Warning Notification Annex* describes the County's emergency communication processes and procedures in greater detail.

The County activates the Joint Information Center (JIC) during incidents with an increased need for public affairs support beyond day-to-day processes or those managed by the EOC PIO. The JIC operates the Joint Information System to integrate incident information and public affairs and establish interagency coordination of public information processes. See the *Prince William County Joint Information System Annex* for more detail. Processes focused on alert and warning are established in the two annexes referenced in this section.

6.1. Information Collection, Analysis, and Dissemination

The information collection, analysis, and dissemination processes are essential for establishing situational awareness and maintaining a common operating picture for potential or actual incidents, including establishment of forward-leaning forecasting of restoration timelines and additional potential impacts. Maintaining an up-to-date and accurate common operating picture drives the decision-making process by keeping internal and external partners informed with actionable information. The information collection, analysis, and dissemination processes are described in more detail in the *Prince William County Communications, Alert, and Warning Notification Annex*.

6.2. Detection and Monitoring

Prince William County monitors a variety of information sources focused on detection of threats and hazards that could result in an emergency or disaster incident in the County. Some of these events come with advanced warning, such as a hurricane, while others occur with little to no warning, such as an earthquake. The Office of Emergency Management leverages partner organizations with a focus on detection to monitor threats and hazards with potential impacts in the County. Additional information regarding detection and monitoring is located in the *Prince William County EOC Handbook*.

7. Administration and Finance

This section addresses Prince William County's approach to administrative and financial protocols, including cost recovery, in the context of emergency operations.

7.1. Administration

Prince William County will follow standing County policies and procedures during emergency operations, but some policies may be adapted, and new policies may be implemented. In some cases, exceptions to standing County policies and procedures (e.g., procurement policies) may be enacted as part of emergency declarations or in line with continuity of operations actions. Legal counsel ensures review of legal risks and liabilities resulting from adaptation and implementation of policies during emergency or disaster operations.

The Prince William County Government continues to provide emergency and essential services during disaster or emergency situations. During an incident, County operations will mirror day-to-day operations to the extent possible, though the Director of Emergency Management can direct County departments and agencies to address tasks outside normal functions to support response actions. For personnel-related matters, the Department of Human Resources provides support.

7.1.1. Documentation

Documenting response and recovery operations is an essential administrative process required to generate historical records, inform cost-recovery processes with required data, and capture lessons learned to establish new best practices and address corrective actions. For all individuals involved in emergency operations (both on-scene and off-site), complete record keeping is an essential documentation task. During an EOC activation, each individual who fills an EOC position must document actions taken and sign in and out of the EOC using established incident-management and record-keeping systems. For redundancy, ICS-214s (activity logs) are available and a paper sign-in/sign-out sheet is used. Information products developed throughout an incident (e.g., spot reports and situation reports), EOC support plans, and additional forms and reports provide an overarching picture of the incident and EOC actions similar to a series of historical snapshots. Damage assessment is documented and shared with the state, and the collected information is used to support Individual Assistance Program, Public Assistance Program, and Small Business Administration disaster assistance processes, when these programs are activated. Additionally, the administrative process of enacting an after-action review serves as a mechanism to capture lessons learned, identify key operational strengths, and identify areas of improvement to inform future preparedness and mitigation efforts. All these forms of documentation help to identify key operational process elements, including resources used, actions taken, lessons learned, and impacts of the incident on the County's residents, environment, economy, and infrastructure.

7.2. Finance

Prince William County uses pre-established accounting methods to track all emergency- or disaster-related expenditures. Departments follow standard procurement processes unless single-point ordering is established. During an emergency or disaster response, single-point ordering is established for all incident-related expenditures when the EOC is activated at any level. Single-point ordering results in cost and resource efficiencies and inhibits potential resource competition among County departments. In coordination with the County Finance Department, the EOC provides oversight of finance-related processes related to emergency or disaster response support, including oversight of purchasing and costs associated with personnel resources. The EOC Manager ensures effective cost analysis and normal purchasing requirements are considered prior to purchasing emergency-related resources or services. When possible, pre-approved vendors and open contract vehicles will be leveraged in line with procurement requirements.

