

Bradley E. Grose, Mayor
William "Wes" Nance, Vice Mayor
I. Douglas Adams, Jr., Council Member
Robert R. Altice, Council Member
Matthew S. Hare, Council Member



Vinton Municipal Building
311 South Pollard Street
Vinton, VA 24179
(540) 983-0607

**Vinton Town Council
Regular Meeting
Council Chambers
311 South Pollard Street
Tuesday, May 6, 2014**

AGENDA

Consideration of:

- A. 7:00 p.m. - ROLL CALL AND ESTABLISHMENT OF A QUORUM**
- B. MOMENT OF SILENCE**
- C. PLEDGE OF ALLEGIANCE TO THE U. S. FLAG**
- D. UPCOMING COMMUNITY EVENTS/ANNOUNCEMENTS**
- E. CONSENT AGENDA**
 - 1. Consider approval of minutes for the regular Council meeting of April 1, 2014.
- F. AWARDS, RECOGNITIONS, PRESENTATIONS**
 - 1. Proclamation for National Police Week
 - 2. Proclamation for Public Works Week
- G. CITIZENS' COMMENTS AND PETITIONS** - This section is reserved for comments and questions for issues not listed on the agenda.
- H. TOWN ATTORNEY**
- I. TOWN MANAGER**

ITEMS REQUIRING ACTION

- 1. Consider adoption of a Resolution approving the 2014-2015 operating budget for the Roanoke Valley Regional Cable Television Committee.
- 2. Consider adoption of a Resolution authorizing the Town Manager to execute current and future agreements and any modifications with the Virginia Department of Transportation for road system enhancements.

BRIEFING

1. Review of proposed updates to the Town of Vinton Emergency Operations Plan.

UPDATE ON OLD BUSINESS

J. MAYOR

K. COUNCIL

L. ADJOURNMENT

NOTICE OF INTENT TO COMPLY WITH THE AMERICANS WITH DISABILITIES ACT. Reasonable efforts will be made to provide assistance or special arrangements to qualified individuals with disabilities in order to participate in or attend Town Council meetings. Please call (540) 983-0607 at least 48 hours prior to the meeting date so that proper arrangements may be made.

NEXT TOWN COMMITTEE/COUNCIL MEETINGS/EVENTS:

May 20, 2014 – 6:00 p.m. – Work Session followed by Regular Meeting at 7:00 p.m. – Council Chambers



Town Council Agenda Summary

Meeting Date

May 6, 2014

Department

Town Clerk

Issues

Consider approval of minutes for the regular Council meeting of April 1, 2014.

Summary

None

Attachments

April 1, 2014 minutes

Recommendations

Motion to approve minutes

MINUTES OF A REGULAR MEETING OF VINTON TOWN COUNCIL HELD AT 6:00 P.M. ON TUESDAY, APRIL 1, 2014, IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING LOCATED AT 311 SOUTH POLLARD STREET, VINTON, VIRGINIA.

MEMBERS PRESENT: Bradley E. Grose, Mayor
William W. Nance, Vice Mayor
I. Douglas Adams, Jr.
Robert R. Altice
Matthew S. Hare

STAFF PRESENT: Christopher S. Lawrence, Town Manager
Susan N. Johnson, Town Clerk
Elizabeth Dillon, Town Attorney
Ryan Spitzer, Assistant to the Town Manager
Barry Thompson, Finance Director/Treasurer
Gary Woodson, Public Works Director
Anita McMillan, Planning & Zoning Director
Joey Hiner, Assistant Public Works Director

The Mayor called the joint work session to order at 6:20 to hear a review of the Town of Vinton Stormwater Management (SWM) and Storm Sewer System Illicit Discharge Ordinance as required under the Virginia Stormwater Management Program (SAMP) Permit Regulations and the Virginia Stormwater Management Act, Section 62.1-44.15:27 of the Code of Virginia (1950) as amended.

Anita McMillan began by commenting that on January 15th a draft of the stormwater ordinance was submitted to DEQ. Localities that are not an MS-4 locality can opt out and use the State or the Regional Planning District Commission to handle their interpretation of the stormwater. Because the Town is an MS-4 locality, we cannot opt out and are required to adopt the stormwater management program and administer certain components of it. Some of the components we can contract out like the review and inspections of the stormwater management facilities. The draft of the Roanoke County stormwater ordinance that has been provided with the agenda is 38 pages. Ours will be only two pages and will identify who is the Town's administrator for the program, which will be the Town Manager, and the fact that we cannot transfer the enforcement or any request for a variance. Roanoke County will review the plan, but the final decision will be made by the Town Manager. Ms. McMillan gave an example of a recent variance that was given to the Vinton Laundry Mat.

Mr. Hare commented on the process of approving a variance. According to the draft Ordinance, Roanoke County is overseeing the program and the Town Manager is the administrator. However, if the County denies a variance an appeal can be made to the Town Manager, but then looking at Section 15.1-4.1, it appears that Town Council gets involved in the process. Mr. Hare asked if Council can override all those

levels, even the County who is technically over us. The Town Manager responded that the ordinance states that an appeal above the Town Manager goes to the Roanoke County Circuit Court. Ms. McMillan responded that the Town Manager can make a decision and if Town Council agrees with his decision, then the applicant can appeal it to the Circuit Court. Vice Mayor Nance commented that item C of the same section states that only a record of the proceedings will be filed with Town Council, but does not state a right of appeal to Council. The only right of appeal is to the Circuit Court.

Vice Mayor Nance asked what would keep the Town Manager from granting variances to everyone and the Town Manager responded that Council would know of those because the record of the hearing before the Town Manager would be filed with Town Council. Ms. McMillan stated that she would get clarification on this part of the Ordinance from the Roanoke County attorney prior to its adoption. Ms. McMillan commented that she asked the State if the enforcement of the program could be transferred to the County and they response was no.

The Town Manager next commented that the discussion and the study have included two parts. The ordinance which is the State Code for the stormwater which we are mandated to do and have completed by June 15th. The other part relates to stormwater utility fees and is a separate item. Our recommendation is to proceed with the adoption of the ordinance and the idea of any type of stormwater fee, if required or needed to fund our compliance requires more deliberation and study. This is in concert with the County at this point.

Ms. McMillan then commented that we are required to adopt the stormwater ordinance and the illicit discharge ordinance by June 15th. The County will have their first public hearing on April 8th and the second reading on April 22nd. In May they will be presented the stormwater citizen advisory committee recommendation as far as how to fund the TMDL requirement and the MS-4 requirement. Currently she understands that whatever needs to be completed by July will be handled by the County under the General Fund. If they do decide to implement a utility fee, it would become effective July 1st of 2015 and it needs to be fair to everyone. Roanoke City has implemented a fee of \$0.90 per 500 square feet, but they have staff that has digitized every property in the City so they have an accurate amount of how much pavement and square feet each property has. The County does not have GIS at that level nor the staff. The Mayor asked if what Roanoke City is doing, is that what other larger localities are doing and the response was yes.

The Mayor commented that he understood that we have to adopt the ordinance by June 15th, but not necessarily any

funding. So, are we saying that we are going to have this ordinance in place, but we will not be doing any major projects for a while. The Town Manager responded that was correct because we do not have money in our General Fund to shift over to start on any type of capital project related to stormwater. The Mayor then commented that we will have the regulations in place so that any type of construction that takes place will have to meet the new requirements.

Ms. McMillan referred to the items that were with the agenda including a Schedule of Fees. These fees are exactly what the State allows for the services with no increase or decrease. One way a locality can recoup some costs is for the County and the Town to consider increasing the site plan review fee.

The Mayor asked about the burden on our staff and is it mainly when new construction occurs and will Roanoke County also be involved. Ms. McMillan responded that they are trying to streamline and make the process easier and the County has been providing training because everything has to be done electronically. The State does not have the program on-line yet, but it is supposed to be completed by April 30th.

Vice Mayor Nance commented that when individuals develop or redevelop property, they are now going to have to account for the lack of drainage and controlling that. It is also about the management of the retention ponds. Ms. McMillan responded that he was correct. Mr. Nance then asked about the existing homes and businesses and how would they be affected by this. Ms. McMillan responded that existing property owners under the MS-4 have to submit inspections verifying they are maintaining their stormwater facility and the locality has to inspect every five years. This applies to any property that is an acre or more.

Mr. Nance then commented on the estimated yearly cost for the Town at \$379,000 in the Committee's report. Ms. McMillan responded that figure was based on one of the MS-4 requirements of addressing all the stream bank erosion to reduce the amount of sedimentation that is going into the creek. That figure also includes the equipment costs and personnel. We are supposed to inspect our own facilities once a year and also screening of our drainage and to maintain it. One of the MS-4 requirements also is that we have a nutrient management plan for the War Memorial which costs around \$22-30,000. You have to have a certified nutrient management planner to prepare that plan. This relates to how we apply our fertilizer and pesticide to be sure they do not pollute our downstream.

Ms. McMillan continued by commenting that we have to have standard operating procedures in place and we have been working with the Public Works Department to put together a 40

page manual. Also for each facility of the Town we are required to have a Stormwater Pollution Permit Plan and to provide training for employees. Once trained, employees will have a checklist to go by if they see any violations of the stormwater program while out in the town performing their jobs.

The Work Session ended at 6:55 p.m. and Council took a recess.

The Mayor called the regular meeting to order at 7:00 p.m. The Town Clerk called the roll with Council Member Adams, Council Member Altice, Council Member Hare, Vice Mayor Nance, and Mayor Grose present. After a Moment of Silence Mr. Altice led the Pledge of Allegiance to the U.S. Flag.

Roll Call

Under upcoming community events/announcements, the Mayor announced that the Dogwood Festival will be April 23-27. This Thursday at 10:00 a.m. will be the ground breaking ceremony for the new library and other upcoming projects in Town. On Saturday, April 12th, the Vinton Museum will be having an open house and a special celebration for its 25th anniversary at 10:00 a.m. The Arbor Day Celebration will be at the Craig Center on April 17th at 4:00 p.m.

Anita McMillan announced that Saturday is the annual Clean Valley Day and so far five groups that will be working in the Vinton area. The event will be from 9:00 a.m. to 12 Noon.

Vice Mayor Nance made a motion that the consent agenda be approved as presented; the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None.

Approved minutes of the regular Council meeting of March 18, 2014

The Mayor next recognized the GFWC Woman's Club of Vinton. Katherine Sowers, on behalf of the Club and Sue Basham and Jane Banton, first thanked the Town for allowing them to plant the pinwheel garden in the front of the Municipal Building again this year. She also thanked the Vinton Police Department for partnering with them for the planting of the pinwheels prior to the Council meeting. Ms. Sowers then commented briefly regarding the pinwheel garden and its purpose to promote Child Abuse Awareness Prevention Month.

The next item was a Proclamation declaring April 1, 2014 as Mayor's Day of Recognition for National Service. The Mayor first recognized individuals in the audience who were from AmeriCorps as part of the local Advancement Foundation. Samantha Lukasiewicz, who works for the Advancement Foundation, Martin Kester, from Springfield Virginia, serving at Freedom First Credit Union; Owen Larson, from Oklahoma, serving with the Advancement

Foundation and working with information technology; and Karen D'Angelo, from Norfolk, also serving with the Advancement Foundation. The Mayor commented that he and Mayor Bowers of Roanoke City attended an event today at Rebuilding America and then read the Proclamation.

The next item on the agenda was a request for funding presentation by Brain Injury Services of SWVA. Mae Johnson, Development & Marketing Director, began with first making comments regarding what life is like for individuals with a brain injury and how the organization helps those individuals at no cost to them. Last year the organization served four families in the Town of Vinton and this year they are requesting \$500 which is five percent of what it costs to serve a client each year.

At this time, Chief Cook introduced Wayne Guffey as the new Police Services Assistant coming from the Roanoke County Communications Center.

The next item on the agenda was a request for funding presentation by the Vinton Dogwood Festival. Billy Tyree began by thanking the Town of Vinton, Town Council, Public Works, Police and all of the first responders for their support of the Dogwood Festival over the last 58 years. The funding is also appreciated and would appreciate consideration again this year. Last year the Festival cost \$39,000 and the Committee started with a balance of just over \$4,000. This year they are starting with \$4,200 to put on a \$40,000 festival. He then presented a schedule for this year's festival, the 59th and commented that this year there will be all local talent performing during the festival.

The Dogwood Festival began as a fundraising event for uniforms for the William Byrd High School Band. This year presented a challenge in that Spring Break fell during the same time as the Festival. The Committee tried to change the schedule, but it did not work. So, this will be the first year that the actual WBHS Band will not be in the parade. However, the WBHS Band Alumni has organized a group and will be a part of the parade. Vice Mayor Nance and the Mayor both expressed appreciation for the Committee's hard work on the Festival every year.

Under citizen comments and petitions, Larry Mattox of Lee Avenue, commented on the Farmer's Market. He has an office across the street and would like for Council to reconsider the restrictive guidelines of the vendors who can set up at the Market. He introduced Mr. Barton and a gentleman named "Gabbie" who formerly set up at the Market from April until October selling hanging baskets and other items. On behalf of Mr. Barton, he would like for Council to reconsider these guidelines.

Mr. Hare asked what we do not allow. Mr. Mattox responded that Mr. Barton would bring his products consisting of produce, hanging baskets and would use half of the market space. A couple years ago a decision was made that vendors could set up at 7:00 a.m., but the products had to be removed from the Market at 3:30 p.m. With the amount of produce and hanging baskets that Mr. Barton would bring with him, by the time he unloaded, it would almost be time to load them back up again and leave. He is willing to come and bring his merchandise, but he needs the availability to leave it there overnight. Mr. Mattox also commented on the intersection at the Farmer's Market being the third busiest in the Town and that if the Market were open more, people would stop there.

The Mayor then commented that he understands that Mr. Barton would like to leave his produce overnight and also over the weekend and Mr. Mattox responded that is correct. The Mayor then asked about weekends where there are special events such as the Chamber's Mingle at the Market on Saturdays and would it work to have the produce removed on those occasions. Mr. Mattox responded that for six years it did not pose a problem and people that attended the Mingle at the Market actually bought produce when they left the event. Mr. Adams commented that five years ago, they did not have Mingle at the Market and Mr. Mattox corrected himself by saying that whatever functions were there at the time. After further comments regarding the Mingle at the Market events, Mr. Mattox stated that he did not feel like Mr. Barton would have any problem with the one weekend out of the month. The Mayor referred the matter to staff for review of the current regulations and to report back to Council.

The next item on the agenda was to consider adoption of Resolution appropriating funds in the amount of \$4,822.55 for the receipt of an insurance claim made on a Town vehicle involved in the snow storm of February 2014. The Town Manager commented this relates to an accident with one of our snow plows and our insurance reimbursement. The vehicle has been repaired and is back in operation. Mr. Altice made a motion that the Resolution be adopted as presented; the motion was seconded by Mr. Adams and carried by the following roll call vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None.

Adopted Resolution No. 2058 appropriating funds in the amount of \$4,822.55 for the receipt of an insurance claim made on a Town vehicle involved in the snow storm of February 2014

The next item was to consider the financial report for February 2014. Mr. Hare began by commenting that the Finance Committee met yesterday regarding the report. The General Fund is pretty much on target, but we do expect to miss our projected revenues due to the shortfall in the gain sharing and cigarette tax by approximately \$200,000. We do expect to recover some of this in higher revenues in other

areas such as sales tax, meals tax and in our investments. Also, the actions that our staff have taken to basically stop any CIP projects as well as putting a hold on all non-essential spending has helped to shorten the gap. The Utility Fund is doing okay.

We did review the financial report for the War Memorial and as of February, it has exceeded its revenue goals. There was a target of \$147,000 in the budget and it is at \$151,000. This figure does include a lot of pass-through costs, so overall the subsidy to the War Memorial is down about \$10,000 at this point.

Mr. Hare next commented that the Committee discussed some of the audit comments that we have had the past several years. There were five that we wanted to try to get removed, most relating to processes and controls. Four of those have been addressed with an action plan and this information has been sent to our auditors for their review.

Mr. Hare made a motion that the Financial Report for February be approved as presented; the motion was seconded by Mr. Altice and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None.

Approved Financial Report for
February 2014

The Mayor commented that Council will face some challenges with the upcoming budget. He mentioned that he would like for Council to have a retreat in the Fall and asked each of them to be considering some topics for discussion. He also expressed condolences to the family of Lynn Hale.

Comments from Council: Mr. Adams asked for an update on the issue of the 24-hour fire coverage. He also wanted to clear up a misconception about this issue in a recent newspaper article. He wanted to make it perfectly clear that at no time was he or any member of Council not respecting the paid Fire and EMS and volunteers with our comments. We need to make sure we have the protection we need in the Town and East Roanoke County, but we cannot give up one program for the other.

The Town Manager commented that he, the Mayor, Clay Goodman and Jason Peters met and came up with three ideas to help alleviate the second medic truck concern. Those ideas were brought back to County staff with Chief Burch and they have evaluated them and we are setting up a meeting for next week with the Mayor, Mr. Adams, representatives from the County Board of Supervisors as well as myself and Mr. Goodman to make sure that the two elected official bodies can come to some agreement of what level is within our resources to try and best address that concern. He expects to be able to make a presentation at

the next Council meeting of that proposal. Renovations are also part of the whole package. We had a proposal and were asked to consider another idea to try and find a solution that allows us to have a longer-term ability to house all of our staff together if we had to add more staff in the future. We met again and had an architect meet with us. The architect will present us with some schematics this Friday to have for our meeting next week.

Mr. Adams commented that he attended the Junior ROTC competitions at William Byrd of which his grandson was a part. They came in second overall and he congratulated them. Mr. Altice commented that he feels that we will be able to work out the issue regarding the EMS service and the service will not be penalized at all.

Vice Mayor Nance commented that he and Mr. Hare went by the After Prom Party at William Byrd before the event happened and they were amazed. He expressed thanks to all that put the time and effort in the event.

Mr. Nance also commented that the current financial report is not as bad as some reports we had three or four years ago. One revenue stream did not work so well and then our projection on what we were to receive on gain sharing was not where we expected it to be. However, the revenue streams from our businesses are positive in the Town. We have had to step back on some CIP items and staff has done a great job in managing the budget. Council is committed to provide 24-hour paid fire and we realize that for public safety reasons we have to provide it. We have some tough decisions, but we will be able to meet those challenges with the outstanding staff that we have and the will of this Council to do the right thing for this Town,

The Mayor in closing commented that he is proud to live in Vinton and that we have a staff and Council that works hard and cares as much about the Town as they do.

Vice Mayor Nance made a motion to adjourn the meeting; the motion was seconded by Mr. Hare and carried by the following vote, with all members voting: Vote 5-0; Yeas (5) – Adams, Altice, Hare, Nance, Grose; Nays (0) – None. The meeting was adjourned at 8:15 p.m.

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

May 6, 2014

Department

Police Department

Issue

Proclamation for National Police Week

Summary

In 1962, President John F. Kennedy declared May 15 as Peace Officers Memorial Day, and the week in which it falls as National Police Week. We would like to recognize our law enforcement officers that serve the Town with a proclamation which recognizes National Police Week.

Attachments

Proclamation

Recommendations

Read Proclamation



PROCLAMATION

WHEREAS, the Congress and President of the United States have designated May 15 as Peace Officers Memorial Day, and the week in which it falls as Police Week; and

WHEREAS, the members of the Vinton Police Department play an essential role in safeguarding the rights and freedoms of the citizens of the Town of Vinton; and

WHEREAS, it is important that all citizens know and understand the problems, duties and responsibilities of their police department, and that members of our police department recognize their duty to serve the people by safeguarding life and property, by protecting them against violence or disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, the Vinton Police Department has grown to be a modern and scientific law enforcement agency and provides a vital public service.

NOW, THEREFORE, I, Bradley E. Grose, Mayor of the Town of Vinton, and on behalf of Town Council and all our citizens, do hereby proclaim May 11, 2014 to May 17, 2014 as “**NATIONAL POLICE WEEK**” in the Town of Vinton and call upon all citizens of the Town of Vinton and surrounding areas that are served by the Vinton Police Department to observe this week and to join Town Council in recognizing officers for their faithful and loyal devotion to duty and dedicated service to their community.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 6th day of May, 2014.

Bradley E. Grose, Mayor



Town Council Agenda Summary

Meeting Date

May 6, 2014

Department

Public Works

Issue

Proclamation – Public Works Week

Summary

The **American Public Works Association** advocates the recognition and celebration of Public Works Week in all cities, counties, and towns across the U.S.

This year marks the fifty-fourth year of celebration. The Week calls attention to the importance of public works in community life. Well maintained infrastructure, streets, stormwater collection, water distribution, wastewater collection, traffic signals & signage; and effective services such as administration, snow removal, refuse collection, recycling, automotive & construction equipment maintenance are all vital to neighborhood quality of life and to the economic well being of the Town.

The Week seeks to enhance the prestige of the often-unsung heroes of our society-the professionals, who serve the public good every day, and often at night and on weekends, under all weather conditions with quiet dedication.

The theme of this year's celebration is, **“Building for Today, Planning for Tomorrow”**. This theme recognizes that what we do today is vital to a sustainable and vibrant tomorrow. Public works plays a key role in the planning, building and maintenance of infrastructure projects in the Town. Public Works services touch thousands of lives every day, 8,000 in the Town and another 5,000 in our East Roanoke County utility service area.

Traditionally, the week is recognized by proclamations from the U. S. Senate, U.S. House, and Governor of Virginia. This will be the ninth year of celebration in the Town of Vinton.

Attachments

Proclamation

Recommendations

Read Proclamation



PROCLAMATION

WHEREAS, public works services provided in the Town are an integral part of our citizens, institutions, businesses, and industries everyday lives and well-being; and

WHEREAS, public support of the importance of effective and efficient public works services such as street maintenance, sidewalk repair, solid waste collection, recycling, traffic signal & sign maintenance, snow & ice removal, stormwater collection, water production & distribution, and wastewater collection improves morale and performance of public works staff; and

WHEREAS, the health, safety, economic growth, and quality of life in our Town greatly depend on these vital Public Works services; and

WHEREAS, public works staff also provide critical response capabilities, experience, and support in times of emergency; and

WHEREAS, the efficiency of the qualified and dedicated people who staff public works is positively influenced by the citizens' attitude and understanding of the important services the staff provides.

NOW, THEREFORE, I, Bradley E. Grose, Mayor of the Town of Vinton, and on behalf of Town Council and all our citizens, do hereby proclaim May 18, 2014 to May 24, 2014 as **"PUBLIC WORKS WEEK"** in the Town of Vinton.

IN WITNESS WHEREOF, I have set my hand and caused the seal of the Town of Vinton, Virginia to be affixed on this 6th day of May, 2014.

Bradley E. Grose, Mayor



Town Council Agenda Summary

Meeting Date

May 6, 2014

Department

Administration

Issue

Consider adoption of a Resolution approving the 2014-2015 operating budget for the Roanoke Valley Regional Cable Television Committee.

Summary

The annual operating budget of the Roanoke Valley Regional Cable Television must be submitted for approval by each of the governing bodies after approval by the RVTV Committee. Elaine Bays-Murphy will be present at the meeting to make comments and answer any questions.

Attachments

RVTV Operating Budget-FY2015
Resolution

Recommendations

Motion to adopt Resolution

To: Roanoke Regional Cable Television Committee
From: Elaine Bays-Murphy, Director of Cable Access
Date: April 2, 2014
Re: FY 2014-2015 Operating Budget Proposal

BACKGROUND INFORMATION:

Roanoke Valley Television, RVTV Channel 3, is a Government & Educational Access Station, serving the City of Roanoke, Roanoke County, the Town of Vinton and their respective school systems. RVTV-3 was created in 1992 as an agreement between the three localities to form a Government & Educational Access Station.

The operational budget for RVTV is provided by the three local governments, and it is funded through the Virginia Communications Sales and Use Tax Revenue paid by Cox Communications (Attachment Page 5). The RVTV budget amount paid by each locality is based on the proportion of Cox Customers located in each jurisdiction.

For calendar year 2013, Cox Communications paid to the Commonwealth a total of \$2,350,891. The Commonwealth paid the three localities their appropriate share. Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.

City of Roanoke:	\$1,180,539
County of Roanoke:	\$1,067,229
Town of Vinton:	\$103,123
Total:	\$2,350,891 VA Communications Sales & Use Tax Revenue

RVTV has five full-time staff members. RVTV-3 produces Original Videos, Monthly Television Shows, and covers LIVE Government Meetings.