A local declaration of emergency signed by the Director of Emergency Management authorizes emergency powers for the County, including emergency purchasing and resource prioritization. For more detailed information regarding emergency procurement during an emergency declaration see Section 5.2 Local Declaration of Emergency.

7.2.1. Cost Recovery

When state and/or federal public assistance programs are activated and applied to support response and recovery activities in Prince William County, the organization and its response and/or support agencies pursue cost-recovery-eligible reimbursements. The County may also relay information to residents and small businesses regarding potential cost recovery and assistance programs when applicable, such as Small Business Administration low-interest disaster loans, Federal Emergency Management Agency (FEMA) Individual Assistance Program, unemployment, and worker's compensation.

During emergency response operations, the County departments and the EOC, when activated, ensure accurate accounting of incident-related expenditures, including personnel overtime, volunteer hours, equipment uses and expended, contracted obligations, leased equipment, and purchases. Clear and full documentation of these expenses informs the cost-recovery process by properly documenting eligible costs for reimbursement. During EOC activations, the County enacts its disaster timekeeping processes to document personnel expenses related to the incident to facilitate reimbursement of eligible, personnel-related costs. Tracking volunteer hours is also essential to support reimbursement processes. For more detailed information regarding the County's approach to cost recovery, see the *Prince William County Cost Recovery Framework*.

8. Logistics

When field response and/or partner agencies' or other whole community partners' resources are overwhelmed, the Office of Emergency Management (prior to or following an EOC activation) or EOC (when activated) assists with coordination of resources. During an EOC activation, the EOC Mission Controller and the EOC Operations Section process resource requests. The EOC Logistics Section oversees the resource-management process, including fulfilling validated resource requests, coordinating warehouse space and storage of supplies, receiving and inventorying purchased resources, moving resources, and procurement and/or rental of vehicles, if needed.

The Office of Emergency Management or the EOC Logistics Section, if the EOC is activated, attempt to fill resource requests using existing County assets. If County resources are not adequate to meet operational demands, mutual aid may be requested or additional resources may be purchased. For additional information regarding the resource-management process, see the *Prince William County Resource Management and Logistics System Annex*.

During an EOC activation, donations management is split into two categories: monetary donations and donated goods or services. Monetary donations are directed to the HSA of Greater Prince William's Prince William Disaster Fund, when activated. Managing the donation of goods and services is the responsibility of the EOC Logistics Section via the EOC Donations Unit, which oversees receipt, management, and distribution of donated goods. See the *Prince William County Donations Management Annex* for more information.

8.1. Intergovernmental Assistance and Mutual Aid

During response and/or recovery operations, if Prince William County resources are overwhelmed, mutual aid may be leveraged. Mutual aid occurs in three ways: via automatic mutual aid from partner jurisdictions; through pre-established, non-automatic mutual aid agreements with partner jurisdictions (most commonly used by public safety agencies); or by requesting mutual aid through the Virginia Statewide Mutual Aid (SMA) program. Prince William County also assists partner jurisdictions through automatic mutual aid. Requests to leverage the SMA program are issued to VDEM Region 7 prior to elevation to the VEOC. During the request process, Prince William County is required to ensure the SMA Event Agreement Form is completed by the requesting and responding jurisdictions prior to response.

If County and mutual aid resources are inadequate to meet incident demands, the County can issue resource requests to VDEM, which can leverage state resources and pre-negotiated contracts for commodities, debris management, goods, and other services to support localities during emergency events. If the County needs federal resources or assets, the request is made through VDEM. In some instances, the Emergency Management

Assistance Compact (EMAC) may be used and will be coordinated through the EMAC Desk in the VEOC. The Emergency Management Coordinator shall coordinate those requests in conjunction with the VDEM Region 7 Office. For a list of active mutual aid agreements, see the Prince William County Resource Management and Logistics System Annex.

9. Evacuation and Sheltering in Place

Under Title 44 of the Code of Virginia, the Governor of Virginia is the only authority for issuance of protective actions. The Governor may direct and compel evacuation of an area that is threatened or impacted to preserve life or implement emergency management actions. Prince William County can make recommendations regarding the need for an evacuation. During smaller, localized incidents, the County may issue shelter-in-place orders to ensure life safety during an incident but will coordinate VDEM regarding such actions. Additionally, during tactical operations, first responders routinely provide directions to residents and visitors to evacuate an area or shelter-in-place to ensure life safety based on the implications of specific incidents. Emergency ordinances may be issued to enact additional public safety measures, such as curfews.

10. Training and Exercises

Training and exercises remain vital for the growth and health of the Prince William County's Office of Emergency Management program. The Prince William County Multi-year Training and Exercise Program (MYTEP) establishes a strategic approach to ensure training for first responders and EOC staff and is offered in a systematic manner. Exercises are established based on training and plan update cycles.

10.1. Training and Exercise Requirements

The Office of Emergency Management coordinates all emergency management and incident management training and exercises for the County. Specific trainings and exercises are determined based on assigned roles and responsibilities during an emergency. The Office of Emergency Management provides training across six broad categories to meet the needs of the whole community:

- County emergency preparedness training
- EOC operational training and exercises
- EOC capstone tabletop and/or functional exercises
- Field-based ICS training and exercise support (per Police Department and Department of Fire and Rescue training requirements)
- Continuity of Operations/Continuity of Government training
- Whole community preparedness training

All response personnel are trained to minimum standards suggested in NIMS (2017). The Emergency Management Coordinator and Deputy Emergency Management Coordinator complete required trainings to meet VDEM standards. For details regarding required and recommended trainings for EOC staff, see the *Prince William County EOC Training Matrix*.

The County's exercises are aligned with the Homeland Security Exercise and Evaluation Program guidance. The following are the minimum exercise requirements:

- The EOP will be activated at least once annually via real-world event or exercise.
- All EOC staff must participate in at least one real-world EOC activation or exercise activation annually.
- If participate is requested, the County will participate in the Governor's annual statewide drills.
- The County's MYTEP establishes an integrated training and exercise approach.

In addition to County training and exercise activities, Prince William County participates in regional training and exercises efforts as part of the Northern Virginia Region and the Northern Virginia Emergency Response System.

10.2. After Action Reports

Participants in real-world events and exercises are offered the opportunity to provide feedback. The Prince William County Office of Emergency Management coordinates all AARs, but functional and/or specific reports and/or feedback methods may be developed by other agencies or organizations based on area of focus and management of the event or exercise. All AARs are delivered to the Office of Emergency Management no later than 90 days following an exercise or real-world event with an EOC activation. All corrective actions captured in related improvement plans are incorporated in the *Prince William County Corrective Action Planning Matrix*, which serves as a continuous improvement planning tool for the County's emergency management program.

11. Plan Development, Maintenance, and Distribution

The Office of Emergency Management is responsible for development, maintenance, and distribution of the EOP.

11.1. Review Timeline

Prince William County conducts a comprehensive review and update of the EOP every 4 years. Additionally, the Office of Emergency Management conducts a review of the EOP at least once annually, which is certified by the Emergency Management Coordinator (see Appendix D: Certification of Annual Review). The plan is re-promulgated every 4 years or when most of the Prince William County BOCS changes or if the BOCS determine the EOP requires re-promulgation based on a significant change to the standing EOP.

Lead agencies for each EOC position are responsible for reviewing the Basic Plan and their assigned annexes annually, and proposed updates to the annexes are coordinated with all other support agencies. In addition, all portions of the EOP may be updated following implementation during an actual event or exercise when subsequent reviews determine the need for changes or updates. Prince William County will also review the EOP when deficiencies are revealed; AAR/improvement plans require changes; local, state, or federal policy changes occur; or any other condition occurs that requires change. All changes made to the plan between re-promulgation are documented in the Appendix E: Record of Changes.

11.2. Development and Review Method

Every 4 years, the Office of Emergency Management leads the review of this plan, which consists of a six-step process. The last review of this Plan was last completed in 2020.

1. Form core planning team/engage whole community.
2. Core planning team reviews and updates plan.
3. Conduct key stakeholder review.
4. Conduct secondary stakeholder review.
5. Reconcile and integrate stakeholder feedback.
6. Review and approval by the Director of Emergency Management and BOCS.