Roanoke Valley Television produced the following in 2013:

- **98 Original Television Shows**
(12) Inside Roanoke, (12) Roanoke County Today, (12) Spotlight On City Schools, (12) Accent Excellence, (4) Roanoke County Business Partners, (4) Recreation Television, (6) PLAYVvision
(12) Libraries Happenings
Total Production Minutes: 1,820 minutes
- **58 Regular Government Meetings**
(24) Regular Roanoke City Council, (22) Regular Roanoke County Board of Supervisors, (12) City Council Briefings
- **46 Original Video Productions**
(List of Video Productions on Attachment Pages 6 & 7)
Total Production Minutes: 706 minutes

Additionally, Roanoke Valley Television covered numerous Special Events including Ground Breakings, Dedication Ceremonies and News Conferences.

The approximate rate for video production work in the private sector is \$1,500 per finished minute. The approximate **RVTV Production Value for TV Shows & Video Productions is \$3,789,000.**
(Total value does not include Government Meetings).

BACKGROUND INFORMATION:

RVTV-3 Programming is uploaded to the RVTV Website www.rvttv.org

RVTV-3 YouTube Channel <http://bit.ly/1dO2KIS>

RVTV-3 Facebook Page <http://on.fb.me/1HIOEvb>



RVTv-3 Awards



**Silver PRSA Summit Award
"Choose Right! The Dangers of
Synthetic Drugs" Video**

FISCAL IMPACT:

The proposed FY2014/2015 Operating Budget request is \$398,028.

The proposed budget includes a 2% salary increase if approved by the Board of Supervisors.

The budget includes an 8% Health Insurance increase, and a 5% Dental Insurance increase. The proposed increase amount was recommended by the County Director of Finance for budgeting purposes.

The proposed \$398,028 is approximately **16% of the \$2,350,891 paid by Cox Communications** for the VA Communications Sales & Use Tax. Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.

City of Roanoke:	\$1,180,539
Roanoke County:	\$1,067,229
Town of Vinton:	\$103,123
Total:	\$2,350,891

The Operational Budget for RVTV is provided by the three localities based on the proportion of Cox Customers located in each jurisdiction.

Cox calculates the percentage of subscribers (December 31, 2013) in each locality as follows:
(2012 number of subscribers in parenthesis)

Locality	Subscribers	Percentage
City	23,373 (23,692)	52% (52%)
County	19,954 (20,221)	44% (44%)
Vinton	1,960 (1,994)	4% (4%)
Total	45,287 (45,907)	100% (100%)

Based on the above percentages, each member's contribution to the FY2014/2015 budget of \$398,028 is:

	2013/2014 Budget	2014/2015 Budget
City	\$199,117	\$206,975
County	\$168,483	\$175,132
Vinton	\$15,317	\$15,921
Total	\$382,917	\$398,028

*In addition to the City's share of the above budget of \$398,028, the City will also pay \$3,360 for closed captioning for City Council Briefings.

ATTACHMENTS:**RVTV Proposed 2014 – 2015 Budget**

		2013-2014 Budget	Proposed 2014 - 2015	Remaining Balance	% Expended (01/31/14)
1010	Regular (+2%)	209,851.00	214,048.00	84,750.19	59.61
2100	FICA (7.65%)	16,055.00	16,375.00	6,831.93	57.45
2200	Retirement – VRS (11.12%)	21,091.00	23,802.00	8,788.64	58.33
2202	Deferred Comp Match (650 x 3)	1,950.00	1,950.00	750.00	61.54
2300	Group Health Insurance (Actual \$38,838 + 8%)	37,652.00	41,945.00	14,436.50	61.66
2310	Group Dental Insurance (+5%)	2,003.00	2,175.00	794.80	60.32
2400	VRS Life (1.32%)	2,497.00	2,825.00	1,040.30	58.34
2500	Long Term Disability Insurance	673.00	673.00	476.72	29.17
2750	VRS Retiree Health Credit	525.00	525.00	218.96	58.29
3013	Professional Services – Other (Closed Captioning)	27,500.00	27,500.00	18,429.27	40.28
3013A	CC – City Council Briefings		* City Only		
3204	Repairs Vehicles (By Garage)	300.00	300.00	-138.60	146.20
3209	Repairs (Other Equipment)	1,000.00	1,000.00	1,000.00	00.00
3305	Maintenance Service Contracts (Telephone \$550 Website \$1,654)	550.00	2,204.00	154.00	72.00
5210	Postage	50.00	50.00	-61.37	222.74
5230	Telephone	3,400.00	3,400.00	1,215.58	64.25
5233	Internet	1,390.00	1,390.00	580.80	58.22
5235	Cellular Phones (2 Smart Phones)	1,200.00	1,200.00	723.40	39.72
5305	Motor Vehicle Insurance	1,200.00	1,250.00	-20.00	101.67
5308	General Liability Insurance	2,730.00	2,840.00	367.00	86.56
5420	Lease/Rent of Buildings (8 x \$3,615.31 4 x \$3,723.77)	42,542.00	43,818.00	17,971.93	57.76
5501	Travel (Mileage)	100.00	100.00	34.74	65.26
5520	Dinner Meetings & Luncheons	150.00	150.00	150.00	100.00
5801	Dues & Association Membership (Public Relations Society of America)	308.00	308.00	00.00	100.00
6010	Office Supplies – General	500.00	500.00	236.43	52.71
6013	Small Equipment & Supplies	2,000.00	2,000.00	461.52	65.30
6014	Video Supplies	4,000.00	4,000.00	2,433.44	39.16
6080	Gas, Oil & Grease	1,500.00	1,500.00	904.09	39.73
6091	Tires, Tubes & Parts	200.00	200.00	-23.08	111.54
Total		\$382,917.00	\$398,028.00	161,818.76	58.05%

*In addition to the City's share of the above budget of \$398,028, the City will also pay \$3,360 for closed captioning for City Council Briefings. RVTV expended 97.50% of the 2012/2013 Budget.

**RVTV Financial Report
Current Account Balances as of January 31, 2014**

273200 (Operating Budget)	\$161,818.76
273450 (Cox Cable Capital Grant)	\$996,605.06
(Balance includes accrued interest.)	
273500 (Operating Surplus).....	\$34,699.91
(\$15,000 Minimum Balance to be maintained in the account)	

Account 273500 (Operating Surplus) represents the unused funds from the Operating Budget since 1992. RVTV does not lose these funds at the end of the fiscal year, rather they are rolled over into this savings account.

**2013 Virginia Communications Sales and Use Tax Revenue
Paid by Cox Communications to the
Commonwealth of Virginia for the Benefit
of the City of Roanoke, County of Roanoke, and Town of Vinton**

Starting on January 1, 2007, the Virginia Communications Sales and Use Tax Act of 2006 (Va. Code 58.1-645 et seq.) required Cox Communications, as well as other cable television providers, to pay a five percent (5%) sales or use tax to the Commonwealth of Virginia in place of paying franchise fees to the localities, including the City of Roanoke, County of Roanoke, and Town of Vinton. Under the Act, the Commonwealth pays the amount of revenues it receives from cable television providers, like Cox, to the localities.

For the calendar year 2013, Cox Communications paid to the Commonwealth of Virginia a total of **\$2,350,891**. The Commonwealth of Virginia paid to the three localities the appropriate share of this total amount as a replacement amount for the franchise fees. Amounts do not represent the adjusted amount paid by the Commonwealth to the localities.

City of Roanoke:	\$1,180,539
Roanoke County:	\$1,067,229
Town of Vinton:	\$103,123
Total:	\$2,350,891

RVTV 2013 Edited Video Productions

Title	Client	Length
E-911 Center Video	Roanoke County	15:00
Regional Ec. Development Summit	Roanoke County	60:00
Star City Reads Breakfast	Roanoke City	28:00
ECC On-Line Citizen Satisfaction PSA	Roanoke County	:30
(3) Anti-Bullying PSAs	City Schools	:30 each
Arbor Day Celebration	Town of Vinton	3:00
Arts & Entertainment Conference	Roanoke County	18:00
Bear Proof Trash Container Demo	Roanoke County	10:00
Career, Lifestyle, Financial Fair PSA	Roanoke City	:30
Pension Plan Video	Roanoke City	6:00
Roanoke River Stream Health PSA	Roanoke City	:30
VIN Etching PSA	Roanoke Police Dept.	:30
Citizen of the Year PSA	Roanoke City	:30
Business Appreciation Week Breakfast	Roanoke County	37:00
Ardagh Ec. Development Announcement	Roanoke County	36:00
Lead Safe Video	Roanoke City	6:00
State of the City Address	Roanoke City	28:00
Roanoke VML Music Video	Roanoke City	3:30
Elmwood Park Ribbon-Cutting	Roanoke City	25:00
Roanoke Arts Summit	Roanoke City	57:00
(2) Summer Reading PSAs	Roanoke City	:30 each
New GIS Demo Video	Roanoke City	6:00
Teacher of the Year Banquet	City Schools	15:00
Synthetic Drugs Video	City Police Dept.	11:00
Army Birthday/Flag Day Celebration	Town of Vinton	10:00
HR Benefits Video	Roanoke County	39:00
Part-Time Training Video	Roanoke County	11:00
Medieval Faire PSA	Roanoke County	:30
Christmas Parade PSA	Town of Vinton	:30
Zombie Run Highlight Video	Roanoke County	3:30
State of the County Address	Roanoke County	50:00
Burton Center for Arts & Technology	County Schools	15:00
10 Years Music Excellence Concert	County Schools	22:00
Christmas Tree Lighting PSA	Roanoke County	:30

Vinton Christmas Parade PSA	Town of Vinton	:30
Vinton Library Construction Launch	Town of Vinton	16:00
State of the Town Address	Town of Vinton	27:00
County Investiture Ceremony	Roanoke County	47:00
Holiday Safe Driving PSA	Roanoke County Police Dept.	:30
Tons of Fun PSA	Roanoke County	:30
(2) RACAP PSAs	Roanoke County	:30 each
Hoarding Seminar	Roanoke City	57:00
City Investiture Ceremony	Roanoke City	34:00
Municipal Volunteer PSA	Roanoke City	:30
Leadership College PSA	Roanoke City	:30
Countryside Park PSA	Roanoke City	:30
Total Minutes Produced		706 minutes

2013 Total Video Productions

Total Productions	City of Roanoke	Roanoke County	Town of Vinton
120	66	48	6
Percentage	55%	40%	5%



Town Council Agenda Summary

Meeting Date

May 6, 2014

Department

Administration

Issues

Consider adoption of a Resolution authorizing the Town Manager to execute current and future agreements and any modifications with the Virginia Department of Transportation for road system enhancements.

Summary

The Federal Highway Administration requires documentation of the chief administrative heads signatory authority for the local government. Since the Town is receiving RSTP funds through a disbursement from the regional Metropolitan Planning Organization, the Town must have a policy or resolution stating that the Town Manager has signatory authority and has been granted that by the Town Council and Mayor.

The attached Resolution was drafted in cooperation with the Virginia Department of Transportation with language that VDOT has used with other jurisdictions successfully. The Resolution is purposefully generic so that it can be used for other projects in the future where FHA money is utilized. A Resolution, such as the one attached, must be submitted with every application.

There is currently no language stating this in the Town Charter, Town Code or through any other Resolution.

Attachments

Resolution

Recommendations

Motion to adopt Resolution

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, MAY 6, 2014, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179

WHEREAS, the Town of Vinton, along with Roanoke County and the City of Roanoke pursuant to ordinance, have established the Roanoke Valley Regional Cable Television Committee, in part to assist with the development of educational channels and governmental access cable programming; and

WHEREAS, each member jurisdiction annually approves the operating budget prepared by the Cable TV Government Access Director and recommended by the Roanoke Valley Regional Cable Television Committee for operation of the cable access Channel 3.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby approve the 2014-2015 operating budget for Roanoke Valley Regional Cable Television Committee in the amount of \$398,028 , of which Vinton's allocation based on subscribers is four percent (4%), or the amount of \$15,921 of the total budget.

This Resolution shall be effective from and after the date of its adoption.

This Resolution adopted on motion made by Council Member _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk

RESOLUTION NO.

AT A REGULAR MEETING OF THE VINTON TOWN COUNCIL HELD ON TUESDAY, MAY 6, 2014, AT 7:00 P.M. IN THE COUNCIL CHAMBERS OF THE VINTON MUNICIPAL BUILDING, 311 SOUTH POLLARD STREET, VINTON, VIRGINIA 24179

WHEREAS, the Town of Vinton desires to have and maintain a safe and efficient road system; and

WHEREAS, from time to time the Town of Vinton and the Virginia Department of Transportation (VDOT) work together enhance the road system; and

WHEREAS, certain agreements between the Town of Vinton and VDOT must be executed for this cooperative work to be accomplished.

NOW, THEREFORE, BE IT RESOLVED that the Vinton Town Council does hereby authorize the Town Manager to execute current and future agreements and any modifications to such agreements with VDOT.

This Resolution adopted on motion made by Council Member _____, seconded by Council Member _____, with the following votes recorded:

AYES:

NAYS:

APPROVED:

Bradley E. Grose, Mayor

ATTEST:

Susan N. Johnson, Town Clerk



Town Council Agenda Summary

Meeting Date

May 6, 2014

Department

Emergency Services

Issue

Review of proposed updates to the Town of Vinton Emergency Operations Plan

Summary

The Virginia Department of Emergency Services (VDEM) requires a locality that chooses to have an emergency services program, to have an Emergency Operations Plan (EOP) that is approved by the governing body of that locality. The EOP is required to be re-approved by the governing body every four years.

The plan presented to you has been reviewed and updated from the 2010 approved EOP and is now ready for your review before presenting it for formal approval at the next Council meeting.

Attachments

Emergency Operations Plan

Recommendations

No action required

DRAFT

TOWN OF VINTON



EMERGENCY OPERATIONS PLAN

JUNE 2014

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Executive Summary
Town of Vinton Emergency Operations Plan

The Town of Vinton Emergency Operations Plan (EOP) has been revised as required by the Commonwealth of Virginia Emergency Services and Disaster Laws of 2000, as amended, § 44-146.13 to § 44-146.29:2.

The revised plan is an accurate and appropriate reflection of how the town will address natural and man-made disasters and events as they develop. The revised plan is based on current resources available at the local level.

The plan has been re-formatted to conform to the recommendations of the Virginia Department of Emergency Management, the National Response Framework (NRF), the National Incident Management System (NIMS), and the Incident Command System (ICS).

The EOP consists of a basic plan followed by the Emergency Support Functions (ESFs), Support Annexes, and Incident Annexes.

The Basic Plan establishes the legal and organizational basis for emergency operations in the Town of Vinton to effectively respond to and recover from all-hazards and emergency situations.

The Emergency Support Functions group resources and capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.

The Support Annexes describes the framework through which local departments and agencies, the private sector, volunteer organizations, and nongovernmental organizations coordinate and execute the common functional processes and administrative requirements necessary to ensure efficient incident management. The actions described in the Support Annexes are not limited to particular types of events but are overarching in nature and applicable to nearly every type of incident. In addition, they may support several ESFs.

The Incident Annexes address contingency or hazard situations requiring specialized application of the EOP. Incident Annexes are organized alphabetically. The overarching nature of functions described in these annexes frequently involves either the support to, or the cooperation of, all departments and agencies involved in incident management efforts. In some cases, actions detailed in the annex also incorporate various components of local agencies and other departments and agencies to ensure seamless integration of and transitions between preparedness, prevention, response, recovery, and mitigation activities.

In addition to the Executive Summary, included in the Basic Plan is a Board Resolution. The purpose of this resolution is two fold. First, it serves as the format for formal adoption of the Town of Vinton Emergency Operations Plan. Second, it charges and authorizes the Director or his/her designee with the responsibility of maintaining this plan over the next four (4) years, when it will once again come before this Board for formal adoption.

Forward

On February 28, 2003, President George W. Bush issued Homeland Security Presidential Directive-5, the purpose of which is to enhance the ability of the United States of America to manage domestic incidents by establishing a single, comprehensive national incident management system.

To implement this directive, the Secretary of Homeland Security was charged to develop and publish an initial version of the National Response Plan. The initial version of that document was published and released to all federal agencies with instructions to make initial revisions to existing plans by July 1, 2003. Further, they are to submit a plan for implementation and adoption of the National Incident Management System to the Secretary and the Assistant to the President for Homeland Security by September 1, 2003.

The ability to interact effectively and efficiently with officials of the Commonwealth of Virginia and the various federal agencies involved during major disasters is paramount. It is for that reason the Government of **Town of Vinton** has elected to model its **All Hazard-All Disciplines Plan** after the Federal Response Plan as amended in January 2003, the National Response Framework published January 2008, and the existing Commonwealth of Virginia Plans.

This approach allows for maximum interaction at all levels of government, it ensures the development of public-private partnerships which are critical in times of disaster, and it facilitates change as necessary in changing times and situations.

All staff are directed to review this document and become familiar with their specific roles and responsibilities.

Thank you.

Signature of Mayor or Town Manager

NOTE: Resolution to include Responsibility & Authority to maintain up to date until next adoption.

Board Resolution

**Resolution
Emergency Operations Plan**

WHEREAS the Town Council of the Vinton, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

WHEREAS the Town of Vinton has a responsibility to provide for the safety and well being of its citizens and visitors; and

WHEREAS the Town of Vinton has established and appointed a Director and Coordinator of Emergency Services.

NOW, THEREFORE, BE IT RESOLVED by the Town Council of Vinton, Virginia, this Emergency Operations Plan as revised is officially adopted, and

IT IS FURTHER RESOLVED AND ORDERED that the Director of Emergency Services, or his/her designee, are tasked and authorized to maintain and revise as necessary this document over the next four (4) year period or until such time be ordered to come before this board.

Mayor, Town of Vinton

ATTEST:

Town of Vinton Clerk

Adopted this ___ day of _____ 20__

INTRODUCTION

The Town of Vinton is vulnerable to a variety of hazards such as flash flooding, hurricanes, tropical storms, river flooding, winter storms, wildfires and resource shortages. To respond effectively to any emergency of a size or complexity beyond routine response systems, it is critical that all Town of Vinton public officials, departments and agencies, non-governmental emergency organizations and the public understand their roles and responsibilities. These non-routine responsibilities begin as the incident is recognized and response ensues, and become particularly important as command organizes beyond the initial reactive phase of first responders.

A planned-for and coordinated response on the part of state and local officials in support of in-the-field emergency responders can save lives, protect property, and more quickly restore essential services. The foundation for this coordinated response is established through the Town of Vinton Emergency Operations Plan (EOP). The "*Commonwealth of Virginia Emergency Services and Disaster Laws of 2000*", as amended (*Code of Virginia, § 44-146.13 to 44-146.29:2*) requires that state and local governments develop and maintain current Emergency Operations Plans (EOP) in order to be prepared for such events.

The Town of Vinton Emergency Operations Plan (EOP) consists of a basic plan followed by the Emergency Support Functions, Support Annexes, and finally Incident Annexes.

PLAN PREFACE

The following items are included in the Town of Vinton EOP:

- Table of contents
- Promulgation statement
- Executive Summary
- Record of changes
- Distribution list
- Basic Plan
- Emergency Support Functions
- Support Annexes
- Incident Annexes

PREFACE

Virginia is continuously threatened by emergency and disaster situations such as terrorist attacks, flash flooding, hurricanes, hazardous materials incidents, and resource shortages. The Virginia Emergency Services and Disaster Law of 2000 requires that the state, and each county and city within the state develop and maintain a current Emergency Operations Plan (EOP) which addresses their planned response to such extraordinary emergency situations. This plan for Town of Vinton is designed to meet this responsibility and to include the town in the mutually supportive statewide emergency management system.

The Town of Vinton **Emergency Operations Plan** actually consists of three plans. The development and maintenance of these plans is the basis of the local emergency management program.

- A. The **Basic Plan** describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations that are either part of, or will serve in support of, local government in time of emergency. It becomes the organizational and legal basis for emergency operations. ESFs and hazard-specific annexes to the Basic Plan provide additional guidance and set forth detailed procedures as needed to assure an appropriate level of emergency preparedness.
- B. The **Emergency Support Functions** group resources and capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations.
- C. The federal **Superfund and Reauthorization Act (SARA Title III)** requires the development and maintenance of detailed procedures for identifying facilities with extremely hazardous materials and for assuring an adequate emergency response capability by these facilities and by local emergency services. A separately published SARA Title III Plan has been developed which supplements the EOP by providing additional procedures for a hazardous materials incident response.

The Town of Vinton has formed and maintained a good partnership with the County of Roanoke. The advantages of the partnership are many, particularly concerning delivery of public safety services to the citizens in our respective localities. The Town of Vinton is able to utilize all facets of the Roanoke County Emergency Operations Plan and get immediate support from first responders and support personnel indicated in their plan.

BASIC PLAN

Purpose

The purpose of this Basic Plan is to establish the legal and organizational basis for operations in the Town of Vinton in response to any type of disaster or large-scale emergency situation. It assigns broad responsibilities to local government agencies and support organizations for disaster mitigation, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for peacetime and war-caused disasters set forth the concepts and procedures whereby the town can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following such an emergency or disaster situation.

Situation and Assumptions

The Town of Vinton is located in Roanoke County, and is bordered on its western and northern limits by the City of Roanoke. To the east lie Roanoke County and the Blue Ridge Parkway, and to the south is the Roanoke River.

Vinton's history began long before the Town was chartered in 1884. The Town can trace its heritage back to the mid-1700's when the area was first settled and even farther back in time when the area was part of an Indian trail which led to the Carolinas. Settlers began moving into the Roanoke Valley area in the mid-1700's to take advantage of the fertile land and abundant water supply.

The Town of Vinton was incorporated by the Virginia General Assembly on March 17, 1884, with a population of 584 and a land area of 1.5 square miles. Following incorporation, Vinton experienced continued development. Much of the development in the Town resulted from the spin-off of economic growth occurring in Roanoke. The economic and social linkages formed between Roanoke and Vinton in the late 1800's have continued through to the present.

Demographic	Percentages/Numbers
Population	9,098
Number of Households	2,174
Average Age of Resident	39 years old
Persons under 5 years old	540
Persons under 18 years old	6,001
Person 65 years old and over	1,282
Persons with a disability, age 5 and older	1,764
Persons below poverty, 2004	738
Persons of Caucasian Race	7,285
Persons of African American Race	352
Persons of Hispanic or Latino Race	230
Persons of Other Races	87

Table No. 1 - Demographic Data

B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies, which have been assigned emergency duties in addition to their primary day-to-day functions:

1. Town Council
2. Town Manager
3. Roanoke County School System
4. Roanoke County/Vinton Health Department
5. Roanoke County Social Services Department
6. Other Town Departments
7. American National Red Cross, Roanoke Chapter
8. Quasi-public relief organizations

C. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 provides that emergency services organizations and operations be structured around existing constitutional government. Following is a list of duties and assigned responsibilities for emergency operations in the Town of Vinton.

1. Director of Emergency Services
Coordinator of Emergency Services
Public Information Officer
 - a. Continuity of government
 - b. Direction and control of emergency operations
 - c. Submission of state-required reports and records
 - d. Initial warning and alerting
 - e. Emergency public information
 - f. Damage assessment
 - g. Coordination of disaster assistance and recovery
2. Police Department
 - a. Law enforcement
 - b. Communications
 - c. Crowd control
 - d. Initial warning and alerting
 - e. Security of emergency site, evacuated areas, shelter areas, vital facilities and supplies
 - f. Traffic control
 - g. Evacuation and access control of threatened areas
 - h. Assist the Health Department with identification of deceased persons
3. Vinton Fire and EMS Services (Vinton Fire-EMS, Vinton Volunteer Fire Department, Vinton Volunteer First Aid Crew)
 - a. Fire prevention and suppression
 - b. Communications
 - c. Emergency medical treatment
 - d. Hazardous materials incident response and training
 - e. Radiological monitoring and decontamination
 - f. Assist with evacuation
 - g. Search and rescue
 - h. Temporary shelter for evacuees

i. Assist in initial warning and alerting

4. Roanoke County School System
Superintendent of Schools
 - a. Provide facilities for the reception and care of evacuees
 - b. Mass feeding facility
 - c. Evacuation transportation
5. Department of Social Services
American National Red Cross, Roanoke Chapter
The Salvation Army
 - a. Reception and care of evacuees
 - (1) Provide registration and record keeping
 - (2) Provide mass feeding
 - (3) Provide crisis-counseling services as required
 - b. Provide emergency welfare services for displaced persons
 - c. Coordinate the services of quasi-public and volunteer relief organizations
 - d. Provide special assistance for the elderly and handicapped as required.
6. Roanoke County/Vinton Health Department
 - a. Coordinate hazardous waste management and enforcement
 - b. Epidemic control measures
 - c. Assist with medical support to persons in shelters
 - d. Issue health advisories
 - e. Emergency mortuary and interment coordination
 - f. Insect and rodent control
 - g. Inspection of food, milk, and water supply. Assure the continued supply of potable water.
 - h. Coordination and control of biologicals and radiologicals
 - i. Identification of deceased, assisted by the local and State Police and Medical Examiners Office
 - j. Coordination with area hospitals
 - k. Assure the provision of minimum essential sanitation services
7. Vinton Volunteer Rescue Squads/Career EMS Division
 - a. Rescue operations, to include emergency medical transportation and first aid
 - b. Assist with the evacuation of endangered areas
 - c. Assist with the dissemination of warnings
 - d. Assist with radiological monitoring
 - e. Other functions as set forth in the Virginia Association of Volunteer Rescue Squads Operations Plan
 - f. Search and rescue
8. Public Works Department
 - a. Coordinate the maintenance and continued operation of water and sewer.

- b. Assist in identifying essential facilities
 - c. Debris removal
 - d. Assist with assuring the continued supply of potable water
 - e. Assist with providing minimum essential sanitation service
 - f. Assist with damage assessment
 - g. Assist with hazardous material clean up
9. Roanoke County Building Division, Vinton Planning and Zoning
- a. Ensure that all construction that occurs within the town is in compliance with the town's comprehensive plan, zoning, and land-use regulations
 - b. Conduct inspections to enforce and carry out the jurisdiction's building codes (i.e., structural, mechanical, electrical, etc.)
 - c. Provide maps, charts, and population data as necessary
 - d. Assist with damage assessment following a disaster
 - e. Inspect buildings following a disaster for structural, electrical, gas, plumbing, and mechanical damage before permitting reoccupancy
 - f. Ensure that all repairs and rebuilding complies with county's building codes, as well as the town's zoning, and land-use regulations
 - g. Debris removal
10. Carilion Clinic
- a. Provide emergency medical services
 - b. Assist in expanding medical and mortuary services to other facilities if required
11. Town Attorney
- a. Advise the town concerning legal responsibilities, powers, and liabilities regarding emergency operations and post-disaster assistance.
 - b. Assist Town Manager and the Town Council with maintaining continuity of government
12. Roanoke County Real Estate Assessment
- a. Assist in the collection, compilation of damage assessment following a disaster

Concept of Operations

A. General

1. The Commonwealth of Virginia Emergency Services and Disaster Law of 2000 provides that emergency services organizations and operations will be structured around existing constitutional government. The Vinton organization for emergency operations consists of existing government departments and private emergency response organizations.
2. The Director of Emergency Services is the Town Manager. The day-to-day activities of the emergency preparedness program have been delegated to the Coordinator of Emergency Services. The Director, in conjunction with the Coordinator of Emergency Services, will direct and control emergency operations in time of emergency and issue directives to other

services and organizations concerning disaster preparedness. Emergency public information will be addressed at time of need.

3. The Coordinator of Emergency Services, assisted by the Assistant to the Town Manager and department heads, will develop and maintain a preliminary Emergency Operations Center (EOC) from which to direct operations in time of emergency. This preliminary EOC will be established for incidents that are of smaller scale and short duration (I.E. weather events that don't cause major disruptions to services or infrastructure, etc). The preliminary EOC is currently located in the lower level of the Municipal Building in the Police Department, Vinton, Virginia. The primary EOC facility is located at the Roanoke County Public Safety Center, 5925 Cove Road, Roanoke, VA 24019.
4. The day-to-day activities of the emergency management program include developing and maintaining an Emergency Operations Plan, maintaining the Town EOC in a constant state of readiness, and other responsibilities as outlined in local and state regulations.
5. A local emergency may be declared by the Director of Emergency Services or the Coordinator of Emergency Services with the consent of the Town Council (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance thereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.
6. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services will determine the need to evacuate large areas and will issue orders for evacuation or other protective action as needed. The Police Department will implement evacuation and provide security for the evacuated area.
7. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services will notify the Virginia Department of Emergency Management via WebEOC immediately upon the declaration of a local emergency. Daily situation reports are also required. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a federal disaster be declared.
8. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities. Reference the annexes and appendices to this plan. Additional guidance is contained in the SARA Title III Plan.
9. The Coordinator of Emergency Services will assure compatibility between the town's Emergency Operations Plan and the plans and procedures of key facilities and private organizations within the town as appropriate.
10. The town must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the state or federal government after a natural or man-made disaster. All appropriate locally available forces and resources will be fully committed before requesting assistance from the state. Requests for assistance will be made through the State EOC to the State Coordinator through WebEOC.

11. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services, with support from designated local officials, will exercise direction and control from the EOC during disaster operations. The EOC may be partially or fully staffed depending on type and scope of the disaster. The EOC will provide logistical and administrative support to response personnel deployed to the disaster site(s). Available warning time will be used to implement increased readiness measures which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters.
12. The heads of operating agencies will develop and maintain detailed plans and standing operating procedures necessary for their departments to effectively accomplish their assigned tasks. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required. Accurate records of disaster-related expenditures will be maintained. All disaster-related expenditures will be documented to provide a basis for reimbursement should federal disaster assistance be needed. In time of emergency, the heads of town offices, departments, and county agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations. Department and agency heads will establish lists of succession of key emergency personnel.
13. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
14. Declaration of a Local Emergency
 - a. The Vinton Town Council, by resolution, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering.
 - b. A declaration of a local emergency activates the response and recovery programs of all applicable local and interjurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those plans. In the event the Council cannot convene due to the disaster, the Director of Emergency Services, or any other Emergency Services staff in his absence, may declare a local emergency to exist subject to confirmation of the entire Board, within fourteen days of the declaration. The Director of Emergency Services or, in his absence, the Coordinator of Emergency Services will advise the State EOC immediately following the declaration of a local emergency.
 - c. When local resources are insufficient to cope with the effects of a disaster and the town requests state assistance, the following procedures will apply. The Director of Emergency Services, by letter to the State Coordinator of Emergency Management, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, state assistance is being requested and, if appropriate, recommend that the Governor declare a state of emergency. A copy of the resolution declaring a local emergency to exist should accompany this letter.

15. The State Emergency Operations Plan requires the submission of the following reports by local government in time of emergency.

Daily Situation Report
 Damage Assessment Report
 After-Action Report

16. Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the local Director of Emergency Services or his designated representative, mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.
17. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from Vinton to assist adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the Director of Emergency Services or, in his absence, the Coordinator of Emergency Services when he/she determines that such assistance is necessary and feasible.
18. The Vinton Director of Emergency Services, the Coordinator of Emergency Services, and the Roanoke County Department of Social Services will assist disaster victims in obtaining post-disaster assistance, such as temporary housing and low-interest loans.
19. This plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:
 - a. Any disaster threatens or occurs in the town and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 2000.
 - b. A state of emergency is declared by the Governor.
20. The Director of Emergency Services, assisted by the Coordinator of Emergency Services has overall responsibility for maintaining and updating this plan. It should be updated, improved based on lessons learned, and republished following an actual or threatened emergency situation. In the absence of such a situation, it should be updated annually, preferably after a training exercise or drill, as needed. The Coordinator will have the EOP readopted every four years. Guidance and assistance is provided by the Virginia Department of Emergency Management. A plan distribution list must be maintained. See Attachment 1. Responsible individuals and officials should recommend to the Director of Emergency Services or the Coordinator of Emergency Services appropriate improvements and changes as needed based on experiences in emergencies, deficiencies identified through drills and exercises, and changes in government structure.

B. Operations Periods

1. Normal Operations

Emergency operations plans and procedures will be developed and maintained. Training and test exercises will be conducted periodically as required to maintain readiness.

2. Increased Readiness

When a peacetime disaster threatens, all agencies having responsibilities will take action as called for in their respective functional annex. (Example: flash flood watch.)

3. Emergency Operations

Full-scale operations and a total commitment of staff and resources are required to mobilize and respond in time of emergency. The local EOC must direct and control all emergency operations. A local emergency should be declared. Damage assessment begins. There are two phases of emergency operations:

a. Mobilization Phase

Conditions worsen requiring full-scale mitigation and preparedness activities. (Example: flash flood warning.)

b. Response Phase

Disaster strikes. An emergency response is required to protect lives and property.

4. Recovery

Recovery is both a short-term and a long-term process. Short-term operations restore vital services to the community and provide for basic needs to the public. Long-term recovery focuses on restoring the community to its normal, or to an improved, state of affairs. Examples of recovery actions are the provision of temporary housing and food, the restoration of non-vital government services, and the reconstruction of damaged areas.

Exercises and Training

- A. Trained and knowledgeable personnel are essential for the prompt and proper execution of the Vinton Emergency Operations Plan and subplans. Vinton will ensure that all response personnel have a thorough understanding of their assigned responsibilities in a disaster situation, as well as how their role and responsibilities interface with the other response components of the Vinton Emergency Operations Plan. All personnel will be provided with the necessary training to execute those responsibilities in an effective and responsible manner.
- B. The Emergency Services Coordinator/Director is responsible for the development, administration, and maintenance of a comprehensive training and exercise program tailored to the needs of Vinton. This program will be comprised of a general core, functionally specific, as well as on-going refresher training programs designed to attain and sustain an acceptable level of emergency preparedness for Vinton.
- C. Training will be based on federal and state guidance. Instructors will be selected from Vinton government officials and staff, federal and state governments, private industry, the military, as well as quasi-public and volunteer groups trained in emergency services and response. All training and exercises conducted in Vinton will be documented. Training needs will be identified and records maintained for all personnel assigned emergency response duties in a disaster.

- D. The Coordinator of Emergency Services will develop, plan, and conduct functional and/or full-scale exercises annually. These exercises will be designed to not only test the Vinton Emergency Operations Plan and subplans, but to train all appropriate officials, emergency response personnel, town employees, and improve the overall emergency response organization and capability of Vinton. Quasi-public and volunteer groups and/or agencies will be encouraged to participate. Deficiencies identified by the exercise will be addressed immediately.

Concurrent Implementation of Other Plans

The Local Emergency Operations Plan (EOP) is the core plan for managing incidents and details the local coordinating structures and processes used during incidents. Other supplemental agency and interagency plans provide details on the authorities, response protocols, and technical guidance for responding to and managing specific contingency situations (such as hazardous materials spills, wild land fires, etc.). In many cases these local agencies manage incidents under these plans using their authorities. These supplemental agency or interagency plans may be implemented concurrently with the EOP, but are subordinated to the overarching core coordinating structures, processes, and protocols detailed in the EOP.

Organization Structure

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

- Incident Command Posts, on-scene using the Incident Command System;
- Area Command (if needed);
- Emergency Operations Centers;
- Emergency Support Functions;
- Joint Field Office (JFO), which is responsible for coordinating Federal assistance supporting incident management activities locally;
- Local Department of Emergency Management;
- Director of Emergency Services;
- Coordinator of Emergency Services; and
- Incident Commander

Sequence of Actions

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

Non-Emergency/Normal Operations

These are actions that are implemented during non-emergency or disaster periods that will prepare the Town of Vinton for potential emergency response if necessary:

- Public information and educational materials will be provided to the public via municipal newsletters, brochures, publications in telephone directories, municipal web-sites and other media;
- Develop, review and exercise emergency operations plans and standard operating procedures;
- Assure the viability and accuracy of emergency contact lists, resource lists and emergency contracts; and
- Conduct response and incident management training.

Pre-Incident Actions

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

Some issues to consider at this point in the incident are:

- Communication alert & warning;
- Public health and safety;
- Responder health and safety;
- Property protection;
- Possible partial activation of the EOC;
- Brief the local governing body of the impending situation;
- Alert emergency response personnel and develop a staffing pattern;
- Coordinate with external agencies (i.e. Health Department, American Red Cross, etc.); and
- Determine any protective action measures that need to be implemented in preparation for the situation.

Response Actions

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

- Need for Law Enforcement services;
- Protection of responder health and safety;
- Fire;
- Emergency medical services;
- Evacuations;
- Dissemination of public information;
- Actions to minimize additional damage;
- Urban search and rescue;
- Public health and medical services;
- Distribution of emergency supplies;
- Debris clearance;
- Protection and restoration of critical infrastructure;

- Daily functions of the government that do not contribute directly to the emergency operation may be suspended for the duration of the emergency response;
- Efforts and resources may be redirected to accomplish an emergency task;
- Implement evacuation orders as needed;
- Open and staff emergency shelters as needed; and
- Submit Situation Reports to the Virginia Emergency Operations Center (VEOC).

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

Recovery Actions

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

- Initial damage assessment—within 72 hours of impact, complete and submit an Initial Damage Assessment (IDA) to the VEOC;
- Assess local infrastructure and determine viability for re-entry of residents;
- Begin immediate repairs to electric, water, and sewer lines and pumping stations;
- Assess long-term recovery needs;
- Begin cleanup and restoration of public facilities, businesses, and residences;
- Re-establishment of habitats and prevention of subsequent damage to natural resources; and
- Protection of cultural or archeological sites during other recovery operations.

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

Mitigation Actions

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

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

- Implement mitigation measures in the rebuilding of infrastructure damaged in the event

Declaration of Local Emergency

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

Activation of the EOC

The Director / Coordinator of Emergency Services may activate the EOC if the following conditions exist:

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

Availability of staff and operational needs may allow or require positions to be combined, or positions to not be filled (responsibilities held by the next higher position).

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

Authorities and References

The organizational and operational concepts set forth in the plan are promulgated under the following authorities:

Federal

1. The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
2. The Homeland Security Act
3. National Response Framework
4. Local and Tribal NIMS Integration: Integrating the National Incident Management System into Local and Tribal Emergency Operations Plans and Standard Operating Procedures, V. 1, Department of Homeland Security
5. Comprehensive Preparedness Guide 101, March, 2009

State

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

Attachment 1 Definitions

Disaster Field Office (DFO) - An administrative office established by FEMA and staffed by appropriate federal/state personnel following a disaster declaration by the president.

Emergency Alert System (EAS) - A network of broadcast stations interconnecting facilities authorized by the Federal Communications Commission (FCC) to operate in a controlled manner, according to the State EAS Plan, to inform the public of needed protective actions in the event of an emergency or disaster situation.

Emergency or Disaster - An event that demands a crisis response beyond the scope of any single line agency or service (beyond the scope of just the police department, fire department, etc.) and that presents a threat to a community or larger area. An emergency is an event that can be controlled within the scope of local capabilities; a major emergency or disaster require resources beyond what is available locally.

Emergency Operations Center (EOC) - The facility from which government directs and controls its emergency operations; where information about the status of the emergency situation is officially collected, assimilated, and reported on; where coordination among response agencies takes place; and from which outside assistance is officially requested.

Emergency Operations Plan (EOP) - A document that provides for a preplanned and coordinated response in the event of an emergency or disaster situation.

Emergency Services - The preparation for and the carrying out of functions, other than functions for which military forces are primarily responsible, to prevent, minimize, and repair injury and damage resulting from natural or man-made disasters. These functions include firefighting, law enforcement and security, medical and health, search and rescue, public works and engineering, communications, and the care of displaced persons.

Emergency Support Function (ESF) - A function as explained in the Federal Response Plan which tasks federal agencies to provide and/or coordinate certain resources in response to emergencies or disasters.

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

Federal Disaster Assistance - Aid to disaster victims or state and local governments by federal agencies under provisions of the Robert T. Stafford Relief and Emergency Assistance Act of 1988 (PL 93-288).

Hazardous Materials (HazMat) - A substance or material in a quantity or form that may pose an unreasonable risk to health and safety or property when released to the environment.

Incident Command System (ICS) - An open-ended organizational structure designed to effectively direct and control an in-the-field emergency response.

Interjurisdictional Agency for Emergency Services - Any organization established between contiguous political subdivisions to facilitate the cooperation and protection of the subdivision in the work of disaster prevention, preparedness, response, and recovery.

Local Emergency - The condition declared by the local governing body when, in their judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship, or suffering threatened or caused thereby. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body.

Local Emergency Services Organization - An organization created in accordance with the provisions of Section 44-146.19 of the Code of Virginia by local authority to perform local emergency services functions.

Major Disaster/Emergency Determined by the President - These terms are defined in the Stafford Act (Public Law 93-288) and have a specific meaning in the context of federal disaster relief and

emergency assistance. They are declared by the President when local and state response capabilities are overwhelmed and federal disaster assistance is needed.

Man-made Disaster - Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition, except enemy action, resulting from man-made causes, such as sabotage, oil spills, and other injurious environmental contamination, which threaten or cause damage to property, human suffering, hardship, or loss of life.

Mitigation - Mitigation activities are those that either prevent the occurrence of an emergency or reduce the community's vulnerability in ways that minimize the adverse impact of a disaster or other emergency.

National Weather Service (NWS) - The federal agency which provides localized weather information to the population, and during a weather-related emergency to state and local emergency management officials.

Natural Disaster - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.

Recovery - Recovery involves restoring systems to normal after the emergency. Some long-term recovery actions may continue for months or even years.

Severe Weather Warning - An advisory broadcast message from the NWS, which indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions.

Severe Weather Watch - An advisory broadcast message which indicates the probability of a particular severe weather storm is high and is an alert to the public of such severe weather conditions.

Stafford Act - The Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended by Public Law 100-707. In this plan it is referred to as "The Stafford Act." A federal statute that provides for the prompt delivery of federal assistance to affected local governments and individuals following a major disaster, especially when state and local relief resources are overwhelmed.

Standing Operating Procedures (SOPs) - Preplanned instructions, usually in checklist format, which are used to facilitate the completion of assigned tasks in time of emergency. SOPs supplement EOPs and are usually published separately. They include items such as call-up lists, manning documents, and resource lists.

State of Emergency - The condition declared by the Governor when, in his judgment, the threat or actual occurrence of a disaster in any part of the state is of sufficient severity and magnitude to warrant disaster assistance by the state to supplement the effort and available resources of any locality or relief organization in preventing or alleviating the damage, loss, hardship, or suffering threatened or caused thereby and is so declared by him when it is evident that state resources are needed to cope with such disasters.

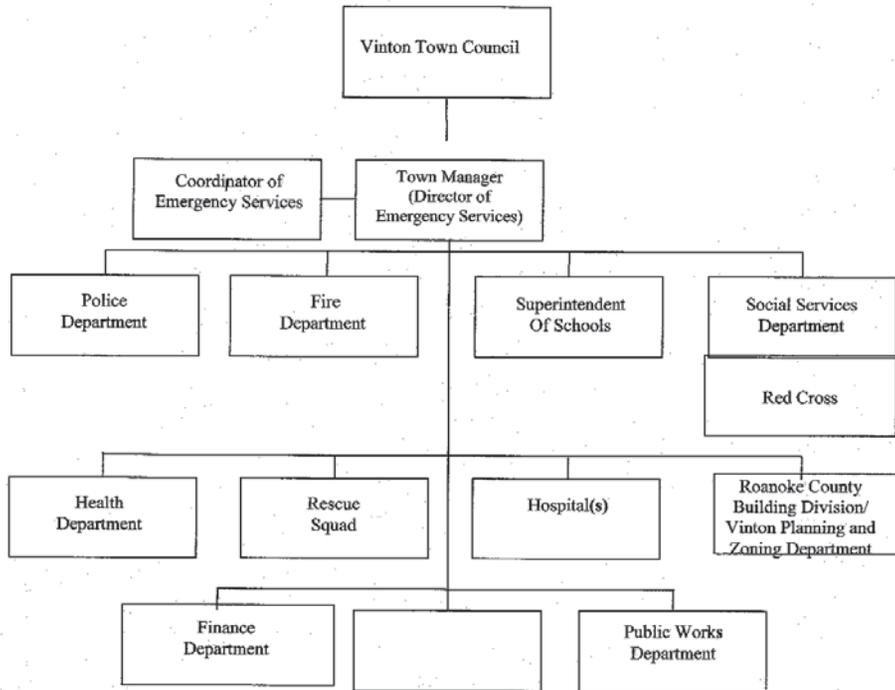
Voluntary Organizations Active in Disasters (VOAD) - Coalition of nongovernmental agencies that actively participate in disaster response and recovery.

Warning - The alerting of public officials, emergency support services, and the general public to a threatened emergency or disaster situation.

Attachment 2 Glossary of Acronyms

ARES	Amateur Radio Emergency Service
CAP	Civil Air Patrol
DAC	Disaster Application Center
EAS	Emergency Alert System
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
IFLOWS	Integrated Flood Observing and Warning System
LEPC	Local Emergency Planning Committee
MEDEVAC	Medical Evacuation
MSDS	Material Safety Data Sheets
PIO	Public Information Officer
RACES	Radio Amateur Civil Emergency Services
SARA	Superfund Amendments and Reauthorization Act
SOP	Standing Operating Procedures
VFDA	Virginia Funeral Directors Association, Inc.

**Attachment 3
Organization Chart**



**Attachment 4
Matrix of Responsibilities**

o - Primary responsibility
x - Secondary or assist responsibility

	EDC Supervisor	Coordinator of Emergency Serv.	Town Council	Town Manager	Police Department	Career/Volunteer Fire Personnel	Superintendent of Schools	Department of Social Services	American Red Cross	Health Department	Career/Vol Rescue Personnel	Public Works Department	Hospitals	County Real Estate Division	AEP	Town Attorney	State and Special Police	VA Dept. of Transportation
Direction and Control	x	o	x	o												x		
Emergency Public Information	x		o															
Law Enforcement					o												x	
Traffic Control					o												x	
Communications	o				o	x					x							
Warning and Alerting	o				o	x					x							
Fire Response						o												
Hazardous Materials Response	x				x	o					x							
Search and Rescue					o	x					x							
Evacuation					o	x					x							
Radiological Incident Response	x				o					x	x							
Shelter Operation							o	x	o		x							
Emergency Medical Transport												o						
Mass Feeding							x	x	o									
Welfare Services							o	x										
Health Services									o									
Utilities Services																o		
Street Maintenance												o						
Debris Removal												o						
Damage Assessment	o												o					
Resource and Supply												o						
Economic Stabilization				o													x	
Medical Services								x	x	x		o						
Mortuary Services										o	x		x					

**Attachment 5
Succession of Authority**

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

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	1. Director of Emergency Services 2. Coordinator of Emergency Services
Emergency Public Information	1. Director of Emergency Services 2. PIO
Police Department	1. Chief of Police 2. Lieutenant(s) 3. Sergeant(s)
Fire Department	1. Fire Chief 2. Assistant Fire Chief 3. Fire Captain 4. Fire Lieutenant
School System	1. Superintendent 2. Director of Facilities and Operations 3. Support Services Specialists 4. Supervisor of Maintenance 5. Director of Administration
Planning & Zoning	1. Director 2. Code Enforcement Officer
Public Works	1. Director 2. Assistant Director
Health Department	1. District Health Director 2. Administrator 3. District Nursing Supervisor
Rescue Departments	1. Rescue Chief 2. Assistant Rescue Chief 3. Rescue Captain 4. Rescue Lieutenant
Social Services	1. Director 2. Social Work Supervisor 3. Eligibility Supervisor
Building Department	1. Building Commissioner 2. Assistant Building Commissioner

**Attachment 6
Exercise and Training Recommendations**

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

The Coordinator of Emergency Services is responsible for the development, administration, and maintenance of a comprehensive training and exercise program customized to the needs of Vinton. This program will be designed to attain an acceptable level of emergency preparedness for Vinton.

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

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

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

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

**Attachment 7
Essential Records**

COURT RECORDS

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

- Real Estate Records*
- Criminal Records
- Wills
- Civil Records
- Chancery Records
- Marriage Licenses

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

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

AGENCIES/ORGANIZATIONS

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

**Attachment 8
Declaration of Emergency**

WHEREAS, the Town of Vinton, Town Council does hereby find:

1. That due to _____, the Town of Vinton is facing dangerous conditions;
2. That due to _____, conditions of extreme peril to life and property necessitates the proclamation of the existence of an emergency;
3. The Director of Emergency Services has declared a local emergency.

NOW THEREFORE, IT IS HEREBY PROCLAIMED that Town Council, Vinton, VA consents to the declaration of emergency by the Director of Emergency Services and the emergency now exists throughout the Town of Vinton; and

IT IS FURTHER PROCLAIMED AND ORDERED that the Emergency Operations Plan is now in effect.