Key stakeholders are defined as leadership from all agencies and partners with lead responsibilities defined in the Basic Plan; secondary stakeholders are defined as leadership from agencies and partner organizations with responsibilities in supporting role or prominent role in a supporting annex. Each stakeholder group is provided 1–2 weeks to review key sections of the updated Basic Plan and/or any applicable annexes, which are submitted for review digitally. The Director of Emergency Management and BOCS are

provided a minimum of 30 days to complete review and approval processes. The process was completed in full for the approval of the 2020 EOP.

11.3. Distribution

The EOP and supporting documents are considered controlled documents. The Basic Plan is available to the public, in line with Virginia Freedom of Information Act (FOIA) laws, but supporting operational documents are not published publicly due to safety and security considerations. These documents are not subject to FOIA under the Code of Virginia, including §2.2-3705.1(5), §2.2-3705.1(10), §2.2-3705.2(2), §2.2-3705.2(3), §2.2-3705.2(4), and §2.2-3705.2(6). Accordingly, the County Attorney withholds operational documents from full public disclosure. Distribution of all parts of the EOP and its supporting materials is based on an “need to know” basis as managed by the Office of Emergency Management. All agency directors, EOC staff, executive management, and BOCS receive a copy of the Basic Plan and any additional, applicable annexes.

Appendix A: Authority and References

The authority for this Emergency Operations Plan and the Prince William County emergency management program is established by Commonwealth of Virginia Emergency Services and Disaster Law of 2000, Section 44-146.13 through 44-146.28.1, as amended. The following legislation and references provide additional guidance and legal authorities to this plan.

Federal

- Comprehensive Preparedness Guide 101 Version 2, Federal Emergency Management Agency (FEMA; 2010)
- Executive Order 13347, Individuals with Disabilities in Emergency Preparedness (2004)
- Fair Labor Standards Act of 1938, as amended, 29 U.S.C.S. 201, *et seq.* (1938)
- Federal Civil Defense Act of 1950, Public Law 81-920, as amended (1950)
- Federal Disaster Mitigation Act of 2000, Public Law 106-390 (2000)
- Homeland Security Exercise Evaluation Program (2020)
- Homeland Security Presidential Directive 5, Management of Domestic Incidents (2003)
- Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302 (2004)
- National Response Framework (2019)
- National Incident Management System, 3rd ed., FEMA (2017)
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308 (2006)
- Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295 (2006)
- Presidential Policy Directive 8 (2011)
- Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-388 as amended (1988-2019)
- Sandy Recovery Improvement Act and Disaster Relief Appropriations Act (113-2) (2013)
- Section 504, Rehabilitation Act of 1973 (1973)
- Title III, Superfund Amendments and Reauthorization Act (SARA), Sections 301-305, 311, and 312 (1986)

- Title II, Americans with Disabilities Act of 1990 (1990-2016)
- Title 13, Business Credit and Assistance, Chapter 1, part 123, Disaster Loan Program, as amended (2012-2016)
- Title 44, Emergency Services and Assistance, CFR, as amended (1981-2019)

Commonwealth

- Commonwealth of Virginia, Disease Prevention and Control, Article 3.02, Sections 32.1-48.05 to 32.1-48.017, Code of Virginia, as amended (2004-2007)
- Commonwealth of Virginia, Emergency Operations Plan (Volumes I-VII) (2019)
- Commonwealth of Virginia, Emergency Services and Disaster Law of 2000, Section 44-146.13 through 44-146.28.1, Code of Virginia, as amended (2000-2020)
- Commonwealth of Virginia, Counties, Cities, and Town, Subtitle II. Powers of Local Government, Section 15.2- 924, Code of Virginia, as amended (1978-2001)
- Commonwealth of Virginia, Hazard Mitigation Plan (2018)
- Commonwealth of Virginia, Virginia Post Disaster Anti-Price Gouging Act, Sections 59.1-525 to 59.1-529, Code of Virginia, as amended (2004-2006)
- Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Five (2004), Promulgation of the Commonwealth of Virginia Emergency Operations Plan (2004)
- Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Nine (2004), Virginia Secure Commonwealth Initiative (2004)
- Commonwealth of Virginia, Office of the Governor, Executive Order Number One Hundred and Two (2005), Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovery from Crisis Events in the Commonwealth (2005)
- Statewide Mutual Aid Operations Manual (2010)

Additional References

- Emergency Management Standard, Emergency Management Accreditation Program (2019)
- Prince William County Code, as amended (2020)
- Prince William County Equity and Inclusion Policy (Draft; 2020)
- Regional Emergency Coordination Plan, Metropolitan Washington Council of Governments (2011)
- Northern Virginia Regional Hazard Mitigation Plan (2017)

Appendix B: Prince William County Executive Summary— *Northern Virginia Hazard Mitigation Plan (2017)*

Appendix B provides an executive summary of information defined in the *Northern Virginia Hazard Mitigation Plan* that relates to Prince William County's threats and hazards. The region's hazard mitigation plan was last updated in 2017. A regional process to revise the plan is currently ongoing, and Prince William County continues to participate in this update process.

Prince William County Executive Summary

Prince William County has a moderate climate. The average annual temperature is approximately 58 degrees Fahrenheit. Temperatures generally range from lows in the mid-20s in January to highs in the upper 80s and lower 90s during July. Annual precipitation averages are approximately 38 inches of rain and 16 inches of snow in any given year. The wettest month on average is May. Recent history demonstrated that weather events well outside of these averages can and do occur. Climate change is expected to continue the trend of the past 40 to 50 years of an increased frequency of extreme weather events.

Prince William County has grown more than 200 percent over a 20-year period due to its proximity to the Washington, D.C., metropolitan area. Population growth rate poses another risk; as open land is developed; flood management must be addressed with the increasing amounts of impervious surfaces. Flood risk is also due to low-lying areas surrounding the Potomac River. Other natural hazards and risks are storm damage and winter weather. Winter storms pose significant threats, as evidenced during the 2009–2010 winter season—the heaviest snowfall in the region in more than 100 years—which included the “Snowmageddon” storm.

To a large extent, historical records are used to identify the level of risk within the Northern Virginia region, including Prince William County, with the assumption that data sources cited are reliable and accurate. Unless otherwise cited, data on historical weather-related events are based on information made available through the Storm Event Database by the National Oceanic and Atmospheric Administration's National Climatic Data Center (NCDC). Hazards were ranked using a semi-quantitative scoring system that involved grouping data values (normalized to account for inflation) based on statistical methods. The method prioritizes hazard risk based on a blend of quantitative factors extracted from NCDC and other available data sources. The parameters considered include historical occurrence, vulnerability of population in the hazard area, and historical impact in terms of human lives and property and crop damage.

Hazard scores were assigned a category of 'Low,' 'Medium-Low,' 'Medium,' 'Medium-High,' or 'High.' Based on this methodology, flood, wind, tornado, and winter weather hazards

were ranked as ‘High’ for Prince William County. See Table 4 for a summary of hazard rankings.

Table 4: Hazard Ranking for Prince William County

Flood	Wind	Tornado	Winter Weather	Drought	Earthquake	Land-slide	Wildfire	Karst ⁷
High	High	High	High	High	Med	Med-Low	Med	Med-Low

⁷ The term “karst” refers to landscape where underlying rock formation are partially eroded by water (e.g., caves). Usually, these areas are composed of limestone or marble, which can be dissolved by groundwater over time. Karst landscapes are at risk of creating sinkholes, which may vary in size from very small to large enough to swallow entire buildings. United States Geological Survey. 2016. “EarthWord—Karst.” Accessed online November 18, 2020. <https://www.usgs.gov/news/earthword-karst>

Appendix C: Coordination

Coordination with jurisdictions within Prince William County and its regional partners is essential for the County's emergency management program.

City and Incorporated Towns Coordination

Coordination among the County and its four incorporated towns (Dumfries, Haymarket, Occoquan, and Quantico), the City of Manassas, and the City of Manassas Park is essential for daily emergency operations and operations during a larger incident. The four incorporated towns have local emergency management authorities, but local emergency declarations and resource requests to the state are made by the County. These four towns are covered by the Prince William County Emergency Operations Plan, and they can apply for public assistance independently or as part of the County. Each town maintains its own police department, but firefighting and emergency medical services are provided by the County.