Town of Vinton, Town Council

ATTEST:

Clerk,

Adopted this ____ day of _____, 20____

Emergency Support Function # 1 – Transportation

ESF Coordinator

Vinton Public Works Representative

Primary Agencies

Vinton Emergency Services
Vinton Public Works

Secondary/Support Agencies

Vinton Police Department
Roanoke County Public Schools
Government Cooperative
Private Contractors
Virginia Department of Transportation (VDOT)

INTRODUCTION

MISSION

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

SCOPE

ESF #1 will:

- Coordinate evacuation transportation as its first priority during disaster operations;
- Prioritize and allocate all local government transportation resources;
- Facilitate movement of the public in coordination with other transportation agencies;
- Facilitate damage assessments to establish priorities and determine needs of available transportation resources
- Maintain ingress/egress;
- Provide traffic control;
- Communicate and coordinate with VDOT; and
- Coordinate with surrounding localities and private organizations to ensure that potentially needed resources are available during disaster operations.

POLICES

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

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

CONCEPT OF OPERATIONS

GENERAL

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

Access routes should remain clear to permit a sustained flow of emergency relief. This function will coordinate with ESF-3 for removal of debris.

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

ORGANIZATION

Vinton Public Works, in conjunction with VDOT, is responsible for transportation infrastructure in the town. Vinton Public Works and VDOT are responsible for coordinating resources needed to restore and maintain transportation routes necessary to protect lives and property during an emergency or disaster.

Vinton Public Works and VDOT, will assess the condition of highways, bridges, signals, rail and bus transit routes and other components of the transportation infrastructure and where appropriate:

- Provide information on road closures, alternate routes, infrastructure damage, debris removal;
- Close infrastructure determined to be unsafe;
- Post signage and barricades; and
- Maintain and restore critical transportation routes, facilities, and services.

RESPONSIBILITIES

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

EMERGENCY MANAGEMENT ACTIONS – EVACUATION/EMERGENCY TRANSPORTATION

1. Normal Operations
 - a. Identify hazard-prone areas that may need to be evacuated.

- The ECC is accessible to authorized personnel only;
- The EOC staff will consist of the Coordinator of Emergency Services and key department heads or their designated representatives.
- Support personnel to assist with communications, logistics, and administration will also be designated. The Director of Emergency Services will be available for decision making as required, and
- The EOC will initiate notification and warning of appropriate personnel.

CONCEPT OF OPERATIONS

GENERAL

The Emergency Operations Plan (EOP) provides guidance for managing emergency communications resources.

The Roanoke County ECC is the point of contact for all warnings and notifications of actual or impending emergencies. As such, the Roanoke County ECC is responsible for key personnel notification, as appropriate to the type of emergency. If public notices and information are required to be distributed, the Roanoke County ECC will coordinate with the EOC.

The Roanoke County Communications and Information Technology (CommIT) Department will coordinate with private companies to ensure that communications essential to handling emergencies are maintained. Amateur radio operators may provide emergency backup radio communications between the EOC and the State EOC, should normal communications be disrupted. They may also provide communications between first responders.

ORGANIZATION

The Coordinator of Emergency Services will assure the development and maintenance of SOPs on the part of each major emergency support function. Generally, each designated agency should:

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

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

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

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

ACTIONS/RESPONSIBILITIES

- Initiate notification and warning of appropriate personnel, utilizing landline telephones, voice or data—2 way radio, and wireless telecommunications devices, as required;
- Develop and maintain primary and alternate communications system for contact with local jurisdictions, state agencies, non-governmental and private sector agencies required for mission support;
- Emergency Services vehicles equipped with public address system may be used to warn the general public;
- The Coordinator of Emergency Services or designee must authorize the use of the Emergency Alert System (EAS);
- Emergency warning may originate at the federal, state, or local level of government. Timely warning required dissemination to the public by all available means:
 - Emergency Communications Center
 - RoCo Alerting System
 - EAS
 - Local radio and television stations
 - NOAA Weather Radio—National Weather Service
 - Mobile public address system (bullhorns or loudspeakers)
 - Telephone
 - General broadcast over all available radio frequencies
 - Newspapers
 - Amateur Radio volunteers
- Ensure the ability to provide continued service as the Public Safety Answering Point (PSAP) for incoming emergency calls;
- Ensure communication lines and equipment essential to emergency services are maintained by the appropriate vendor;
- Provide additional staffing in the EOC to assist with communications functions;
- Develop and maintain an emergency communications program and plan;
- Develop and maintain a list of bilingual personnel;
- Provide telephone service providers with a restoration priority list for telephone service prior to and/or following a major disaster; and
- Maintain records of cost and expenditures and forward them to the Finance Section Chief.

**Tab 1 to Emergency Support Function #2
EMERGENCY NOTIFICATION PROCEDURES**

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

Director of Emergency Services /Town Manager – Chris Lawrence	540-982-7598	540-597-6472
Coordinator of Emergency Services – Ben Cook	540-588-4737	540-400-1663
Public Information Officer – MaryBeth Layman		540-400-3270
Volunteer Fire Chief – Richard Oakes		540-312-8942
Volunteer EMS Chief – Tom Philpott		540-765-7916
Public Works Director – Gary Woodson		540-597-3846

Table 2.1 – Emergency Notification Procedures

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

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

**Tab 2 to Emergency Support Function #2
EMERGENCY NOTIFICATION PROCEDURES**

*This is a listing of the main media outlets that serve the Vinton area. There is a list of specific media groups and individual reporters that is maintained by Town administration and the Vinton Police Department which supplements the contacts listed below.

**Media Contact
(Partial Listing)**

Table 2.2 – Media Contacts

News Station	Address	Contact	Phone Number
██████████		Debbie Adams	540-473-2741
██████████			540-981-3340
Radio Stations			
WFIR	3934 Electric RD	News Room	540.345.5655
Television Stations			
Station	Address	Contact	Phone Number
██████████	401 3 rd St Sw	News Room	540.981.9156
██████████	2807 Hershberger Rd	News Room	540.985.3600
██████████	541 Luck Ave		540.857.5021
██████████	2320 Langhorne Dr Lynchburg VA	New Room	434.528.1313 or 800.639.7847

**Tab 3 to Emergency Support Function #2
AVAILABLE METHODS OF COMMUNICATION**

9-1-1 Center	Roanoke Co ECC	Pat Shumate	pshumate@roanokecountyva.gov	540-525-9954(Mobile)
Amateur Radios				

Table 2.3 – Methods of Communication

**Tab 4 to Emergency Support Function #2
AMATEUR RADIO EMERGENCY SERVICE**

The Amateur Radio Emergency Service (ARES) is an unincorporated association of federally licensed amateur radio operators who have voluntarily offered their qualifications and equipment for communications duty in public service when disaster strikes, pursuant to Federal Communications Rule 97.1(a).

The Town of Vinton leadership within ARES is exercised by the Emergency Coordinator who appoints Assistant Emergency Coordinators, as necessary, to assist in the administration and operation of ARES throughout the community. The ARES Emergency Coordinator for Vinton reports to the Emergency Coordinator who, in turn, reports to the Virginia Section Emergency Coordinator.

A Memorandum of Understanding (MOU) between the Commonwealth of Virginia Department of Emergency Services and the Amateur Radio Emergency Service for the Radio Amateur Emergency Civil Service was originally signed on June 1, 1991. A more recent MOU has been signed in 2008. The goal of the MOU is to allow the registered members of the ARRL Amateur Radio Emergency Services (ARES) to be automatically registered as Radio Amateur Civil Services (RACES) members. This allows VDEM to call upon the ARES members to be deployed to assist in communications emergencies. This MOU does not ensure that ARES members will be deployed to assist the locality and local agreements should be made, or requests for radio assistance can be made to VEOC during the emergency.

The Radio Amateur Civil Service (RACES) 24-hour pager number for the Town of Vinton area is (XXX) XXX-XXXX. Upon notification by the EOC or other appropriate Town of Vinton officials, the Town of Vinton ARES Emergency Coordinator will alert his ARES members, task organize his personnel and communications resources, and report immediately to the EOC or other locations as directed. Upon reporting to the responsible Town of Vinton official directing activation, the ARES Emergency Coordinator shall receive tasking from that official until termination of the emergency. Should the Virginia Department of Emergency Management or higher authority activate the RACES as specified in the Code of Virginia, Section 44-146.16, the ARES members will then assume the authorizations and responsibilities as defined under the FCC rules and regulations.

The Town of Vinton ARES members are prepared to provide emergency backup radio communications, sustained by their own emergency backup power, from any location within Vinton to other local, state, and national locations, should the emergency so warrant. Emergency backup radio communications provided by Vinton ARES members include equipment utilizing a wide variety of media and frequencies that are capable of passing telecommunications requirements of the EOC or other local officials.

It shall be the responsibility of the Town of Vinton ARES Emergency Coordinator to ensure that personnel and communications resources assigned to his area remain fully prepared to support any of the functional operations phases. He shall keep the EOC fully advised of the state of readiness of ARES in Vinton.

Emergency Support Function # 3 – Public Works

ESF Coordinator

Vinton Public Works Director or Designee

Primary Agencies

Vinton Public Works
American Electric Power (AEP)
Verizon
Cox Communications
Roanoke Gas

Secondary/Support Agencies

Vinton Emergency Services
Vinton Planning and Zoning
Roanoke County Building Department
Roanoke County Department of Parks and Recreation
Western Virginia Water Authority
Vinton Volunteer Fire Department
Vinton First Aid Crew
Vinton Fire & EMS
Vinton Police Department
Town Attorney
Virginia Department of Transportation (VDOT)
Virginia Department of Environmental Quality (VDEQ)
Virginia Department of Health (VDH)
American Red Cross

MISSION

To coordinate with public utilities and other resource providers; conduct hazard mitigation activities prior to and following an emergency situation; assist in debris removal; conduct emergency repair and/or restoration of town facilities and structures; assist with damage assessment; and assist in implementing emergency response actions to protect life and property.

ORGANIZATION

In the Town of Vinton, the public works function is handled by the Director of Public Works and staff. They will be assisted by a variety of other town and county departments and state agencies, private utility companies, contractors, heavy equipment operators, and waste management firms to fulfill their mission. The Town of Vinton is served by the following utilities: Verizon, Cox Communications, AEP and Roanoke Gas, and Vinton Water and Sewer.

CONCEPT OF OPERATIONS

Public Works will coordinate their responsibilities under the direction of the Director or Coordinator of Emergency Services. A representative from the utility department will report to the Emergency Operations Center (EOC) to assist in this effort. Contingency plans to provide

emergency lighting, water, debris removal, and sewage disposal will be developed. The utilities department will also assist other town and county departments in developing and implementing mitigation strategies, response actions, and recovery activities to protect life and property, as well as bring about a prompt recovery.

Public Works will be responsible for securing and providing the necessary resource material and expertise in their respective areas, through public as well as private means, to efficiently and effectively perform their duties in the event of an emergency. Resource lists will be developed and maintained that detail the type, location, contact arrangements, and acquisition procedures of the resources identified as being critical. Mutual aid agreements will be developed and maintained with adjacent jurisdictions, private industry, quasi-public groups, and volunteer groups, as appropriate, to facilitate the acquisition of emergency resources and assistance.

The Coordinator of Emergency Services, in conjunction with the Town Attorney, Director of Finance, and Personnel/Safety Manager, will assist town departments in the procurement of the necessary resources, to include the contracting of specialized services and the hiring of additional personnel, to effectively respond to and recover from the emergency at hand. Records of all expenditures relating to the emergency/disaster will be maintained.

Potential sites for local and regional resources distribution centers will be identified and strategically located to facilitate recovery efforts.

Priorities will be set regarding the allocation and use of available resources. Training will be provided in the use of the specialized equipment.

GENERAL

Following a disaster, town officials will:

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

ORGANIZATION

Following an emergency or disaster ESF #3 will coordinate the following functions, in conjunction with appropriate local, state, and federal government agencies and non-governmental agencies:

- Assessing damaged facilities (reference Damage Assessment Annex);
- Inspections for structural, electrical, gas, plumbing and mechanical damages;
- Determine what type of assistance will be needed;
- Facilitation of the building permit process;
- Debris removal (reference Debris Management Annex);
- Manage contracts with private firms;
- Coordinate with VDH on environmental and public health hazards; and

ORGANIZATION

A fire representative will be assigned to the EOC in order to coordinate the fire service response. The fire representative will be a part of the EOC staff and will assist with the overall direction and control of emergency operations.

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

ACTIONS

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

RESPONSIBILITIES

- Fire prevention and suppression;
- Emergency medical treatment; activate ESF#8 for responses and guidelines.
- Hazardous materials incident response and training;
- Request assistance with radiological monitoring and decontamination;
- Assist with evacuation;
- Search and rescue;
- Temporary shelter for evacuees at each fire station;
- Assist in initial warning and alerting;
- Provide qualified representative to assist in the EOC;
- Requests assistance from supporting agencies when needed;
- Arranges direct liaison with fire chiefs in the area;
- Implements Mutual Aid;
- Assist with clean-up operations; and
- Assist with inspection of damaged facilities, if applicable.

EMERGENCY MANAGEMENT ACTIONS – FIRE SERVICE

1. Normal Operations

Develop and maintain plans and procedures to provide fire and rescue services in time of emergency.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Alert on-duty personnel.
- b. Review and update plans and procedures.
- c. Alert personnel to stand-by status.
- d. Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- e. Check fire fighting, rescue, and communications equipment.

3. Response

- a. The representative should report to the EOC and assist with emergency operations.
- b. As the situation worsens, assign duties to all personnel. Fire department personnel may be requested to assist with warning and alerting, evacuation, communications, and emergency medical transport.
- c. Follow established procedures in responding to fires and hazardous materials incidents and in providing rescue services.
- d. For other disasters: Continue to assist with warning and alerting, evacuation, communications, ground search and rescue, and emergency medical transport as well as any other emergency response operations, as required, in time of emergency.
- e. Record disaster-related expenses.

4. Recovery

- a. Continue to provide essential services as required.
- b. Continue search and certain rescue operations, if required.
- c. Assist with cleanup operations.
- d. Assist with the inspection of damaged facilities, if applicable.
- e. Compile and submit records of disaster-related expenses incurred by the fire service to the Coordinator of Emergency Services.

**Tab 1 to Emergency Support Function #4
Fire Department Resources**

Department	Address	Phone Number(s)	Contact Person	Number Firefighters	Equipment
Roanoke County Fire and Rescue (Comb.)	5925 Cove Road Roanoke, VA 24019	540-562-3267 (dispatch)	Roanoke Co. ECC	200+	Engines, Ladder Trucks, Tankers, Brush Trucks, EMS, HTR team
Roanoke City Fire-EMS (career)	713 3 rd St SW Roanoke, VA 24016	540-853-2829 (dispatch)	Roanoke City Dispatch	200+	Engines, Ladder Trucks, EMS, Haz Mat Team, HTR team
Bedford Co. #13	7797 Jordantown Road Vinton, VA 24179	540-566-7827 (dispatch)	Bedford Communications	36	Tanker, Heavy Rescue, Engine x2, Brush Trucks x2
Bedford Co. #12	1220 Baney Mill Road Hardy, VA 24101	540-566-7827 (dispatch)	Bedford Communications	20	Tanker, Engine x2, Brush Truck

Emergency Support Function #5 – Emergency Services

ESF Coordinator

Coordinator of Emergency Services or designee

Primary Agency

Vinton Emergency Services

Secondary/Support Agencies

Vinton Police Department
 Roanoke County Police Department
 Other Law Enforcement officials / agencies as needed
 Vinton Health Department
 Vinton Fire/EMS
 Roanoke County Information and Technology
 Vinton Planning and Zoning
 Vinton Public Works
 American Red Cross
 Town Attorney
 Town Manager
 Vinton Finance Department
 Roanoke County Building Inspections/Vinton Planning and Zoning Department
 Roanoke County Social Services

MISSION

When there is no emergency, the mission is to assign emergency duties and responsibilities, direct planning, conduct training, and to maintain an effective emergency response capability.

In time of emergency, the mission is to direct and control emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and coordinate with the State EOC should outside assistance be required.

ORGANIZATION

Emergency operations will be directed and controlled from the Emergency Operations Center (EOC). The EOC staff will consist of the Director of Emergency Services, Coordinator of Emergency Services, key department heads or their designated representatives. Support personnel are to be designated to assist with communications, logistics, and administration. The Director of Emergency Services will be available for decision making as required.

CONCEPT OF OPERATIONS

The Coordinator of Emergency Services will assume the development and maintenance of SOPs on the part of each major emergency support service. Generally, each service should maintain current notification rosters, designate and staff an official emergency control center, designate an EOC representative, establish procedures for reporting appropriate emergency information, develop mutual aid agreements with like services in adjacent localities, and provide ongoing training to maintain emergency response capabilities. More specific SOP requirements may be listed in each respective ESF as needed.

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

The EOC support staff will include a recorder, message clerk, and other support personnel as required in order to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. These assignments will be made by the Director or Coordinator of Emergency Services. Procedures for these support operations should be established and maintained. Suggested forms are included. An EOC wall map should be prepared and readily accessible. A Planning Section should also be established as an adjunct to the EOC staff.

EMERGENCY SERVICES ACTIONS – DIRECTION AND CONTROL

1. Normal Operations

Complete a hazards analysis to determine which potential disasters are most likely to occur and which mitigation and preparedness actions are most needed.

- b. Develop and maintain an operational capability for emergency operations and reflect the same in the local Emergency Operations Plan.
- c. Make individual assignments of duties and responsibilities to staff the EOC and implement emergency operations.
- d. Maintain a notification roster of these key personnel and their alternates.
- e. Assure that adequate facilities and resources are identified to conduct emergency operations at the EOC and the designated shelter center(s).
- f. Develop mutual support agreements with adjacent jurisdictions and with relief organizations, such as the American Red Cross and The Salvation Army.
- g. Develop plans and procedures for providing timely information and guidance to the public in time of emergency. Carry out official working agreements with local EAS radio stations.
- h. Identify and maintain a list of essential services and facilities that must continue to operate and may need to be protected during an emergency. (where located?)
- i. Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as indicated by test or exercise results.
- j. Assure compatibility between this plan and the emergency plans and procedures of key facilities and organizations within the Town.
- k. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with federal disaster assistance procedures, the Disaster Preparedness and Assistance Handbook, and the State Emergency Services and Disaster Law of 2000.

1. Define and encourage hazard mitigation activities, which will reduce the probability of the occurrence of a disaster and/or reduce its effects.
2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review emergency operations plans and procedures and update if necessary. Ensure the operational capability of the EOC facility and alert on-duty personnel.
 - b. Alert appropriate personnel of the situation and assure that appropriate mitigation and preparedness measures are being taken. Begin to provide periodic staff briefings as required.
 - c. Implement record keeping of all incurred expenses, if applicable.
 - d. Prepare to provide emergency information to the public.
 - e. Direct and control emergency operations. Complete all checklist items listed above. Staff the EOC, as required. Provide logistical support to the on-site emergency response personnel.
 - f. Brief the Town Council, as appropriate.
 - g. Call a meeting of town personnel. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each ESF.
 - h. Disseminate emergency information and protective action guidance to the public in coordination with ESF-2 and ESF-15.
 - i. Advise individuals to evacuate from danger areas, if appropriate.
 - j. Establish and maintain liaison with the State EOC and adjacent jurisdictions.
 - k. Provide daily situation reports to the State EOC.
 - l. Continue to maintain records for all expenses incurred.
 - m. Coordinate daily with department heads.
- #### 3. Response
- a. Disaster strikes. An emergency response is required to protect lives and property.
 - b. Direct and control emergency operations.
 - c. Ensure that previous checklist items have been completed or initiated.
 - d. Provide emergency information and protective action guidance to the public.

- e. Declare a local emergency if the situation warrants.
 - f. Provide periodic situation reports and requests for assistance to the State EOC, as the situation requires, either by WebEOC or direct contact by telephone.
 - g. Ensure that an accurate record of expenses is maintained.
 - h. Make an Initial Damage Assessment and forward to the State EOC through WebEOC or by other means such as email or fax.
4. Recovery
- a. This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.
 - b. Restore essential facilities and services.
 - c. Provide temporary housing and food as required.
 - d. Continue to maintain a record of disaster-related expenditures.
 - e. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate.
 - f. Provide information to the public.

EMERGENCY OPERATIONS CENTER (EOC)

MISSION

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

ORGANIZATION

- 1. See Organization Chart (Attachment 1). Review chart=====
- 2. The EOC staff will be organized as follows:
 - a. **EXECUTIVE GROUP** - Provides overall direction and control of emergency operation.
 - b. **OPERATIONS GROUP** - Maintains accurate estimates of the emergency situation, maintains current records of utilization and availability of resources and implements orders of the Executive Group.

- c. **COMMUNICATIONS GROUP** - Establishes, operates and maintains communications with required elements of resources, adjacent cities and counties and state agencies.
- d. **DAMAGE ASSESSMENT AND ANALYSIS GROUP** - Maintains current Situation Reports referencing damages.
- e. **INFORMATION GROUP** - Collects, analyzes and disseminates appropriate official information to the population concerning the emergency.
- f. **SUPPORT GROUP** - Provides logistical support for Emergency Operations Center operations.

CONCEPT OF OPERATIONS

The EOC will be activated and operated as follows:

- 1. The activation of the EOC will be ordered by the Director or Coordinator of Emergency Services based upon the best available information. Depending on the situation, a partial or full activation will be ordered.
- 2. Partial activation will be ordered when the emergency requires relatively few personnel to accomplish the necessary tasks. Such situations might vary from weather warnings or operations resulting from minor storm damage, fire, and vehicular accidents with multiple casualties, etc.
- 3. Full activation will be ordered when widespread destruction has occurred or there is an imminent threat of such destruction. An incident of such magnitude would require commitment of a large number of personnel and equipment resources to properly respond to and recover from an incident.
- 4. Initial situation briefings will be provided by the Director of Emergency Services.
- 5. Direction and control of Town personnel and resources employed in support of disaster operations is exercised by the department or agency furnishing support.
- 6. When the VEOC is operational, all requests for State or Federal resources are made via the Virginia Department of Emergency Management through WebEOC or by calling the VEOC at (804) 674-2400 or 1-800-468-8892.
- 7. Depending upon the severity and magnitude of the incident, the EOC may have to operate for an extended period of time. Therefore, each department or agency assigning personnel to the EOC should allow for additional relief personnel on a shift basis.
- 8. The preliminary Town of Vinton EOC is located at: Vinton Municipal Building – 311 S. Pollard St, Vinton, VA. This is used for smaller scale incidents such as typical weather events or other situations that a central command point needs to be established. If the incident is large scale or long term the Roanoke County EOC may be utilized and the Roanoke County EOP used to support the Vinton EOP.

EMERGENCY SERVICES ACTIONS – EOC

A. EOC functions during all three operational phases (Mobilization, Response and Recovery) include, but are not limited to:

1. EXECUTIVE GROUP

- a. Direct overall emergency operations.
- b. Initiate activation of EOC.
- c. Determine operational courses of action.
- d. Make decisions as to adoption of course of action.
- e. Adjudicate conflicting claims and/or requests for available personnel, equipment and other resources.

2. OPERATIONS GROUP

- a. Develop and maintain an accurate status of the emergency situation.
- b. Record and maintain current status of resources.
- c. Develop course(s) of action based on the emergency and available resources.
- d. Implement course of action approved by the Executive Group.
- e. Coordinate the procurement and utilization of all support services and resources made available from throughout the town.

3. COMMUNICATIONS GROUP

- a. Establish and maintain the Town of Vinton emergency communications to include communications with adjacent cities and counties.
- b. Establish and maintain communications with the following agencies:
 - (1) Vinton Fire & EMS Departments
 - (2) Vinton Police Department
 - (3) Roanoke County Police Department
 - (4) Roanoke County School System
 - (5) Vinton Public Works
 - (6) Virginia Emergency Operations Center
 - (7) All surrounding governmental agencies maintaining mutual aid/assistance agreements with The Town of Vinton.
- c. Insure continuous telephone communications.
- d. Monitor NAEAS and EAS stations.
- e. Establish and operate the EOC Message Center.

4. DAMAGE ASSESSMENT AND ANALYSIS GROUP

- a. Maintain current damage status to include estimated dollar amounts.
- b. Display damage status in EOC.
- c. Recommend to Operations Groups priorities for debris removal.

5. INFORMATION GROUP

- a. Act as The Town of Vinton Public Information Office.
- b. Establish and operate an emergency information clearing point.
- c. Prepare and present official press releases to media based on current and factual information.