The City of Manassas and City of Manassas Park are separate jurisdictions from the County. All three jurisdictions maintain emergency management functions and have designated Directors of Emergency Management, and Emergency Management Coordinators that coordinate closely regarding preparedness, response, mitigation, and recovery. Coordination with outside partners is also important for effective coordination with the cities. The Prince William Health District, Volunteer Prince William, and the Human Services Alliance for Greater Prince William all provide direct support to the County and the two cities independently. In turn, during an emergency or disaster situation, coordination with these partners and the emergency management staff of the two cities is essential for an effective and consolidated approach within the County.

Regional Coordination

Regional coordination is a key factor for the planning and operational needs of Prince William County. Regional coordination of planning elements document and guide short- and long-term local government implementation strategies to improve regional integration.

Northern Virginia Regional Coordination

Prince William County is part of the Northern Virginia planning region. Northern Virginia comprises Arlington, Fairfax, Loudoun, Prince William, and Stafford Counties; the independent cities of Alexandria, Fairfax, Falls Church, Manassas, and Manassas Park; and the incorporated towns within Fairfax, Loudoun, and Prince William Counties. The region's emergency managers work collaboratively to address preparedness activities and response operations, as applicable. The *Northern Virginia Hazard Mitigation Plan* is a key preparedness

activity that supports a regional view and consideration of the threats and hazards with potential regional impacts.

Virginia Department of Emergency Management Region 7

Prince William County is part of the Virginia Department of Emergency Management (VDEM) Region 7. During emergency operations, the County coordinates with VDEM via the Region 7 Regional Coordination Center (RCC), which serves as a multi-agency coordination center and single conduit to state agencies for the region's jurisdictions. Additionally, the RCC serves as a coordination point with jurisdictions in the National Capital Region (NCR) outside of the Commonwealth (i.e., the State of Maryland, Maryland counties, and the District of Columbia). Requests for information and support are first issued to the RCC and then can be elevated to the Virginia Emergency Operations Center if they cannot be addressed or filled by the RCC.

Northern Virginia Emergency Response System

The Northern Virginia Emergency Response System is a collaboration among local governments in northern Virginia, the state, and the private sector. The organization focuses on efforts to expand the ability of public safety agencies through preparedness activities, including planning efforts, training and exercises, and resource acquisition.

Northern Virginia Hospital Alliance

The Northern Virginia Hospital Alliance (NVHA) is the region's healthcare coalition, representing healthcare and response organizations focused on health preparedness and response activities. NVHA's Regional Healthcare Coordinating Center (RHCC) serves as a hub for public health and healthcare emergencies and a liaison to the other five regions and Virginia Department of Health's Emergency Coordination Center. Prince William County coordinates with the Prince William Health District and RHCC, when applicable, during emergency response operations to connect healthcare organizations in need with the regional organization.

National Capital Region

NCR provides a regional basis for collaboration, coordination, training, and exercises among the independent jurisdictions, but it is not an operational entity. The Metropolitan Washington Council of Governments (MWCOC) serves as a coordination point for public safety organizations, including emergency management, in the NCR with a focus on preparedness activities. The organization hosts regional emergency support function (RESF) committees, including RESF-5, the NCR's regional emergency management committee. MWCOC also supports regional conference calls for adverse weather events and serves as the administrator for the Regional Incident Communication System, which serves as an internal, regional alert systems to issue notifications to officials regarding incidents of regional importance.

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Appendix E: Record of Changes

All changes to the *Prince William County Emergency Operations Plan: Basic Plan* are documented in the table below.

Change Number	Date	Description of Change	Change Made By (Name):

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Appendix F: Definitions

Access and Functional Needs: “Refers to persons who may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining health, independence, communication, transportation, support, services, self-determination, and medical care. Individuals in need of additional response assistance may include those who have disabilities, live in institutionalized settings, are older adults, are children, are from diverse cultures, have limited English proficiency or are non-English speaking, or are transportation disadvantaged.” Source: FEMA. 2019. National Response Framework (4th ed.; pp. 5).

All-Hazards: Describing an incident, natural or human-caused, that warrants action to protect life, property, environment and public health or safety and to minimize disruptions of government, social or economic activities.

Common Operating Picture: This term refers to a shared situational awareness that offers a standard overview of an incident that enables leadership and any supporting agencies and organizations to make effective, consistent, coordinated, and timely decisions.

Declaration of Emergency: A declaration of emergency occurs when, in the opinion of a governing official, the safety and welfare of the people of a jurisdiction require exercise of extreme emergency measures due to a threatened or actual disaster.

Demobilization: This term refers to the orderly, safe, and efficient return of a resource to its original location and status.

Emergency Management Assistance Compact (EMAC): EMAC is a congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Operations Center (EOC): The EOC is the physical location at which coordination of information and resources to support incident management (on-scene operations) activities normally take place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement and medical services), by jurisdiction (e.g., federal, state, regional, tribal, city, county) or some combination thereof.

Governor’s Authorized Representative: This person is an individual empowered by a Governor to execute all necessary documents for disaster assistance on behalf of the state,

including certification of applications for public assistance; represent the Governor of the affected state in the Unified Coordination Group, when required; coordinate and supervise the state disaster assistance program to include serving as its grant administrator; and identify, in coordination with the State Coordinating Officer, the state's critical information needs for incorporation into a list of Essential Elements of Information.

Incident Command: This term refers to the entity responsible for overall management of the incident. Incident Command consists of the Incident Commander, either single or unified command, and any assigned supporting staff.

Incident Command Post (ICP): The ICP is the field location where primary functions are performed. The ICP may be co-located with the incident base or other incident facilities.

Incident Command System (ICS): An ICS is a standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander: The Incident Commander is the individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Joint Information Center (JIC): The JIC is a facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

Joint Information System: This term refers to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Memorandum of Understanding: This term refers to an agreement between agencies (internal and external) located within a jurisdiction on cooperative efforts and services that would be provided during a disaster. The agencies involved usually maintain command of

their personnel while providing specific services to the community at large and in conjunction with normal resources available in the community.

Mitigation: This term refers to activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or human-caused disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mutual Aid and Assistance Agreement: This term refers to written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during and/or after an incident.

Natural Disaster: A natural disaster is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.

Preparedness: This term refers to actions that involve a combination of planning, resources, training, exercising and organizing to build, sustain and improve operational capabilities. Preparedness is the process of identifying the personnel, training and equipment needed for a wide range of potential incidents and developing jurisdiction-specific plans for delivering capabilities when needed for an incident.

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. There are two types of declarations.

- Emergency declarations can be declared for any occasion or instance when the President determines Federal assistance is needed. Emergency declarations supplement local and State efforts to provide emergency services or to lessen or avert the threat of catastrophe in any part of the United States.
- Major declarations can be declared by the President for any natural event that the President believes has caused damage of such severity that it is beyond the combined capabilities of local and State governments to respond.

Prevention: This term refers to actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature

and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation or quarantine and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Recovery: This term refers to development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental and public-assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting and development of initiatives to mitigate the effects of future incidents.

Response: This term refers to immediate actions to save lives, protect property and the environment and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Volunteer Reception Center: This term refers to an operation in which spontaneous, unaffiliated disaster volunteers are registered and referred to local agencies to assist with relief efforts.

Appendix G: Acronyms and Abbreviations

Acronym	Meaning
AAR	After Action Report
BOCS	Board of County Supervisors
CONOPS	Concept of Operations
EMAC	Emergency Management Assistance Compact
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
FEMA	Federal Emergency Management Agency
FOIA	Freedom of Information Act
HCV	Housing Choice Voucher
HSA	Human Services Alliance
ICP	Incident Command Post
ICS	Incident Command System
JIC	Joint Information Center
MWCOG	Metropolitan Washington Council of Governments
MYTEP	Multi-year Training and Exercise Program
NCDC	National Climatic Data Center
NCR	National Capital Region
NIMS	National Incident Management System
NVHA	Northern Virginia Hospital Alliance
PIO	Public Information Officer
RCC	Regional Coordination Center
RESF	Regional Emergency Support Function
RHCC	Regional Healthcare Coordinating Center
SMA	Statewide Mutual Aid
VDEM	Virginia Department of Emergency Management
VEOC	Virginia Emergency Operations Center
VRE	Virginia Railway Express

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Appendix H: Agency Responsibilities Matrix

The Agency Responsibilities Matrix defines primary and supporting roles of agencies during plan activation.

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