6. SUPPORT GROUP

- a. A group of specialty trained individuals will constitute an EOC Response Team.
- b. The team would be trained in the Town Emergency Operations Plan and how to establish and operate an EOC.
- c. This group will maintain support and logistical coordination for all other groups in the EOC.

7. FOOD AND LODGING

- a. Town staff will coordinate the operation of the cafeteria facilities necessary to feed the EOC staff.
- b. Cots and bedding will be furnished by the American Red Cross.

8. FIRST AID MEDICAL

Vinton Fire & EMS will establish and operate an emergency medical services treatment area for the EOC staff.

9. GOODS AND SERVICES

- a. Requests for supplies and services will be made to the Finance Department representative assigned to the EOC, who will authorize all expenditures.
- b. All purchases of such goods and services will be approved and purchased using a Town purchase requisition.
- c. Agencies/departments will furnish supplies required for their particular activity.
- d. Personnel will provide their own personal use items.
- e. Every effort will be made by on-duty law enforcement and fire and rescue personnel to establish the safety of the families of on-duty Town personnel involved in the emergency. This is to insure the well being of families of essential employees. The Vinton Fire Department is designated as the Vinton Employee Family Shelter.

10. TRANSPORTATION

- a. Transportation to and from the EOC will be the responsibility of the individual unless determined different by Emergency Management Services.
- b. Emergency requests for transportation to and from the EOC will be made to the Coordinator of Emergency Services on an individual basis for requirements generated due to breakdowns or inclement weather.

Tab 1 to Emergency Support Function #5

EMERGENCY MANAGEMENT ORGANIZATION AND TELEPHONE LISTING

Emergency Services Coordinator	Ben Cook	983-0617 X158	400-1663	588-4737
Fire (Vinton volunteer fire)	Richard Oakes(Chief)			
EMS (Vinton volunteer EMS)	Tom Philpott			
Fire-EMS (Vinton career fire and EMS department)	Chris Linkus			
American Red Cross	Steve Smith	985-3560	525-1414	
Health Department – Environmental	Gary Whitley	204-9775	525-6953	966-4926
	Dick Tabb	204-9773	598-7017	
Director of Real Estate Assessment	Billy Driver	722-2035	588-5426	343-9032
Attorney	Elizabeth Dillon	540-387-2320	521-9436	
Health District (Emergency Planner)				
Planning & Zoning	Anita McMillian	983-0601		540-297-9140
MB Extension Service				

Table 5.1 – Emergency Management Organization

Tab 2 to Emergency Support Function #5

EMERGENCY OPERATIONS CENTER (EOC)

Mission

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

Organization

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

A. Incident Commander/EOC Manager:

- Manages overall operations
- Coordinates activities for all Command and General Staff
- Development and implementation of strategy
- Approves and authorizes the implementation of an Incident Action Plan (IAP)
- Approves requests for additional resources or for the release of resources
- Authorizes release of information to the news media
- Orders the demobilization of the incident, when appropriate
- Ensures establishment and oversight of a Joint Information Center (JIC)

B. Safety Officer:

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

C. Liaison Officer:

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

D. External Affairs:

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

E. Operations Section Chief:

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

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

F. Planning Section Chief:

- Planning Section Chief is a member of the general staff and reports to the Incident Commander
- Collects and processes situation information about the incident
- Identifies the need for specialized resources
- Performs operational planning
- Activates Planning Section Units
- Supervises preparation of IAP
- Analyzes data and emerging trends
- Supervises Planning Section Units
- Prepares situation reports for the operational period
- Activates and Supervises the ESF Branch Chiefs assigned to the Planning Section

G. Logistics Section Chief:

- Logistics Section Chief is a member of the general staff and reports to the Incident Commander
- Provides facilities, services, and materials in support of the incident
- Participates in the development of the IAP
- Advises on current service and support capabilities
- Activates Logistics Section Units
- Recommends the release of resources/supplies

- Activates and supervises the ESF Branch Chiefs assigned to the Logistics Section

H. Finance and Administration Section Chief:

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

Concept of Operations

The EOC will be activated and operated as follows:

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

Location

The preliminary Emergency Operations Center (EOC) is located at 311 S. Pollard St., Vinton, VA. The Vinton Senior Center can be used as an alternate EOC. That facility is located at 820 Washington Ave., Vinton. The primary EOC does have a back-up power supply. The alternate location does not have a back-up power supply.

ACTIONS – EMERGENCY OPERATIONS CENTER

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

PRIMARY EOC STAFFING

Skeletal Staffing

Coordinator of Emergency Services
Deputy Coordinator of Emergency Services
Vinton Police Department personnel
Message Clerk
Phone Operator

Full Staffing

Coordinator of Emergency Services
Deputy Coordinator of Emergency Services
Director of Emergency Services
Vinton Police Department
Vinton Fire and Rescue Chief or Designated Person
Health Department Representative
Social Services Representative
American Red Cross
Message Clerks (2)
PIO Officer
Utility Director or Designated Person
Town Attorney Representative

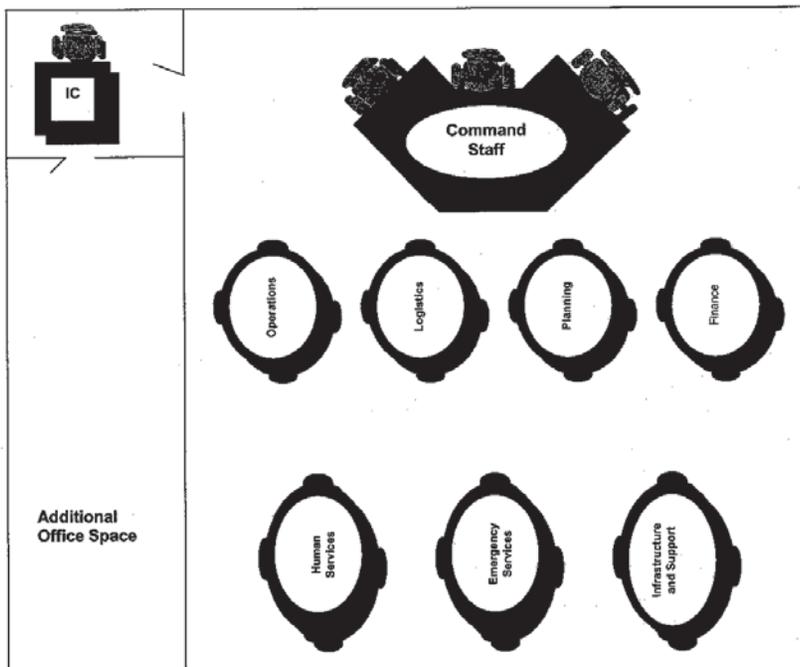
Messengers (2)

Status Board/Map Assistants (2)
Plotter Security
Phone Operators (2)

Public Information/Rumor Control

Public Information Officer
Phone Operators
Message Clerk
Messenger
Security

EOC FLOOR PLAN (Example)



Tab 5 to Emergency Support Function #5 SUGGESTED EOC MESSAGE FLOW

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

Dispatcher/Phone Operator

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

Coordinator

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

Message Clerk

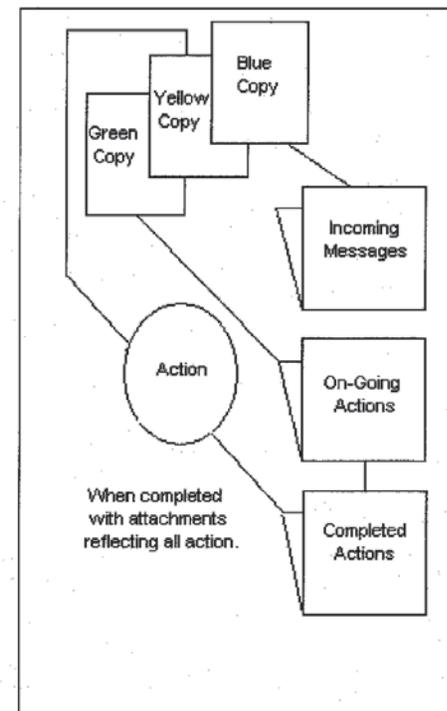
Maintain the official files for the Coordinator—"Incoming Messages," "On-going Actions," and "Completed Actions." Maintain a log of all messages. Assist the Coordinator in keeping abreast of the status of all actions.

Service Chiefs

Receive task with yellow copy from Coordinator. Complete action. Make a record of all action and attach to yellow "action copy" of message. Return to Coordinator. Retain a photocopy of yellow message plus attachments.

Messengers

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



- To reduce duplication of effort and benefits, to the extent possible. This includes streamlining assistance as appropriate and identifying recovery and mitigation measures to support local planning efforts.

SCOPE

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

The services and programs may include the following:

- Sheltering
- Food service
- Emergency First Aid
- Counseling
- Family Assistance Center (FAC)
- Reunification Services
- Virginia Criminal Injuries Compensation Fund
- Virginia Department of Criminal Justice Services

CONCEPT OF OPERATIONS

GENERAL

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

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

SHELTERING

- An emergency shelter is an immediate short-term accommodation either (1) designated by local officials for persons threatened by or displaced by an incident, or (2) designated by state officials directing a mandatory evacuation across jurisdictional boundaries either before or after an incident
- Public emergency shelters will provide accommodations for all population groups. Appropriate provisions must be made within the shelter facilities to accommodate people with special medical needs that do not require hospital admission, people without their own transportation, and registered sex offenders.

- Shelters will be set up in a way so that they are ADA accessible and the facility is suitable for that function
- Additionally, sheltering for pets and service animals must be included in planning and coordinated with ESF #11. *Refer to the Animal Care and Control Support Annex for details regarding pet and animal sheltering.*
- For mass evacuations directed by state officials, the Virginia DSS will coordinate the designation of shelter facilities and the operation of shelters for people who evacuate out of their home jurisdiction
- When it becomes necessary to utilize shelter services, information concerning shelter locations and transportation will be relayed to the public and response personnel through the PIO or ESF 15 staff. Means of notification can include media outlets, public address systems, emergency broadcast systems, social media, and other communication available.
- For unaccompanied minor children, Virginia DSS will be contacted to find suitable sheltering for the child. All unaccompanied children will be housed in a separate location within the shelter to limit access to adult evacuees and suitable protection for their well-being will require law enforcement officers be present at all times that unaccompanied children are in the shelter.
- Emergency relief items such as hygiene kits, cleanup items, infant care supplies, etc., will be made available throughout the shelter in areas designated as a hygiene station or area.
- The Vinton Public Works Department will assign a staff member to ensure that the shelter facility is kept clean of debris and be on hand to repair or maintain the facility and equipment within.
- The Town of Vinton has mutual aid agreements with the Roanoke County Fire and Rescue Department to utilize identified shelters included in their Emergency Operations Plan should a more suitable location be required.

FEEDING

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

EMERGENCY FIRST AID

- Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care facilities and at designated sites. Provision for services is coordinated with ESF #8. *Refer to ESF #8 for details regarding medical care services.*
- Provisions will be made to limit exposure to infectious waste. Should an evacuee become exposed to infectious waste, medical personnel will immediately identify, screen, and appropriately handle those instances that pose an infectious disease risk.

COUNSELING

- Community Service Board has the responsibility to coordinate counseling services for the local government.
- Provide counseling through local government services if appropriate based on the scale of the emergency and the capabilities of the counseling services.

- Events in which there are mass casualties and injuries that exceed local governments resources and capabilities can contact the following agencies:
 - Outside counseling can be provided via the Department of Criminal Justice's Victims' Services Section, and the Department of Mental Health, Mental Retardation, and Substance Abuse Services, Emergency Mental Health Section, and activated via the local government.

SECURITY

- The Vinton Police Department has the responsibility for coordinating security during a disaster. The Vinton Police Department will request assistance from the Roanoke County Police Department, Roanoke City Police Department, Salem Police Department, or the Virginia State Police to help provide adequate security during these events.
- Secure evacuated areas.
- Provide security to shelter(s).

TRANSPORTION

- The Vinton Emergency Services and Roanoke County Schools have the responsibility to coordinate transportation during an emergency event.
- Ensure that residents are transported and sheltered safely. *Refer to ESF #1 for details regarding Transportation*

FAMILY ASSISTANCE CENTER (FAC)

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

REUNIFICATION SERVICES

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

In the event of an emergency when there are crime victims involved as defined by §19.2-11.01 of the Code of Virginia the Vinton Police Department will contact the Virginia Department of Virginia Criminal Justice Services(DCJS) and the Virginia Criminal Injuries Contact Fund(VICIF) to deploy. Both entities will serve as the lead for coordinating services and assistance to the victims."

Criminal Injury Compensation Fund

Mary Vail Ware, Director, CICF
 Criminal Injuries Compensation Fund (CICF) Department
 Virginia Workers' Compensation Commission
 1000 DMV Drive
 Richmond, VA 23220
 CICF Toll Free: 1-800-552-4007
 Phone: (804) 367-1018
 Email: maryvail.ware@vwc.state.va.gov
 804-399-8966 (after hours)

Shannon Freeman (alternate).
 800-552-4007 (normal business hours)
 804-614-5567 (after hours)

Virginia Department of Criminal Justice Services

Melissa Roberson
 Training and Critical Incident Response Coordinator
 1100 Bank Street
 Richmond, VA 23219
 Phone: (804) 840-4276
 Fax: (804) 786-3414
 Link: <http://www.dcls.virginia.gov/research/reportemergency/>

**Tab 4 to Emergency Support Function #6
Special Needs Population
Requiring Special Care in Times of Emergency**

General

A listing of such persons is maintained by the Roanoke County DSS. When the EOC is operational, this listing will be available from a DSS staff member staffing ESF # 6. It will be the responsibility of commercial home health care providers, adult care facilities, group living facilities, day care facilities, assisted living facilities, charitable organizations, and the faith-based community to prepare, maintain, and exercise an evacuation plan that is specific to the facility and to keep current rosters of residents that can be faxed or sent electronically to the EOC during a disaster situation. These plans will be on file with the Coordinator of Emergency Services and serve as appendices to this ESF.

Special Transportation Resources

- Roanoke County Public Schools
- Governmental Cooperative(s)

Emergency Support Function #7 - Resource Support

ESF Coordinator:

Logistics Section Coordinator as designated

Primary Agencies:

Vinton Emergency Services
Roanoke County Emergency Communications Center
Vinton Police Department
Town of Vinton Finance Department

Secondary/Support Agencies:

Virginia National Guard
Virginia Department of Transportation
Virginia Department of Emergency Management

MISSION

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

SCOPE

- The Town of Vinton will determine what resources are available and identify potential sites for receiving, storing, and distributing resources if outside assistance is needed;
- Resource support may continue until the disposition of excess and surplus property is completed; and
- During an incident if demand for resources exceeds the locality's capabilities, then outside requests will be made based on Memorandum of Understanding (MOU), Mutual Aid agreements and local/state policy.

POLICIES

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

CONCEPT OF OPERATIONS

GENERAL

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

ORGANIZATION

- Departments with an emergency function will:
 - Be responsible for identifying resources, including human resources;
 - Convey available resources to Director of Emergency Services .
 - Identify potential distributions sites for emergency response;
 - Identify policies and personnel responsible for obtaining resources;

ACTIONS/RESPONSIBILITIES

- Designate local department(s) within the community responsible for resource management;
- Develop resource lists that detail type, location, contact arrangements, and acquisition procedures for critical resources;
- Develop SOPs to manage the processing, use, inspection, and return of resources coming to the locality;
- Identify actual or potential facilities and ensure they are ready and available to receive, store, and distribute resources (government, private, donated);
- Develop training/exercises to test plan, and to ensure maximum use of available resources and understanding of policies to obtain resources from outside the locality;
- Develop and maintain a detailed list of available community resources; and
- Ensure the community is aware of available resources.
- In the event that volunteers and donations, affiliated or spontaneous unaffiliated, become available, coordination with the guidelines of ESF 17 will be utilized.
- As resources begin to arrive at the incident, a staging area will be designated for these resources to stand by for inventory, briefing, and prioritizing. Those resources that are approved to enter the incident area or other location that may be restricted, will be escorted through any roadblocks, checkpoints or other controlled areas by a law enforcement officer or designee authorizing the utilization of such resource. Communication to any restricted location shall be made ahead of the resources arrival to ensure a smooth transition from the staging area to the location the resource is needed.

**Tab 1 to Emergency Support Function #7
Staging Areas/Points of Distribution**

Vinton Senior Center	Mary Beth Layman	983-0645 400-3270	2000

Table 7.1 – Staging Areas

**Tab 1 to Emergency Support Function #7
State Level Commodity Managers**

<u>Commodity</u>	<u>Manager</u>	<u>Telephone</u>
Natural Gas	State Corporation Commission Division of Energy Regulation	(804)371-9611
Electric Power	State Corporation Commission Division of Energy Regulation	(804)371-9611
Petroleum Products	Department of Emergency Management	(804)674-2400
Solid Fuels	Department of Emergency Management	(804)674-2400
Potable Water	Department of Health (Water Programs)	(804)786-5566
Transportation	Department of Transportation (Fleet Management)	(804)367-6987
Health and Medical	Department of Health (Emergency Medical Services)	(804)371-3500

Food

Department of Agriculture
(Consumer Affairs)

(804)786-8899

Emergency Support Function # 8 – Public Health and Medical Services

ESF Coordinator:

Health District Director or designee

Primary Agencies

Roanoke County/Vinton Health District
Vinton First Aid Crew (VFAC)
Vinton Fire & EMS
Hospitals
Roanoke County Fire and Rescue Department

Secondary/Support Agencies

Department of Social Services (DSS)
Vinton Public Works
Community Services Board
Vinton Fire Department
Vinton Police Department and Other Law Enforcement as needed
American Red Cross
Virginia Department of Environmental Quality (VDEQ)
Virginia Department of Health (VDH)
Virginia Department of Agriculture and Consumer Services
Roanoke Fire and EMS

MISSION

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

PURPOSE

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

SCOPE

- An all hazards approach based on the Town of Vinton's ability to provide medical resources;
- When an incident exceeds the local capabilities, outside assistance will be requested through MOUs, Mutual Aid Agreements, including Statewide Mutual Aid and the coordination of this plan with the Vinton Health District Emergency Response Plan
- VDH— Vinton District will monitor, survey, and evaluate the situation to determine if there is a public health issue/emergency;
- Hospitals may request resources through Hospital WebEOC, which is maintained by the Virginia Hospital and Healthcare Association (VHHA); and

- The Far Southwest Disaster Preparedness Commission maintains disaster relief trailers that are stationed at four hospitals in Southwest Virginia. These trailers are stocked with emergency medical supplies and equipment.

POLICIES

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

CONCEPT OF OPERATIONS

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

ACTIONS

- Provide personnel, equipment, supplies and other resources necessary to coordinate plans and programs for a medical response during an incident;
- Designate an individual to coordinate medical, health, and rescue services;
- Coordinate and develop SOPs for personnel in this ESF;
- Develop and maintain procedures for providing a coordinated response with local government and private organizations;
- Maintain a roster of key officials in each medical support area;
- Review emergency plans with local governments; and
- Implement mutual aid agreements as necessary.
- Fire and EMS staff will be accountable to track patients as they are cared for through the use of mass casualty tags and documentation. A record of all persons being attended to will be included.
- Fire and EMS personnel staff should be trained to identify population with special needs, including physical impairments, language barriers, etc. These first response personnel operate under procedures that assist in responding to these individuals.

**Tab 1 to Emergency Support Function #8
EMERGENCY MEDICAL SERVICES PROVIDERS**

Vinton First Aid Crew	110 W. Jackson Ave	540-983-0641	Tom Philpott Wayne Guffey	EMS	34
Roanoke County Fire and Rescue	5925 Cove Rd	Dispatch 540-562-3265	Battalion Chief on duty	Ambulance ALS/BLS Helicopter	EMT/Paramedic
Carilion Patient Transport(P)	Roanoke	(540)981-8600	Dispatch	Ambulance ALS/BLS Wheelchair Van Helicopter	EMT/Paramedic
Centre Health(P)	Lynchburg	(540)200-3132	Dispatch	Ambulance ALS/BLS Wheelchair Van	EMT/Paramedic
Life Care (P)	Roanoke	(540)752-5883	Dispatch	Ambulance ALS/BLS Helicopter	EMT/Paramedic
First Call (P)	Roanoke	(540)986-2030	Dispatch	Ambulance ALS/BLS	EMT/Paramedic
(P) = Private Ambulance Service					

**Tab 2 to Emergency Support Function #8
Hospitals, Clinics, Medical Facilities and Personnel**
(Includes all medical facilities within the jurisdiction, adjacent localities and states)

Tab 2 to Emergency Support Function #8 Hospitals, Clinics, Medical Facilities and Personnel				
Carilion Clinic	Roanoke	(540)981-7500	Medcom	LEVEL I TRAUMA
Lewis Gale Medical	Salem	(540)989-0337	Medcom	LEVEL II TRAUMA
Veterans Hospital	Salem	(540)224-1999	Medcom	No Trauma Services
Lynchburg General	Lynchburg	(434)200-3262	Medcom	LEVEL II TRAUMA

Table 8.2 – Hospitals & Clinics

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

Tab 3 to Emergency Support Function #8 Emergency MEDEVAC Services			
Carilion Clinic Lifeguard	Roanoke	(540)981-8600	Dispatch
Centra Health Centra 1	Lynchburg	(866)924-7633 Richmond, VA	PHI Dispatch
US Coast Guard	Elizabeth City NC.		Dispatch

Table 8.3 - Medevacs

**Tab 4 to Emergency Support Function #8
Virginia Funeral Directors Associations Inc.
Mortuary Disaster Plan Organization**

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

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

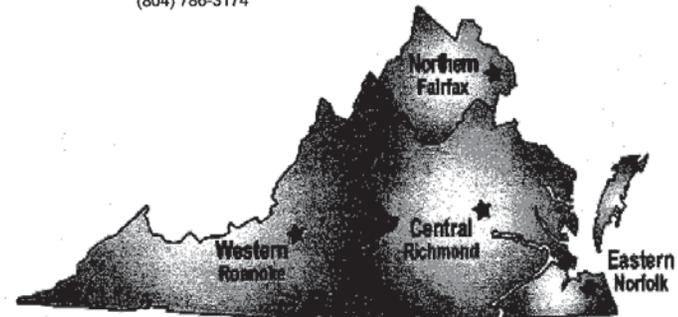
The Office of the Chief Medical Examiner is by law responsible for the deceased. Virginia is divided into four medical examiner districts that include the Northern Virginia District based in Fairfax, the Western District based in Roanoke, the Central District based in Richmond, and the Tidewater District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

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

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

**Tab 5 to Emergency Support Function #8
Virginia Medical Examiner Districts**

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH
OFFICE OF THE CHIEF MEDICAL EXAMINER
400 East Jackson Street
Richmond, VA 23219-3694
(804) 786-3174



OFFICES OF THE MEDICAL EXAMINER

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

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

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

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

Emergency Support Function #9 - Search and Rescue

ESF Coordinator:

Director of Emergency Services or designee

Primary Agencies:

Vinton Police Department

Secondary/Support Agencies:

Vinton First Aid Crew
Vinton Fire Department
Vinton Fire and EMS
Emergency Services
Civil Air Patrol (CAP)
Virginia Department of Emergency Management (VDEM)
Volunteer Search and Rescue Groups

MISSION

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

SCOPE

The locality is susceptible to many different natural and technical hazards that may result in the damage or collapse of structures within the town. Search and Rescue must be prepared to respond to emergency events and provide special life saving assistance. Their operational activities include locating, extricating, and providing on site medical treatment to victims trapped in collapsed structures. In addition to this, people may be lost, missing, disoriented, traumatized, or injured in which case the search and rescue agency must be prepared to respond to these incidents and implement search and rescue tactics to assist those who are, or believed to be, in distress or imminent danger. Predominately, these search operations occur in "open field" situations, such as parks, neighborhoods, or other open terrain.

POLICIES

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

CONCEPT OF OPERATIONS

GENERAL

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

ORGANIZATION

Vinton Police Department will be the primary agency in any search and rescue operation. The Roanoke County Building Department, Vinton Fire and EMS, Vinton Public Works and environmental services agencies will assist when required for structural evaluation of buildings and structures (ESF #3). Vinton Police Department will be the primary agency in any ground searches. The local chapter of the American Red Cross will assist with support efforts during searches such as mass care feeding; sheltering; bulk distribution; logistics; and health and mental health services for rescue workers, support personnel, and victims. The Health Department will advise search and rescue medical teams on industrial hygiene issues as they become apparent. The Public Works Department and environmental service agencies will assist with any equipment, maps, staff, and vehicles. In a secondary role, the Vinton Police Department will assist with perimeter security, communications, and assistance as required. The Fire and EMS Department, as a secondary role will provide medical resources, equipment and expertise.

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

ACTIONS

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

RESPONSIBILITIES

- Manages search and rescue task force activities while traveling to and from affected areas and while on site;
- Coordinates logistical support for search and rescue during field operations;
- Develops policies and procedures for effective use and coordination of search and rescue;

- Provides status reports on search and rescue operations throughout the affected area; and
- Requests further assistance VDEM for additional resources.

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

Search and Rescue Resources and Personnel					
Blue Ridge Bloodhounds Mounted SAR					

Emergency Support Function #10 - Oil and Hazardous Materials

ESF Coordinator

Vinton Hazardous Materials Coordinator or designee

Primary Agencies

Vinton Volunteer Fire Department
 Vinton Fire & EMS
 Roanoke County Fire and Rescue Department
 Virginia Department of Emergency Management (VDEM)
 Virginia Department of Environmental Quality (VDEQ)

Secondary/Support Agencies

Roanoke City Fire – EMS Hazardous Materials Team
 Salem Fire – EMS Hazardous Materials Team
 Vinton Emergency Services
 Vinton Police Department
 Vinton EMS
 Vinton Public Information Officer
 Vinton Public Works

MISSION

Vinton Fire and EMS services will be contacted immediately through the Roanoke County Communications Center and the Fire Chief or their designee will assume primary operational control of all hazardous materials incidents. The Roanoke County Fire and Rescue Department (RCFRD) can be contacted for additional resources including a response from the Regional Hazardous Materials Response Team. Coordination for this resource will be made through the on-duty RCFRD Battalion Chief.

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

SCOPE

The initial response will be handled by Vinton Fire Department.

- The Vinton Fire Department has some capability to support a hazard material response.
- State agencies may be called upon depending on the nature of the incident

POLICIES

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

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

CONCEPT OF OPERATIONS

GENERAL

The Town of Vinton maintains a separate volume of this annex that defines the roles and responsibilities during an oil and hazardous materials incident.

Organization:

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

Actions/Responsibilities:

- Reviews procedures for hazard material incident.
- Develops procedures aimed at minimizing the impact of an unplanned release of a hazardous material to protect life and property;
- Conducts training for personnel in hazardous materials response and mitigation;
- Follows established procedures in responding to hazardous materials incidents;
- Records expenses
- Identifies options for environmental cleanup to include public and private resources and services

Emergency Support Function # 11 – Agriculture and Natural Resources

ESF Coordinator

Local Extension Agent or designee

Primary Agencies

VPI Cooperative Extension Service
 Vinton Animal Care and Control
 Virginia Department of Agriculture and Consumer Services
 Virginia Department of Social Services (VDSS)

Secondary/Support Agencies

Vinton/ Roanoke County Health Department
 Vinton Veterinary Clinic
 Emergency Veterinary Services
 Roanoke County Department of Social Services (DSS)
 American Red Cross
 Local/Regional Food Banks
 Virginia Voluntary Organizations Active in Disaster (VVOAD)
 Federation of Virginia Food Banks
 Virginia Department of Game and Inland Fisheries (VDGIF)
 Vinton Public Works
 Roanoke County Building Office

MISSION

Agriculture and Natural Resources works to address the provision of nutrition assistance; control and eradication of an outbreak of a highly contagious or economically devastating animal disease, highly infective plant disease, or economically devastating plant pest infestation; assurance of food safety and security; and protection of cultural resources and historic property resources during an incident.

SCOPE

Determined based on the local capabilities and include:

- Identify food assistance needs;
- Obtain appropriate food supplies;
- Arrange for transportation of food supplies to the designated area in coordination with ESF-1;
- Implement an integrated response to an outbreak of highly contagious or economically devastating animal disease, infective exotic plant disease or an economically devastating plant pest infestation;
- Coordinate with Public Health and Medical Services in coordination with ESF-8 to ensure that animal/veterinary/and wildlife issues are supported;
- Inspect and verify food safety in distribution and retail sites;
- Conduct food borne disease surveillance and field investigations;

- Coordinate appropriate response actions to conserve, rehabilitate, recover, and restore natural, cultural, and historic properties resources.

POLICES

- Each supporting agency is responsible for managing its assets and resources after receiving direction from the Local Extension Agent or designee;
- Actions will be coordinated with agencies responsible for mass feeding;
- This ESF will encourage the use of mass feeding as the primary outlet for disaster food supplies;
- Schools and communities may be able to feed affected population for several days;
- Food supplies secured and delivered are for household distribution or congregate meal service;
- Transportation and distribution may be arranged by volunteer organizations in coordination with ESF-17;
- Priority is given to moving supplies into areas of critical need and then to areas of moderate need;
- Animal depopulation activities and disposal will be conducted as humanely as possible; and
- Ensure food safety.

CONCEPT OF OPERATIONS

GENERAL

- Provides for an integrated response to an outbreak of highly contagious or economically devastating animal/zoonotic disease, exotic plant disease, or economically devastating plant or pest infestation;
- Ensures the safety and security of the commercial supply of food (meat, poultry and egg products) following an incident and will be in coordination with ESF-13;
- Identifies, secures and arranges for the transportation of food to disaster areas; and
- Protects cultural resources and historic property resources during an incident.

ORGANIZATION

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

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

ACTIONS

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

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

RESPONSIBILITIES

- Assists with guidance to unaffected areas as to precautions that may be taken to ensure animal and plant health;
- Assists handling and packing of any samples and shipments to the appropriate research laboratory;
- Provides information and recommendations to the Health Department for outbreak incidents;
- Assists with assigning veterinary personnel to assist in delivering animal health care and performing preventative medicine activities;
- Participates in subsequent investigations jointly with other law enforcement agencies;
- Assesses the operating status of inspected meat, poultry and egg product processing, distribution, import and retail facilities in the affected area;
- Evaluates the adequacy of inspectors, program investigators and laboratory services relative to the incident;
- Assists with establishing logistical links with organizations involved in long-term congregate meal service in coordination with ESF-6 and ESF-17; and
- Establishes need for replacement food products.

Emergency Support Function # 12 – Energy

ESF Coordinator

Director of Emergency Services or Designee

Primary Agencies

Appalachian Electric Power (AEP)

Secondary/Support Agencies

Vinton Emergency Services

Vinton Public Works

State Corporation Commission (SCC)

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

MISSION

Estimate the impact of energy system outages in the locality.

Make decisions about closings based on:

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

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

SCOPE

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

Estimate the impact of energy system outages in the community.

Provide information concerning the energy restoration process such as:

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

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

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

POLICIES

- Provide fuel, power, and other essential resources
- Locality will contact utility providers;

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

CONCEPT OF OPERATIONS

GENERAL

The supply of electric power to customers may be cut off due to either generation capacity shortages and/or transmission/distribution limitations.

Generation capacity shortfalls are a result of:

- Extreme weather conditions; disruptions to generation facilities.

Other energy shortages (such as petroleum products) may result from:

- Extreme weather
- Strikes
- International embargoes
- Disruption of pipeline system
- Terrorism

And can impact transportation and industrial uses

Other Impacts:

- Sever key energy lifelines;
- Constrain supply in impacted areas, or in areas with supply links to impacted areas; and
- Affect transportation, communications, and other lifelines needed for public health and safety.

There may be widespread and prolonged electric power failures that extend beyond the locality. Without electric power, communications could become interrupted.

ORGANIZATION

The Town of Vinton may activate its EOC in order to:

- Provide for the health and safety of individuals affected by the event;
- Comply with local and state actions to conserve fuel, if needed;
- Coordinate with local governments and utility providers to provide emergency information, education, and conservation guidance to the citizens;
- Coordinate information with local, state, and federal officials and energy;
- Coordinate with suppliers about available energy supply recovery assistance; and
- Submit requests to the Virginia Emergency Operations Center (VEOC) for fuel and power assistance, based on current policy.

The SCC is the designated commodity manager for natural gas and electric power. DMME is the commodity manager for petroleum products and for solid fuels.

Following a catastrophic disaster, the VEOC, with staff support from SCC and DMME, will coordinate the provision of emergency power and fuel to affected jurisdictions to support

immediate response operations. They will work closely with federal energy officials (ESF #12), other Commonwealth support agencies, and energy suppliers and distributors. The locality will identify the providers for each of their energy resources.

ACTIONS

- Identify, quantify, and prioritize the minimum essential supply of fuel and resources required to ensure continued operation of critical facilities;
- Monitor the status of all essential resources to anticipate shortages;
- Maintain liaison with fuel distributors and local utility representatives;
- Implement local conservation measures;
- Keep the public informed in coordination with ESF-15;
- Implement procedures for determining need and for the distribution of aid;
- Allocate available resources to assure maintenance of essential services;
- Consider declaring a local emergency; and
- Document expenses.

RESPONSIBILITIES

- Review plans and procedures;
- Review procedures for providing lodging and care for displaced persons (see ESF #6);
- In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by The Town of Vinton;
- Keep the public informed and aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance;
- Provide emergency assistance to individuals as required;
- Enforce state and local government conservation programs; and
- Identify resources needed to restore energy systems.

**Tab 1 to Emergency Support Function #12
Utility Providers**

AEP	888-237-2221		

Table 12.1 – Utility Providers

**Tab 2 to Emergency Support Function #12
Local Petroleum Providers**

Roanoke Gas Company	(540) 777-4427	
Webb's Oil Company	(540) 362-3795	
APB Whiting Petroleum	(540) 774-4401	

Table 12.2 – Local Petroleum Providers

Emergency Support Function # 13 – Public Safety & Security

ESF Coordinator

Vinton Police Chief or designee

Primary Agencies

Vinton Police Department

Support Agencies

Roanoke County Police Department
 Vinton Fire & EMS Departments
 Roanoke County ECC
 Virginia Department of Transportation (VDOT)
 Virginia State Police (VSP)

MISSION

To maintain law and order, to provide public warning, to provide for the security of critical facilities and supplies, to provide a "safe scene" for the duration of a disruptive incident, to effect the evacuation of threatened areas, to provide access control to evacuated areas or critical facilities, to assist with search and rescue operations, and to assist with identification of the dead.

PURPOSE

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

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

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

SCOPE

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

ORGANIZATION

The Police Department located at 311 S. Pollard St., has the primary responsibility for law enforcement, security, warning, evacuation, traffic control, and evaluating the request for search and rescue. Additional resources are available if needed through working agreements with the Virginia State Police, or other law enforcement organizations—town police departments or police offices—in the region. The Vinton Police Department also coordinates with the VSP Fusion Center in order to collect data, conduct analysis, and disseminate information.

CONCEPT OF OPERATIONS

Existing procedures in the form of department directives provide the basis for a law enforcement response in time of emergency. Such directives are in force for all types of natural disasters or technological hazards to include flooding, hazardous materials incidents, transportation accidents, search and rescue operations, traffic control, and evacuation. The local law enforcement has the authority and responsibility for search and rescue operations throughout the jurisdiction.

In the event of a state- or federally-declared disaster, the Governor can provide National Guard personnel and equipment to support local law enforcement operations in the event that local law enforcement resources are not available. They may be used only for low-risk duties such as security and traffic control. Operational control will be retained by the local law enforcement; typically a liaison officer will be assigned to each field unit.

A hazardous or potential hazardous situation could justify the need for evacuation for a short period of a few hours to several days or weeks, depending on the hazard and its severity. In order to limit access to the hazard area, various personnel and devices will be required, such as:

- Personnel to direct traffic and staff control points
- Signs to control or restrict traffic
- Two-way radios to communicate to personnel within and outside the secured area
- Control point(s)
- Adjacent highway markers indicating closure of area
- Patrols within and outside the secured areas
- An established pass system for entry and exit of secured area(s)

The VDOT Residency Shop has general responsibility for signing and marking.

The Emergency Services Coordinator, in coordination with the local law enforcement and the fire department, should identify areas which may need to be evacuated, such as the floodplain and areas within one-half mile of sites with a potential for a hazardous substance incident. Such sites should include industrial plants, highways and railroads upon which hazardous materials are transported, and warehouses or dumps sites where such materials are stored or disposed.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and television. Also, the local law enforcement and the fire department will use mobile loudspeakers to ensure that all residents in the threatened areas have received the evacuation warning. VECC should be notified as soon as possible.

Evacuees will be advised to take the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies (if needed), and sleeping

bags or blankets. They will also be advised to secure their homes and turn off utilities before leaving. It is recommended that pets remain at home but if pets are brought to the evacuation area, reference can be made to the Animal Care and Control Annex for guidance. The local law enforcement will provide for the security of the evacuation area. VDOT Residency Shop personnel will assist in controlling access to the evacuated area by erecting traffic barriers at strategic points.

EMERGENCY SERVICES ACTIONS – LAW ENFORCEMENT

1. Normal Operations

Develop and maintain plans to provide for effective law enforcement, prompt warning and evacuation, traffic and crowd control, search and rescue, and the security of vital facilities and supplies.

- a. Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency
- b. Develop procedures for promptly warning the public of an emergency, using any means necessary and available (i.e., telephone, public address systems, knocking on doors) in coordination with ESF-2 and ESF-15.
- c. Develop procedures for warning and evacuating residents with special needs (elderly, handicapped, etc.) Anticipate and resolve problems associated with these population groups such as evacuating nursing homes and schools. The Sheriff's Office will handle the jail.
- d. Identify potential evacuation routes in the event of a major emergency situation in coordination with ESF-1.
- e. Develop strategies to effectively address special emergency situations that may require distinct law enforcement procedures, such as civil disorders, hostage or terrorist situations, and bomb threats or detonations.

2. Increased Readiness

A natural or man-made disaster is threatening the local area.

- a. Review and update plans and procedures
- b. Assign emergency duties and provide specialized training as needed
- c. Identify the specific areas which may need to be evacuated and designate evacuation routes
- d. Alert personnel to standby status

- e. Begin to keep records of all expenses incurred and continue for the duration of the emergency
- f. Alert all personnel and special facilities, as required
- g. Test primary communications systems and arrange for alternate systems, if necessary

3. Response

- a. Implement evacuation procedures for the threatened areas, if necessary. Instruct evacuees to bring one change of clothes, medicine, baby food, sleeping bags, and other supplies, as required.
- b. Provide traffic and crowd control, as required
- c. Implement the necessary security at the emergency site, evacuated areas, vital facilities, shelter areas, and supplies.
- d. Begin recording disaster-related expenses.
- e. Assist EOC in evacuation, as required.
- f. Secure the emergency site, evacuated areas, vital facilities, and supplies
- g. Continue to provide traffic and crowd control
- h. Continue to warn the public and assist with providing protective action guidance.
- i. Assist with search and rescue operations, as required.
- j. Implement existing mutual aid agreements with other jurisdictions, if necessary.

4. Recovery

- a. Continue to provide traffic and crowd control, as well as the necessary security.
- b. Complete the necessary post-emergency investigations while continuing to maintain law and order within the jurisdiction. Assist in state and federal investigation as necessary.
- c. Support cleanup and recovery operations as required
- d. Assist with identification of the dead, if necessary.
- e. Assist with damage assessment
- f. Complete disaster-related expense records for services provided and within your control and submit to the Coordinator.

**Tab 1 to Emergency Support Function #13
ENTRY PERMIT TO ENTER RESTRICTED AREAS**

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

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

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

Method of Travel (vehicle, aircraft) _____

Description of Vehicle/Aircraft Registration _____

Route of Travel if by Vehicle _____

Destination by legal location or landmark/E911 address _____

Alternate escape route if different from above _____

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

Entry granted into hazard area.

Authorizing Signature _____ Date _____

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

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

Tab 2 to Emergency Support Function #13
WAIVER OF LIABILITY
 (TO BE SIGNED AND RETURNED WITH APPLICATION FORM)

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

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

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

Print full name first, then sign.

I have read and understand the above waiver of liability.	_____
I have read and understand the above waiver of liability.	_____
I have read and understand the above waiver of liability.	_____
I have read and understand the above waiver of liability.	_____
I have read and understand the above waiver of liability.	_____
I have read and understand the above waiver of liability.	_____
I have read and understand the above waiver of liability.	_____
I have read and understand the above waiver of liability.	_____

Tab 3 to Emergency Support Function #13
LAW ENFORCEMENT RESOURCES
 (Maintain a list of available law enforcement resources and personnel)

Department	Phone Number	Contact	Resource: Personnel	
Vinton Police Department				
				Resource: Equipment

Emergency Support Function #14 – Long Term Recovery

ESF Coordinator

Director of Emergency Services or designee

Primary Agencies

Virginia Department of Emergency Management (VDEM)
Vinton Emergency Services
Vinton Planning and Zoning

Secondary/Support Agencies

Roanoke County Building Official's Office
Department of Social Services
American Red Cross
Virginia Voluntary Organizations Active in Disaster (VVOAD)
Vinton Public Information Officer
Town Attorney
Local Disaster Recovery Task Force
Roanoke Valley-Alleghany Regional Commission

MISSION

To facilitate both short term and long term recovery following a disaster. The recovery process begins with an impact analysis of the incident and support for available programs and resources and to coordinate programs to assist in the comprehensive economic, social, and physical recovery and reconstruction of the community impacted by the emergency.

SCOPE

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

POLICIES

- ESF #14 will begin the recovery process for any disaster with the implementation of short term disaster relief programs by non-governmental organizations and federal and state programs authorized by a presidential declaration of major disaster.
- The initiatives of the Governor and the Economic Crisis Strike Force will be tailored for the needs of the impacted communities and will utilize new and existing programs.
- Long-term recovery and improvement efforts are forward-looking and market-based, focusing on permanent restoration of infrastructure, housing, and the local economy, with attention to alleviation of future impacts of a similar nature, when feasible.

- Federal agencies may be requested to continue to provide recovery assistance under independent authorities to the state and local governments, the private sector, and individuals, while coordinating activities and assessments of need for additional assistance.

CONCEPT OF OPERATIONS

GENERAL

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

The recovery and reconstruction component deals with housing and redevelopment, public works, economic development, land use, zoning, and government financing. The Town of Vinton uses an established coding system for structures inspected by the Damage Assessment Team. This system provides for a quick overview of the anticipated need for long-term recovery housing and other services.

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

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

Long-term strategies would strive to restore and reconstruct the post-disaster environment to pre-disaster conditions. Federal and state agencies may provide technical assistance to localities in the long-term planning and redevelopment process in the event a state or federal declaration is made, or local resources will be utilized for these tasks. Regional cooperation and coordination will be stressed and promoted at all levels of government in order to achieve the priorities established and facilitate recovery efforts. The locality will develop strategies in coordination with regional local governments and the Roanoke Valley-Alleghany Regional Commission. Federal and state catastrophic disaster plans will support this effort. Items or actions to be focused on in this phase include:

- Completion of the damage assessment in coordination with the Damage Assessment Annex;
- Completion of the debris removal in coordination with the Debris Management Annex;
- Repairing/rebuilding the transportation system;
- Repairing/rebuilding of private homes and businesses; and
- Hazard Mitigation projects.

ORGANIZATION

- The Governor will determine the need for high-level oversight of the process of reconstruction and redevelopment of the impacted area if a declaration is made.
- The Governor may activate the Economic Crisis Strike Force (ECSF), led by the Secretary of Commerce and Trade, to organize and direct redevelopment activities.
- The Governor and the Secretary of Commerce and Trade will determine the mission and scope of the ECSF based on the sectors of the community that need redevelopment or reconstruction – such as infrastructure, economic structure, human services or special accountability issues.
- The strategy for long-term recovery should encompass, but *not* be limited to, land use, public safety, housing, public services, transportation services, education.
- The ECSF will establish the organization, plan the strategies, and oversee the efforts to accomplish the mission.
- If a state declaration of emergency is not made, all department heads from the Town of Vinton in coordination with representatives from Roanoke County (Fire and Rescue Department, County Administrators office, County Building Inspector, etc.) will plan the best course of action based on the circumstances involved and damage assessments received.

RESPONSIBILITIES

- Partner with disaster recovery agencies to implement recovery programs and coordinate with ESF-15 to inform the public about available recovery assistance;
- Coordinate the state's participation in recovery operations with FEMA, Small business Administration and other federal agencies located in the Joint Field Office or other command center;
- Obtain maps of the impacted areas;
- Develop a recovery strategy that addresses, but is not limited to, infrastructure (land-use, transportation, housing, public services), economic development, and human services (public health, medical care, behavioral health services);
- Advise on the recovery implications of response activities and coordinate the transition from response to recovery in field operations;
- Identify appropriate Federal programs and agencies to support implementation of the long-term community recovery plan, ensure coordination, and identify gaps in resources available;
- Avoid duplication of assistance, coordinate to the extent possible program application processes and planning requirements to streamline assistance, and identify and coordinate resolution of policy and program issues, and;
- Determine and identify responsibilities for recovery activities
- Coordinate activities with Debris Management and Damage Assessment Annex(s).

Emergency Support Function # 15 – External Affairs

ESF Coordinator

Public Information Officer or Designee
Director of Emergency Services

Primary Agencies

Vinton Police Department
Director of Emergency Services

Secondary/Support Agencies

Virginia Department of Emergency Management (VDEM)
Virginia Department of Health (VDH)
Local Television/Radio Stations
Local Newspaper(s)
Roanoke County Emergency Communications Center

MISSION

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

SCOPE

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

GENERAL

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

EMS, VDEM, VDH, VDOT, National Weather Service, etc. Programs include fire prevention, animal care and control, weather spotter training, disaster preparedness for seniors, public health issues (i.e. seasonal influenza, pandemic influenza), etc. Roanoke County Public Schools participate in the annual statewide tornado drill.

The Town of Vinton's population includes those whose primary language is not English. Translators are available through the Department of Social Services (DSS), the Migrant Health Network, VDH and contract private interpreters. Disaster preparedness, response, and recovery information is available in Spanish through VDEM. Public Health information is also available in Spanish. The Vinton Police Department also contracts through Language Line for services if needed.

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

All agencies and organizations are responsible for providing the PIO with appropriate timely information about the incident and actions needed to save lives and protect property. Coordination with ESF 10 will be utilized regarding evacuation and shelter in place information.

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

ORGANIZATION

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

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

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

RESPONSIBILITIES/ACTIONS

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

- Assist with the preparation/transmission of EAS messages, if needed;
- Disseminate news releases and daily Situation Reports from the State EOC via the agency's website;
- Disseminate information to elected officials through the legislative liaison function;
- Establish, with assistance from VDEM and other agencies, the Virginia Public Inquiry Center for the general public to call for information;
- Monitor the media to insure accuracy of information and correct inaccuracies as quickly as possible;
- Plan and organize news conferences with the Governor's staff, if necessary;
- Provide information to the public about available community disaster relief assistance and mitigation programs;
- Coordinate efforts to provide information to public officials, and;
- Facilitate communications between the public and other agency officials to ensure that affected people have access and knowledge about benefits for which they may be eligible;
- In the event of a storm which creates a flooding situation, the following actions will take place:
 - Upon a report of severe weather, the Roanoke County Emergency Communications Center (ECC) will contact the Town of Vinton Emergency Services Director and/or the Coordinator of Emergency Services. This notification can be made by telephone, e-mail, or other means of communication, but the ECC must confirm that the information was relayed to the Director or Coordinator of Emergency Services
 - Emergency service vehicles equipped with public address systems may be used to warn the general public
 - Should an evacuation become necessary, warnings and directions for evacuation and/or protect in place will be disseminated via all appropriate and available means in coordination with this ESF. Responding agencies will use loudspeakers, bullhorns, and/or go door to door to ensure that residents in the threatened areas have received the evacuation warning and instructions.

**Tab 1 to Emergency Support Function #15
Emergency Public Information Resources**

Table 15.1 – Media Contacts

Newspaper	Address	Contact	Phone Number(s)
██████████		Debbie Adams	540-473-2741
██████████			540-981-3340
Radio Stations	Address	Contact	Phone Number(s)
WFIR	3934 Electric RD	News Room	540.345.5655
Television Stations	Address	Contact	Phone Number(s)
██████████	401 3 rd St Sw	News Room	540.981.9156
██████████	2807 Hershberger Rd	News Room	540.985.3600
██████████	541 Luck Ave		540.857.5021
██████████	2320 Langhorne Dr Lynchburg VA	New Room	434.528.1313 or 800.639.7847

**Tab 2 to Emergency Support Function #15
Emergency Public Information
PIO Prearranged Messages**

Public Information Notification of an Incident
(Fire and/or Explosion Not Imminent)

At _____ (a.m./p.m.) today, an incident/accident occurred on
_____ (hwy/street).

Certain dangerous materials have been spilled/leaked/released from a tank car/truck.

Due to the toxic nature of the material released into the atmosphere, all traffic on
_____ (hwy/street) is being rerouted via _____
(hwy/intersection) until further notice.

**Tab 3 to Emergency Support Function #15
Emergency Public Information
PIO Prearranged Messages**

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

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

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

Follow directions given by emergency workers, State Police, or local law enforcement.

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

Table 15-3 – PIO Message # 2

**Tab 4 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Shelter Centers**

DATE: _____
TO: _____
FROM: Town of Vinton Health Department
SUBJECT: Health Risks Resulting from _____
(event, site, & date)

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

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

(enter symptoms from MSDS or other sources)

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

For additional information contact the Town of Vinton Health Department at
(540) 857-7800.

Table 15-4 – PIO Message # 3

**Tab 5 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Chemical/Biological Event**

The Town of Vinton Health Department has issued a Public Health Advisory concerning possible chemical contamination by _____ at the _____ in Town of Vinton.
(event)
(location)

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

(list symptoms on the MSDS)

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

For further information, contact the Town of Vinton Health Department at **(540) 857-7800**.

Table 15.5 – PIO Message # 4

**Tab 6 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Physicians**

DATE: _____
TO: All Primary Care Physicians in _____
(area, site & date)
FROM: Town of Vinton Health Department
SUBJECT: Health Risks Resulting from _____
(event, site and date)

The _____ at _____
(event) (site)

in the Town of Vinton released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of over exposure to these chemicals. Exposure to _____ with patients
(list name(s) of chemicals involved)
experiencing _____

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

For additional information, contact Town of Vinton Department of Health at **(540) 857-7800**.

Table 15.5 – PIO Message # 5

**Tab 7 to Emergency Support Function #15
Emergency Public Information
Sample Health Advisory for Primary Health Care Facilities**

DATE: _____
TO: All Primary Care Facilities in _____
(area, county, county)
FROM: Town of Vinton Health Department
SUBJECT: Health Risks Resulting from _____
(event, site & date)

The _____ at _____
(event) (site)

in the Town of Vinton released chemical particles into the environment in concentrations sufficient to cause health problems in some persons. Individuals suffering from chronic respiratory conditions, the elderly, infants and young children, and other individuals highly sensitive to air pollutants are at increased risk. Although precautions were taken, it is possible that some residents in the area may experience symptoms which are characteristic of over exposure to these chemicals. Exposure to _____
(list name(s) of chemicals involved)
with patients experiencing _____.

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

For additional information, contact Town of Vinton Department of Health at
(540) 857-7800.

Emergency Support Function # 16 – Military Support

ESF Coordinator

Virginia National Guard Commander or designee

Primary Agency

Vinton Police Department

Secondary/Support Agencies

Vinton Emergency Services
Virginia Department of Emergency Management (VDEM)

MISSION

The purpose of Emergency Support Function (ESF) #16 – Military Affairs is to outline the parameters on the use of all Department of Defense (DOD) and National Guard assets in support of a declared emergency.

CONCEPT OF OPERATIONS

The Town of Vinton will request a capability or need to the Virginia EOC as outlined in EOC procedures and ESF 7 Logistics.

It is at the determination of the Virginia Emergency Operations Center (VEOC) if DMA assets are best suited for the requested task. Assets will be limited to only accept missions or work assignments if within the original scope of deployment.

Support cannot be transferred to another agency without prior approval.

Once assets have been committed those responding will coordinate directly with local official to accomplish the objectives.

GENERAL

The Governor of Virginia is the Commander-in-Chief of all forces in the Commonwealth organized under the DMA. The Adjutant General (TAG) of Virginia is the military commander.

DMA staffs and man's its Joint Force Headquarters (JFHQ). Within the JFHQ is the Joint Operations Center (JOC) that is operational 24/7. The Virginia Army National Guard, Virginia Air National Guard, and the Virginia Defense Force are three components that JFHQ-VA draw forces from to fulfill request for assistance requirements.

ESF #16 in the Town will not be staffed but rather exists as a coordinating entity. Coordination will occur between the Emergency Services Coordinator and the response assets on specifics as it relates to duties assigned.

ORGANIZATION

The Town of Vinton does not have military installations within the jurisdiction and does not maintain stand-alone agreements with military assets.

POLICIES

DMA units will not directly respond to requests for assistance from local officials except to save human life, prevent human suffering, or to prevent great damage to or destruction of property. DMA units will advise local officials to submit requests for assistance through the Virginia Emergency Operations Center (VEOC).

Military assets are only available during a declared state of emergency.

RESPONSIBILITIES

- Provide military support to civil authorities on a mission request basis, and within the limitations of existing State law, military regulations, and the applicable Governor's Executive Order.

Emergency Support Function #17 - Volunteer and Donations Management

ESF Coordinator

Special Events Coordinator or designee

Primary Agencies

Vinton Special Events Department

Secondary/support Agencies

Vinton Emergency Services
Vinton Public Information Office
Department of Social Services (DSS)
Vinton Town Attorney
American Red Cross
Salvation Army

MISSION

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

SCOPE

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

POLICIES

Rooftop of Virginia, in coordination with VVOAD, the Local Recovery Task Force, and Vinton Emergency Services has primary responsibility for the management of volunteer services and donated goods.

The donation management process must be organized and coordinated to ensure the citizenry is able to take advantage of the appropriate types and amounts of donated goods and services in a manner that precludes interference with or hampering of emergency operations. A designated location should be established away from the incident location for the purpose of documenting volunteer support and to coordinate the staging of donated goods and services.

Rooftop of Virginia:

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

CONCEPT OF OPERATIONS

GENERAL

Volunteer and Donations Management operations may include the following:

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

Donated Goods Management Function

- Management of donated goods involves a cooperative effort by local and volunteer and community based organizations, the business sector and the media.
- Rooftop of Virginia, in conjunction with volunteer organization partners and local government, are responsible for developing donations management plans and managing the flow of donated goods during disaster operations.

Volunteer Management Function

- Management of volunteers requires a cooperative effort by local and volunteer and community based organizations, such as Citizen Corps Councils, faith-based organizations, the private sector and the media.
- Rooftop of Virginia, in partnership with Town of Vinton, and volunteer organizations is responsible for developing plans that address the management of unaffiliated volunteers during disaster response and recovery. Coordination with ESF 7 will assist with management of the unplanned arrival of donations and volunteers.

ORGANIZATION

Rooftop of Virginia will identify sites and facilities that will be used to receive, process, and distribute the unsolicited donated goods that will be sent to the disaster area. The necessary equipment, staff, communications, and security support to these facilities and sites will be provided by Vinton and volunteer organizations, as required.

Rooftop will coordinate the disaster relief actions of relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services. The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Shelter Centers.

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

ESF #17 will coordinate with ESF # 2 – Communications and ESF # 15 – External Affairs to develop public service announcements (PSAs) to notify the public about donations programs.

PSAs will be distributed from the Joint Information Center (JIC). PSAs may also include information about unneeded items, such as used clothing.

If additional resources are needed, a request will be made through ESF # 7 – Resource Management to the Virginia Emergency Operations Center (VEOC).

RESPONSIBILITIES

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

**Tab 1 to Emergency Support Function # 17 – Volunteer & Donations Management
Sample Volunteer Registration Form**

1. Name: _____

2. Social Security Number: _____

3. Organization (if appropriate) _____

4. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.) _____

5. Estimated length of time services can be provided in the disaster area: _____

6. Special tools or equipment required to provide service: _____

7. Billet or emergency shelter assignment in local area: _____

7. Are you or your group self-sufficient with regard to food and clothing:
 Yes No

Explanation: _____

Table 17.1 – Volunteer Registration Form

Debris Management Support Annex

Coordinating Agency

Vinton Public Works

Cooperating Agencies

Vinton Emergency Services
 Virginia Department of Transportation (VDOT)
 Roanoke County Engineering
 Virginia Department of Health
 Virginia Department of Environmental Quality (DEQ)

MISSION

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

SCOPE

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

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

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

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

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

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

POLICIES

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

- All actions taken to alleviate or eliminate the threat to the public health and safety must be closely coordinated with the owner or responsible party.

CONCEPT OF OPERATIONS

GENERAL

Vinton Public Works will be responsible for coordinating debris removal operations for the Town of Vinton. The town will be responsible for removing debris from property under its own authority, as well as from private property when it is deemed in the public interest. Debris must not be allowed to delay recovery operations for longer than absolutely necessary. To this end, Public Works will stage equipment in strategic locations locally as well as regionally, if necessary, to protect the equipment from damage, preserve the decision maker's flexibility for employment of the equipment, and allow for the clearing crews to begin work immediately after the incident.

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

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

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

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

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

Initially, debris will be placed in temporary holding areas until such time as a detailed plan of debris collection and disposal is prepared. This is not anticipated until after the local traffic has been restored. Temporary debris collection sites should be readily accessible by recovery equipment and should not require extensive preparation or coordination for use. Collection sites will be on public property when feasible to facilitate the implementation of the mission and alleviate potential liability requirements. Activation of sites will be under the control of the Town and will be coordinated with other recovery efforts through the EOC. Where appropriate, final disposal may be at the sanitary landfill.

Site selection criteria will be developed into a checklist format for use by these teams to facilitate identification and assessment of potential sites. Criteria will include such factors as ownership of

property, size of parcel, surrounding land uses and environmental conditions, and transportation facilities that serve the site.

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

ORGANIZATION

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

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

RESPONSIBILITIES

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

Tab 1 to Debris Removal Support Annex

DEBRIS CLASSIFICATIONS*

Definitions of classifications of debris are as follows:

1. **Burnable materials:** Burnable materials will be of two types with separate burn locations.
 - a. **Burnable Debris:** Burnable debris consists predominately of trees and vegetation. Burnable debris includes, but is not limited to, damaged and disturbed trees; bushes and shrubs; broken, partially broken and severed tree limbs and bushes. Burnable debris does not include garbage, construction and demolition material debris.
 - b. **Burnable Construction Debris:** Burnable construction and demolition debris consist of non-creosote structural timber, wood products, and other materials designated by the coordinating agency representative
2. **Non-burnable Debris:** Non-burnable construction and demolition debris include, but is not limited to, creosote timber; plastic; glass; rubber and metal products; sheet rock; roofing shingles; carpet; tires; and other materials as designated by the coordinating agency. Garbage will be considered non-burnable debris.
3. **Stumps:** Stumps will be considered tree remnants exceeding 24 inches in diameter; but no taller than 18 inches above grade, to include the stump ball. Questionable stumps shall be referred to the designated coordinating agency representative for determination of its disposition.
4. **Ineligible Debris:** Ineligible debris to remain in place includes, but is not limited to, chemicals, petroleum products, paint products, asbestos, and power transformers.

Materials classified as hazardous or toxic waste (HTW) shall be reported immediately to the designated coordinating agency representative. At the coordinating agency representative's direction, this material shall be segregated from the remaining debris in such a fashion as to allow the remaining debris to be loaded and transported. Standing broken utility poles, damaged and downed utility poles and equipment, transformers and other electrical material will be reported to coordinating agency. Emergency workers shall exercise due caution with existing overhead and underground utilities and above ground equipment, and advise the appropriate authorities of any situation that poses a health or safety risk to workers on site or to the general population.

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

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

Former Town Landfill	Third Street
Additional Sites To Be Determined as Needed	

**Tab 3 to Debris Removal Support Annex
DEBRIS QUANTITY ESTIMATES**

The formula used in this model will generate debris quantity as an absolute value based on a known population, and using a worse case scenario.

Determine population (P) in the affected area, using the 2010 Census Data for Vinton. The assumption of three persons per household (H) is used for this model.

The model formula is as follows:

$$Q = H (C) (V) (B) (S)$$

Where

- Q** is quantity of debris in cubic yards
- H** is the number of households (3,517)
- C** is the storm category factor in cubic yards. It expresses debris quantity in cubic yards per household by category and includes the house and its contents, and land foliage--Category 5 storm Value of C Factor is 80 cubic yards.
- V** is the vegetation characteristic multiplier. It acts to increase the quantity of debris by adding vegetation including shrubbery and trees on public rights of way--Vegetative Cover Heavy - Value of Multiplier is 1.3.
- B** is the commercial/business/industrial use multiplier and takes into account areas that are not solely single-family residential, but includes retail stores, schools, apartments, shopping centers and industrial/manufacturing facilities--Commercial Density Heavy - Value of Multiplier is 1.3.
- S** is the storm precipitation characteristic multiplier which takes into account either a wet, or a dry storm event, with a wet storm, trees will up-root generating a larger volume of storm generated debris (for category III or greater storms only)--Precipitation Characteristic Medium to Heavy - Value of Multiplier is 1.3.

Then $Q = 3,517 (H) \times 80 (C) \times 1.3 (V) \times 1.3 (B) \times 1.3 (S) = 10,551$ cubic yards

References:

Mobile District Corps of Engineers, Emergency Management Branch, Debris Modeling

Damage Assessment Support Annex

Coordinating Agency

Vinton Department of Planning and Zoning

Cooperating Agencies

Roanoke County Building Official's Office
Roanoke County Assessor's Office
Vinton Department of Public Works
Roanoke County Department of Parks and Recreation
Vinton Department of Emergency Services
Vinton Department of Finance
Vinton Police Department
Roanoke County Department of Social Services
Roanoke County Public Schools
American Red Cross
Amateur Radio Emergency Services
Virginia Department of Transportation (VDOT)

MISSION

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

SCOPE

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

DEFINITIONS

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

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

SITUATION

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

During the recovery phase of a disaster, Vinton will conduct a systematic analysis of the nature of the damage to public and private property, which estimates the extent of damage based upon actual observation and inspection. Damage assessment will be performed on an urgent basis to provide an initial estimate of damage. A damage estimate of public and private property is required for Vinton to determine actions needed, the establishment of priorities, and the allocation of local government resources, and what, if any, outside assistance will be required.

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

1. Individual Assistance (IA)
 - a. Temporary housing;
 - b. Individual and family grants (IFG);
 - c. Disaster unemployment assistance;
 - d. Disaster loans to individuals, businesses and farmers;
 - e. Agricultural assistance;
 - f. Legal services to low-income families and individuals;
 - g. Consumer counseling and assistance in obtaining insurance benefits;
 - h. Social security assistance;
 - i. Veteran's assistance; and
 - j. Casualty loss tax assistance.
2. Public Assistance (PA)
 - a. Debris removal;
 - b. Emergency protective measures; and
 - c. Permanent work to repair, restore or replace road systems, water control facilities, public buildings and equipment, public utilities public recreational facilities, etc.

ASSUMPTIONS

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

POLICIES

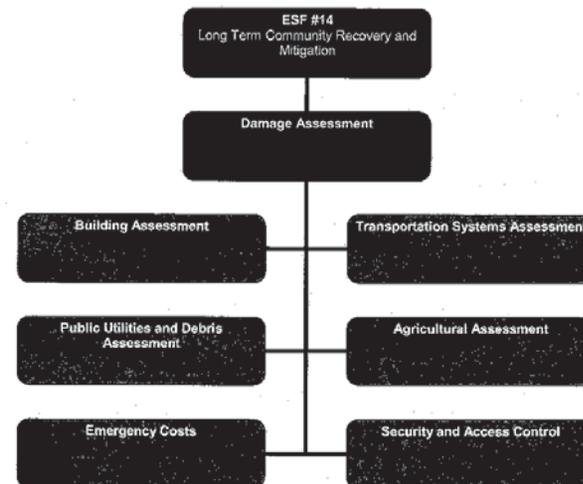
1. The Initial Damage Assessment (IDA) results will be reported to the Virginia EOC within 72 hours of the incident (WebEOC –primary; Fax or Call – secondary);
2. At the Incident Commander's request, the first priority for damage assessment may be to assess Vinton structural/infrastructure damage;
3. A Federal/State supported Preliminary Damage Assessment will be conducted in coordination with Vinton to verify IDA results and determine long-term needs. This data will be used to determine the need for a Presidential Disaster Declaration;
4. An estimate of potential expenditures, as well as required expenditures will be submitted to both the Town of Vinton and the VEOC before a Presidential Disaster declaration is requested;
5. Additional reports will be required when requested by the Director of Emergency Services or his designee depending on the type and magnitude of the incident;

6. Supplies, equipment and transportation organic to each organization will be utilized by that organization in the accomplishment of its assigned responsibility or mission;
7. Additional supplies, equipment and transportation essential to the continued operation of each organization will be requested through ESF #7 (Resource Support) in the EOC;
8. The approval to expend funds for response and recovery operations will be given by the department head from each agency or department involved in recovery operations. Each agency or department should designate a responsible person to ensure that actions taken and costs incurred are consistent with identified missions.

CONCEPT OF OPERATIONS

ORGANIZATION

The ultimate responsibility of damage assessment lies with the local governing authority. The Town of Vinton Director of Emergency Services or designee will be responsible for damage assessments, collection of the data and preparation of necessary reports through the functions of ESF # 14, Long Term Community Recovery and Mitigation. Damage assessments will be conducted by qualified, trained local teams under the supervision of the Town of Vinton Planning & Zoning Office, in conjunction with Roanoke County Building Official's Office. The damage assessment teams will be supported by multiple agencies from Vinton. If the nature of the incident is such that local resources are incapable of assessing the damage, state assistance will be requested through normal resource request procedures to the VEOC.



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

Basic administrative and accountability procedures for any damage assessment activities will be followed as required by local, state and federal regulations. If supplies, materials, and equipment are required, records will be maintained in accordance to local, state and federal reporting requirements. All procurement processes will also follow appropriate local procurement policies and regulations, and state and federal policies and regulations as necessary.

RESPONSIBILITIES

1. Vinton Planning and Zoning/**Roanoke County Building Official's Office**
 - a. Assemble the appropriate team and develop damage assessment plans, policies and procedures;
 - b. Maintain a list of critical facilities that will require immediate repair if damaged;
 - c. Appoint a representative to be located within the EOC to direct damage assessment operations to include operation of the teams, collecting data, and developing accurate and appropriate reports for the Vinton Director of Emergency Services;
 - d. Solicit cooperation from companies and local representatives of support agencies to serve as member of damage assessment teams;
 - e. Conduct damage assessment training programs for the teams;
 - f. Coordinate disaster teams conducting field surveys;
 - g. Collect and compile incoming damage reports from teams in the field, from other operations directors, and outside agencies, systems and companies;
 - h. Using existing policies and procedures, determine the state of damaged buildings and place notification/placards as needed;
 - i. Using existing policies and procedures, facilitate the issuance of building permits and for the review and inspection of the site-related and construction plans submitted for the rebuilding/restoration of buildings;
 - j. Assist in the establishment of the sequence of repairs and priorities for the restoration of affected areas;
 - k. Correlate and consolidate all expenditures for damage assessment to the Department of Finance;
 - l. Ensure that there will be an escort available for any State or Federal damage assessments and prepare an area map with the damage sites prior to their arrival.
2. Vinton Department of Public Works
 - a. Designate representatives to serve as members of damage assessment teams;
 - b. Participate in damage assessment training;
 - c. Collect and compile damage data regarding public and private utilities, and provide to Planning and Zoning within the EOC;
 - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
3. Virginia Department of Transportation
 - a. Designate representatives to serve as members of damage assessment teams;
 - b. Participate in damage assessment training;
 - c. Collect and compile damage data regarding public and private transportation resources, and provide to Planning and Zoning within the EOC;
 - d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
4. Roanoke County Extension Office
 - a. Designate representatives to serve as members of damage assessment teams;
 - b. Participate in damage assessment training;
 - c. Collect and compile damage data regarding public and private agricultural resources, and provide Planning and Zoning within the EOC;

- d. Participate as requested in Initial Damage Assessment field reviews and escorting for State and Local damage assessments.
5. Vinton Police Department
 - a. Provide security for ingress and egress of the damaged area(s) post-event;
 - b. Provide access and security for damage assessment activities with The Town of Vinton.
6. Vinton Department of Finance
 - a. Collect, report and maintain estimates of expenditures and obligations required for response and recovery activities;
 - b. Maintain accurate records of funds, materials and man-hours expended as a direct result of the incident;
 - c. Report these estimates and obligations to the Director of Emergency Services for inclusion into the appropriate Public Assistance IDA categories.
7. Vinton Emergency Services
 - a. Overall direction and control of damage assessment for the Town of Vinton;
 - b. Reporting of damages to the Virginia EOC within 72 of the incident in the appropriate Initial Damage Assessment format;
 - c. Ensuring appropriate and adequate public information and education regarding the damage assessment process; and
8. Vinton Public Information Officer
 - a. Ensures coordination with appropriate damage assessment coordination ESFs to provide periodic spot announcements to the public on important aspects of the assessments.

ACTIONS

Mitigation/Prevention:

- Develop public awareness programs from building codes, ordinances and the National Flood Insurance Program;
- Develop a damage assessment training program;
- Develop damage assessment plans, procedures and guidance;
- Designate representatives to lead damage assessment activities within the EOC;
- Designate damage assessment team members.

Preparedness:

- Identify resources to support and assist with damage assessment activities;
- Train personnel in damage assessment techniques;
- Review plans, procedures and guidance for damage assessments, damage reporting and accounting;
- List all critical facilities and all local buildings requiring priority restoration.

Response:

- Activate the damage assessment staff in the EOC;
- Organize and deploy damage assessment teams or team escorts as necessary;
- Organize collection of data and record keeping at the onset of the event;
- Document all emergency work performed by local resources to include appropriate photographs;
- Compile and disseminate all damage reports for appropriate agencies;
- Determine the state of damaged buildings and place notification/placards as needed;
- Inform officials of hazardous facilities, bridges, road, etc.

Recovery:

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

Tab 1 to Damage Assessment Annex Damage Assessment Team Assignments

The appointed representatives from the Planning and Zoning Office and the Building Official's Office will report to the EOC when activated by the Director of Emergency Services. Damage assessment teams will be assembled and instructions provided relative to the emergency. Team leaders will be designated to compile information for situation and damage assessment reports.

TEAM ASSIGNMENTS (based on categories in Damage Assessment Form)

I. PRIVATE PROPERTY

Category A – Residential/Personal Property

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

Team: Building Official or designee
Department Heads and additional staff, as needed

Category B – Business and Industry

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

Team: Building Official or designee
Department Heads and additional staff, as needed

II. PUBLIC PROPERTY

Category A – Debris Clearance

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

Team: Department Heads and additional staff, as needed

Category B – Protective Measures

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

Team: Department Heads and additional staff, as needed

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

Team: Department Heads and additional staff, as needed
Virginia Department of Health

Category C – Road Systems

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

Team: Public Works
VDOT
Department Heads and additional staff, as needed

Category D – Water Control Facilities

Damage to dams and drainage systems.

Team: Department Heads and additional staff, as needed

Category E – Public Buildings and Equipment

Damage to buildings, inventory, vehicles and equipment.

Team: Building Official or designee
Department Heads and additional staff, as needed

Category F – Public Utility Systems

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

Team: Public Works
Department Heads and additional staff, as needed
Virginia Department of Health – Environmental Health

Category G – Recreational Facilities

Damage to parks, shelters, lighting and equipment.

Team: Parks and Recreation
Department Heads and additional staff, as needed

Tab 2 to Damage Assessment Annex
TELEPHONE REPORT

LOCAL GOVERNMENT DAMAGE ASSESSMENT – TELEPHONE REPORT				
1. CALLER NAME			2. PROPERTY ADDRESS (include apt. no; zip code)	
3. TELEPHONE NUMBER			4. TYPE OF PROPERTY	
Home	Work	Cell	5. OWNERSHIP	
			<input type="checkbox"/> Single Family <input type="checkbox"/> Multi-Family (usually Apts.) <input type="checkbox"/> Business <input type="checkbox"/> Check here if residence is a vacation home—not a primary residence	
Best time to call	Best number to use		<input type="checkbox"/> Own <input type="checkbox"/> Rent <input type="checkbox"/> Lease (business only)	
6. CONSTRUCTION TYPE				
<input type="checkbox"/> Masonry <input type="checkbox"/> Wood Frame <input type="checkbox"/> Mobile Home <input type="checkbox"/> Manufactured <input type="checkbox"/> Other				
7. TYPE OF INSURANCE				
<input type="checkbox"/> Property <input type="checkbox"/> Sewer Back-up <input type="checkbox"/> Flood (Structure) <input type="checkbox"/> Flood (Contents) <input type="checkbox"/> Wind/Hurricane <input type="checkbox"/> None				
8. DAMAGES (Check all that apply)				
HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No Water Heater <input type="checkbox"/> Yes <input type="checkbox"/> No Electricity <input type="checkbox"/> On <input type="checkbox"/> Off Natural Gas <input type="checkbox"/> On <input type="checkbox"/> Off Roof Intact <input type="checkbox"/> Yes <input type="checkbox"/> No Foundation <input type="checkbox"/> Yes <input type="checkbox"/> No Windows <input type="checkbox"/> Yes <input type="checkbox"/> No Sewer <input type="checkbox"/> OK <input type="checkbox"/> Not OK Major Appliances <input type="checkbox"/> Yes <input type="checkbox"/> No Basement Flooding <input type="checkbox"/> Yes - Depth ____ Feet Furnace <input type="checkbox"/> Yes <input type="checkbox"/> No				
9. SOURCE OF DAMAGES				
<input type="checkbox"/> Sewer back-up <input type="checkbox"/> Primarily Flood <input type="checkbox"/> Wind/Wind driven rain <input type="checkbox"/> Tornado Other <input type="checkbox"/> _____				
10. Based on the damages reported, the property is currently <input type="checkbox"/> Habitable <input type="checkbox"/> Uninhabitable				
11. CALLER'S ESTIMATE OF DAMAGES				
REPAIRS		CONTENTS		TOTAL
\$ _____		\$ _____		\$ _____
12. COMMENTS				
12. CALL TAKER				
13. DATE & TIME REPORT TAKEN				

**Tab 3 to Damage Assessment Annex
Cumulative Initial Damage Assessment Report**

**PRIMARY: Input into WebEOC
SECONDARY: VDEM VEOC Phone Number (804) 674-2400 Fax Number (804) 674-2419**

Jurisdiction:									
Date/Time IDA Report Prepared:									
Prepared By:									
Call back number:									
Fax Number:									
Email Address:									
Part I: Private Property CUMULATIVE DAMAGES									
Type Property	# Destroyed	# Major Damage	# Minor Damage	# Affected	Dollar Loss	% Flood Insured	% Property Insured	% Owned	% Secondary
Single Dwelling Houses (inc. condo units)									
Multi-Family Residences (count each unit)									
Manufactured Residences (Mobile)									
Business/Industry									
Non-Profit Organization Buildings									
Agricultural Facilities									
Part II: Public Property (Includes eligible non-profit Facilities) CUMULATIVE DAMAGES									
Type of Property	Estimated Dollar Loss	% Insured							
Category A (Debris Removal)									
Category B (Emergency Protective Measures)									
Category C (Roads and Bridges)									
Category D (Water Control Facilities)									
Category E (Public Buildings and Equipment)									
Category F (Public Utilities)									
Category G (Parks and Recreation Facilities)									
TOTAL	\$0.00								
Additional Comments:									

**Tab 4 to Damage Assessment Annex
Public Assistance Damage Assessment Guidelines**



Category	Purpose	Eligible Activities
A: Debris Removal	Clearance of trees and woody debris; building wreckage; sand, mud, silt, and gravel; vehicles; and other disaster-related material deposited on public and, in very limited cases, private property	<ul style="list-style-type: none"> Debris removal from a street or highway to allow the safe passage of emergency vehicles Debris removal from public property to eliminate health and safety hazards
B: Emergency Protective Measures	Measures taken before, during, and after a disaster to save lives, protect public health and safety, and protect improved public and private property	<ul style="list-style-type: none"> Emergency Operations Center activation Warning devices (barricades, signs, and announcements) Search and rescue Security forces (police and guards) Construction of temporary levees Provision of shelters or emergency care Sandbagging • Bracing/shoring damaged structures Provision of food, water, ice and other essential needs Emergency repairs • Emergency demolition Removal of health and safety hazards
C: Roads and Bridges	Repair of roads, bridges, and associated features, such as shoulders, ditches, culverts, lighting and signs	<ul style="list-style-type: none"> Eligible work includes: repair to surfaces, bases, shoulders, ditches, culverts, low water crossings, and other features, such as guardrails.
D: Water Control Facilities	Repair of irrigation systems, drainage channels, and pumping facilities. Repair of levees, dams, and flood control channels fall under Category D, but the eligibility of these facilities is restricted	<ul style="list-style-type: none"> Channel alignment • Recreation Navigation • Land reclamation Fish and wildlife habitat Interior drainage • Irrigation Erosion prevention • Flood control
E: Buildings and Equipment	Repair or replacement of buildings, including their contents and systems; heavy equipment; and vehicles	<ul style="list-style-type: none"> Buildings, including contents such as furnishings and interior systems such as electrical work. Replacement of pre-disaster quantities of consumable supplies and inventory. Replacement of library books and publications. Removal of mud, silt, or other accumulated debris is eligible, along with any cleaning and painting necessary to restore the building. All types of equipment, including vehicles, may be eligible for repair or replacement when damaged as a result of the declared event.
F: Utilities	Repair of water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities	<ul style="list-style-type: none"> Restoration of damaged utilities. Temporary as well as permanent repair costs can be reimbursed.

G: Parks, Recreational Facilities, and Other Items	Repair and restoration of parks, playgrounds, pools, cemeteries, and beaches. This category also is used for any work or facility that cannot be characterized adequately by Categories A-F	<ul style="list-style-type: none"> Roads, buildings, and utilities within those areas and other features, such as playground equipment, ball fields, swimming pools, tennis courts, boat docks and ramps, piers, and golf courses. Grass and sod are eligible only when necessary to stabilize slopes and minimize sediment runoff. Repairs to maintained public beaches may be eligible in limited circumstances.
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Only states, local government agencies and authorities, public utilities, and certain non-profit organizations may be eligible for Public Assistance grants.

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

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

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

JURISDICTION: _____ INSPECTOR: _____ DATE: _____ PAGE ____ of ____

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

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

SITE #	WORK CATEGORY:	NAME of FACILITY and LOCATION:			
		GPS (in decimal deg.):			
DAMAGE DESCRIPTION:					
EMERGENCY FOLLOW-UP NEEDED?					
	Y	N	TOTAL ESTIMATED DAMAGES: \$		
FLOOD INSURANCE					
	Y	N	PROPERTY INSURANCE 157	Y	N
NO DATA AVAILABLE (check box)					



**Tab 6 to Damage Assessment Annex
Individual Assistance Damage Assessment Level Guidelines**

Damage Definitions	General Description	Things to Look For	Water Levels
DESTROYED Structure is a total loss. <u>Not economically feasible to rebuild.</u>	Structure leveled above the foundation, or second floor is gone. Foundation or basement is significantly damaged.	DESTROYED Structure leveled or has major shifting off its foundation or only the foundation remains. Roof is gone, with noticeable distortion to walls.	DESTROYED More than 4 feet in first floor. More than 2 feet in <i>mobile home</i> .
MAJOR Structure is currently uninhabitable. Extensive repairs are necessary to make habitable. <u>Will take more than 30 days to repair.</u>	Walls collapsed. Exterior frame damaged. Roof off or collapsed. Major damage to utilities: furnace, water heater, well, septic system.	MAJOR Portions of the roof and decking are missing. Twisted, bowed, cracked, or collapsed walls. Structure penetrated by large foreign object, such as a tree. Damaged foundation.	MAJOR 2 to 4 feet in first floor without basement. 1 foot or more in first floor with basement. 6 inches to 2 feet in <i>mobile home</i> with plywood floors. 1 inch in <i>mobile home</i> with particle board floors .
MINOR Structure is damaged and uninhabitable. Minor repairs are necessary to make habitable. <u>Will take less than 30 days to repair.</u>	Interior flooring / exterior walls with minor damage. Tree(s) fallen on structure. Smoke damage. Shingles / roof tiles moved or missing.	MINOR Many missing shingles, broken windows and doors. Loose or missing siding. Minor shifting or settling of foundation. Minor damage to septic system.	MINOR 2 inches to 2 feet in first floor without basement. 1 foot or more in basement. Crawlspace – reached insulation. Sewage – in basement. <i>Mobile home</i> , "Belly Board" to 6 inches.
AFFECTED HABITABLE Structure has received minimal damage and is <u>habitable without repairs.</u>	AFFECTED HABITABLE Chimney or porch damaged. Carpet on first floor soaked. Broken windows.	AFFECTED HABITABLE Few missing shingles, some broken windows. Damage to air conditioning units / etc. Some minor basement flooding.	AFFECTED HABITABLE Less than 2 inches in first floor Minor basement flooding. <i>Mobile home</i> , no water in "Belly Board".

IDA Tips: Estimating Water Depths

- Brick - 2 1/2 inches per course
- Concrete or cinder block - 8 inches per course
- Lap or aluminum siding - 4 inches or 8 inches per course
- Door knobs - 36 inches above floor
- Stair risers - 7 inches
- Standard doors - 6 feet 8 inches

LOCALITY INDIVIDUAL DAMAGE ASSESSMENT FIELD FORM									
Incident Type Geographic Area Description		Sector		Place Name		IDA Date		Page #	
IDA Town		MULTI - FAMILY		SINGLE FAMILY		INOPLE HOME		Total Damaged	
AFFECTED	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER
	OWNER								
MINOR	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER
	OWNER								
MAJOR	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER
	OWNER								
DESTROYED	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER	OWNER
	OWNER								
TOTAL PRIMARY									
TOTAL SECONDARY									
TOTAL (See Remarks)									
ROADS / BRIDGES		Number of Roads / Bridges Damaged						Number of Households Impacted	
UTILITIES		Number of Households Without Utilities						Estimated Date for Utilities Restoration	
Comments									

DAM SAFETY SUPPORT ANNEX

Coordinating Agency

Vinton Emergency Services
Vinton Police Department

Cooperating Agencies

Town Manager
Virginia Department of Conservation and Recreation (DCR)
Virginia Department of Emergency Management (VDEM)

Introduction

Purpose:

To facilitate the evacuation of downstream residents or notification of the public in the event of an imminent or impending dam failure.

Scope:

The Virginia Department of Conservation and Recreation (DCR) provides detailed guidance to dam owners in developing emergency action plans and emergency preparedness plans in the event of dam failure. Local government is also responsible for developing compatible procedures to warn and evacuate the public in the event of dam failure.

Concept of Operations

General:

Dam owners are responsible for the proper design, construction, operation, maintenance, exercising, and safety of their dams. They are also responsible for reporting abnormal conditions at the dam to the Police, the Town Manager and the Coordinator of Emergency Services and to recommend evacuation of the public below the dam if it appears necessary. Owners of dams that exceed 25 feet in height and impound more than 50 acre-feet (100 acre-feet for agricultural purposes) of water must develop and maintain an Emergency Action Plan. This plan shall include a method of notifying and warning persons downstream and of notifying local authorities in the event of impending failure of the dam. An EAP is one of three items required prior to issuance of an Operation and Maintenance Certificate by the Virginia DCR. In addition to the Virginia DCR, a copy of the plan must be provided to the local Director of Emergency Services and to the Virginia Department of Emergency Management.

Standards have been established for "Dam Classifications" and "Emergency Stages." See Tab 1. The affected public will be routinely notified of conditions at the dam during Stage I. If conditions escalate to Stage II, emergency services personnel will immediately notify the public affected to be on alert for possible evacuation of the areas that would be flooded. If conditions deteriorate and overtopping or failure of a dam has occurred or is imminent, as in Stage III, the Town Manager and/or the Coordinator of Emergency Services and/or the Director of Emergency Services will warn the public, order evacuation from the affected area, and declare a local emergency.

Organization:

The Mayor/Director of Emergency Services, the Town Manager and/or the Coordinator of Emergency Services, or appointee, in their absence, is responsible for making the decision to order evacuation in the event of an imminent or impending dam failure. The Police Department will disseminate the warning to evacuate.

AUTHORITIES:

In addition to those listed in the Basic Plan:

- A. The Virginia Dam Safety Act, Article 2, Chapter 6, Title 10.1 (10.1-604 et seq) of the Code of Virginia
- B. Virginia Soil and Water Conservation Board, Chapter 20 – Impounding Structure Regulations. 4VAC50-20-10 through 4VAC50-20-400 of the Virginia Administrative Code

Emergency Management Actions – Dam Safety**Normal Operations**

1. Dam Owners
 - a. Develop an Emergency Action Plan (EAP) for warning and evacuating the public in the event of dam failure;
 - b. Obtain an Operations and Maintenance Certificate from the Virginia Department of Conservation and Recreation;
 - c. Operate and maintain the dam to assure the continued integrity of the structure; and
 - d. Exercise and test dam EAP to ensure that it meets current codes and regulations.
2. Town of Vinton
 - a. Develop procedures to warn and evacuate the public in event of a dam failure.

Increased Readiness

1. Stage I Conditions
 - a. Alert on-duty emergency response personnel.
2. Stage II Conditions
 - a. Alert on-duty emergency response personnel;
 - b. Notify the public of possible dam failure;
 - c. Review warning and evacuation plans and procedures; and
 - d. Place off-duty emergency response personnel on alert.

Emergency Operations

1. Mobilization Phase—Latter Part of Stage II or at Stage III Conditions
 - a. Activate Emergency Operations Center (EOC);
 - b. Notify Virginia Emergency Operations Center (VEOC); and
 - c. Begin record keeping of all incurred expenses
2. Response Phase—Stage III Conditions
 - a. Activate EOC;
 - b. Order immediate evacuation of residents in expected inundation areas;
 - c. Sound warning through use of sirens, horns, Emergency Alert System (EAS), telephone, or door to door notification to evacuate individuals.
 - d. Call in necessary emergency response personnel to provide help required to save lives and property; and
 - e. Follow all established procedures within designated functional areas specified in this plan.

Recovery

1. Provide assistance to disaster victims;
2. Clean up debris and restore essential services;
3. All agencies tasked in this plan implement recovery procedures;
4. Review emergency procedures used and revise, if necessary, to ensure lessons learned are applied and incorporated into future plans; and

5. Determine what mitigation measures, if any, should be initiated (i.e., zoning, design of dams, etc.)

Responsibilities:

Dam Owners:

- Develop an emergency action plan (or emergency preparedness plan) for warning and evacuating the Public in the event of dam failure;
- Obtain an Operation and Maintenance Certificate from the Virginia DCR;
- Provide plan copies to the locality, Virginia DCR and VDEM;
- Operate and maintain the dam to ensure the continued integrity of the structure;
- Conduct exercises to ensure responsible parties understand their role and appropriate response capabilities exist; and
- If an owner or the owner's engineer has determined that circumstances are impacting the integrity of the impounding structure that could result in the imminent failure of the impounding structure, temporary repairs may be initiated prior to approval from the board. The owner shall notify the Virginia DCR within 24 hours of identifying the circumstances impacting the integrity of the impounding structure.

Local Government:

- Develop procedures to warn and evacuate the public in the event of dam failure;
- Notify public of possible dam failure;
- Order immediate evacuation of residents in areas that are expected to be affected;
- Sound warning through use of sirens, horns, and vehicles with loudspeakers, EAS, telephone calls, and door-to-door notification to immediately evacuate individuals out of the area or to high ground in area for later rescue;
- Provide assistance to disaster victims;
- Clean up debris and restore essential services;
- All agencies tasked in this plan implement recovery procedures;
- Review emergency procedures used and revise, if necessary, to insure lessons learned are applied in future disasters; and
- Determine what mitigation measures, if any, should be initiated (zoning, design of dams, etc.).

Tab 1 to Dam Safety Support Annex DAM CLASSIFICATIONS AND EMERGENCY STAGES

Dam Classifications

Dams are classified based upon the degree of hazard potential they impose should the structure fail completely. This hazard classification has no relationship to the structural integrity or probability of failure.

Dams which exceed 25 feet in height and impound more than 50 acre feet in volume, are required to obtain an Operation and Maintenance Certificate which includes the development of an emergency action plan administered by Virginia DCR.

High - dams that would cause probable loss of life or serious economic damage if they were to fail.

Significant - dams that might cause loss of life or appreciable economic damage if they were to fail.

Low - dams that would lead to no expected loss of life or significant economic damage if they were to fail. Special criteria: This classification includes dams that would cause damage only to property of the dam owner if they were to fail.

Emergency Stages

When abnormal conditions, such as flooding or minor damage to the dam, impact a dam, the dam owner should initiate specific actions that will result in increased readiness to respond to a potential dam failure. The following stages identify actions and response times which may be appropriate.

Stage I - Slowly developing conditions; five days or more may be available for response. Owner should increase frequency of observations and take appropriate readiness actions.

Stage II - Rapidly developing conditions; overtopping is possible. One to five days may be available for response. Increase readiness measures. Notify local Coordinator of conditions and keep him informed.

Stage III - Failure has occurred, is imminent, or already in flood condition; overtopping is probable. Only minutes may be available for response. Evacuation recommended.

The Town of Vinton is also in possession of the most recent revision of the Emergency Action Plan (EOP) from American Electric Power; Appalachian Power Company, for the Niagara Dam project. This EOP is located in the Town Managers office and the Police Chief's office primarily.

and is assessable to both the Director of Emergency Services, the Coordinator of Emergency Services, and their respective designees.

Reference: "Dam Safety, Floodplain Management." Virginia Department of Conservation and Recreation. October, 29 2008. www.dcr.virginia.gov/dam_safety_and_floodplains/

**Tab 2 to Dam Safety Support Annex
LISTING OF DAMS WITHIN THE TOWN OF VINTON**

Class I

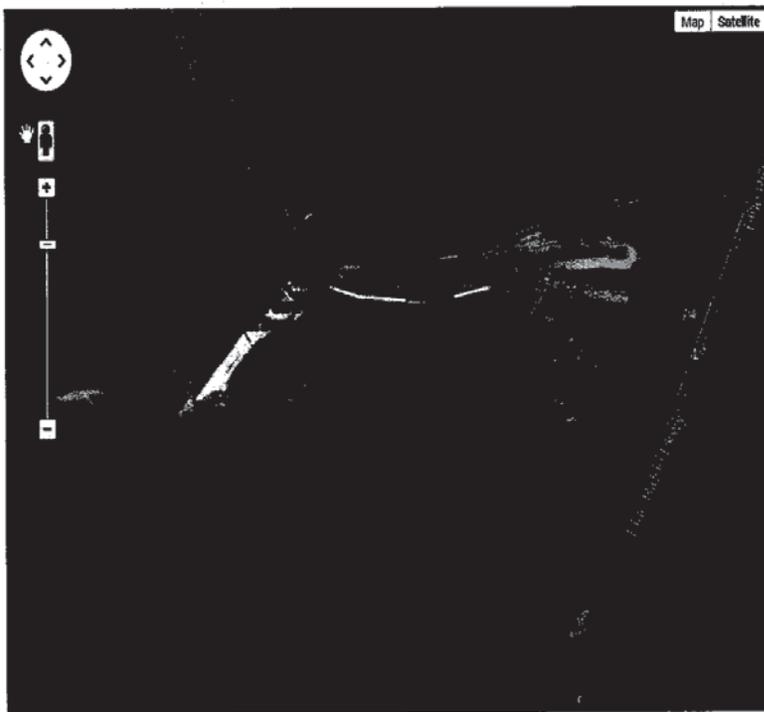
Niagara Dam – Roanoke River – Roanoke County

Structural Height: 52' Maximum Capacity: 2000 60 acre-feet
Type: Gravity
Purpose Hydroelectric, Recreation
Owner: American Electric Power

Carvins Cove Dam

Tab 3 to Dam Safety Support Annex

TOWN OF VINTON REGISTERED DAMS MAP
(Include a map indicating local of dams within jurisdiction)



Animal Care, Control and Sheltering Support Annex

Coordinating Agency

Vinton Animal Control

Cooperating Agencies

Vinton Emergency Services
Vinton Police Department
Local Veterinarians
Vinton/Roanoke County Health Department
Virginia Cooperative Extension Service
Virginia Department of Agriculture and Consumer Services (VDACS)
Virginia Department of Emergency Management (VDEM)
Virginia Veterinary Medical Association
Virginia Animal Control Association
Animal Welfare/Rescue Organizations

MISSION

The Animal Care and Control Annex coordinates public and private sector resources to identify and meet animal service needs that may arise during an emergency or disaster. This annex provides basic guidance for all participants in animal related emergency management activities. This includes guidance for all departments and agencies providing assistance in response to a local disaster declaration.

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

SCOPE

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

ASSUMPTIONS

1. The care and control of non-wildlife and non-feral animals (including household pets, livestock and poultry) is primarily the responsibility of the owner of the animal(s). In times of emergency or disaster, owners may need assistance in the care and control of their animals.
2. Pet-friendly shelters will only shelter those animals defined as household pets.
3. No dogs with a known bite history or previously classified by Animal Control as "Dangerous" or "Potentially Dangerous" will be accepted into a pet-friendly shelter.
4. No dog that shows signs of aggression during initial check-in will be accepted.
5. All dogs and cats must be accompanied by proof of current vaccinations and current rabies tags.
6. No feral cats or wild-trapped cats will be accepted.
7. Animals should be brought to the pet-friendly shelter in a suitable cage or on a leash provided by the owner.
8. Birds must be brought in the owner's cage. Bird breeders with large numbers of birds will need to seek sanctuary elsewhere.

9. Pocket pets (hamsters, gerbils, hedgehogs, sugar gliders, chinchillas, etc.) must be brought to shelter in owner's cage. The cage must be of good material to prevent escape.
10. No reptiles will be accepted.
11. A hazard analysis and vulnerability assessment has been completed which identifies the types of threats, the areas that they threaten, and types and numbers of animals most vulnerable in these areas.
12. The Director of Emergency Services, Town Manager, or the Coordinator of Emergency Services may issue an emergency proclamation or disaster declaration. The National Incident Management System (NIMS) will be used to establish the organizational structure.
13. Vinton Emergency Operations Center may be activated to manage the emergency.
14. Any disaster may potentially have adverse effects on the jurisdiction's animal population or the public health and welfare.
15. State or Federal Assistance to deal with animal emergencies may not be available. Local resources must be utilized before requesting outside assistance.

POLICIES

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

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

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

CONCEPT OF OPERATIONS

ORGANIZATION

Vinton Animal Control is designated as the lead agency for animal care and control. Within Animal Control, the Director is designated as the Coordinator for the management of operations, planning, and training for the animal care and control function.

Vinton Animal Control has primary responsibility for:

- Evacuation, transport, recordkeeping, and sheltering of companion animals
- Medical care for companion animals
- Disposal of dead companion animals
- Capture, quarantine, and/or destruction of infectious, contaminated, and/or hazardous animals

Secondary responsibilities include:

- Disposal of other dead animals
- Aid in providing services for agricultural animals (livestock)

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

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

RISK ASSESSMENT

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

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

RESPONSIBILITIES

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

ACTIONS

Increased Readiness:

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

Mobilization:

- Alert all personnel;
- Open Support Shelters;
- Activate other resources as needed; and

- Implement evacuation upon command

Response:

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

Recovery:

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

Evaluation:

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

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

Household Pet

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

Feral/Stray Domesticated Animals:

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

Poultry:

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

Wildlife:

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

Exotic Animals:

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

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

**Tab 2 to Animal Care and Control Support Annex
RESOURCE LIST**

Resource List		
Staff		Vinton Police Department
Vehicles	•	Vinton Police Department
	•	
Equipment	•	Vinton Police Department
Supplies	•	Vinton Police Department

Table SA1.1

**Tab 3 to Animal Care and Control Support Annex
Pet-Friendly Shelter Pet Registration/Discharge Form**

Owner Information		
Full Name:	Driver's License Number:	
Street Address:		
City, State, Zip		
Phone Numbers:	Home:	Cell or Alternate:
Pet Information		
Description of Animal: <input type="checkbox"/> Dog <input type="checkbox"/> Cat <input type="checkbox"/> Other _____	Pet's Name:	Crate Assigned:
MALE <input type="checkbox"/> Intact <input type="checkbox"/> Neutered	FEMALE <input type="checkbox"/> Intact <input type="checkbox"/> Spayed <input type="checkbox"/> In Heat	
Breed:	Color:	Age:
Distinctive Markings:		
Microchip: <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, number:	
Veterinarian Name:		
Pet Medications - List any medications below that your pet is currently taking		
Name of Medication	Dosage	Purpose
TO BE COMPLETED BY SHELTER		
Arrival Date:	Departure Date:	
Did the owner provide the pet the following:	Yes	No
• Proper identification tags during the stay		
• Proper ID on all belongings		
• Properly secured items		
• Properly secured food bowls		
• Properly secured medication(s) (enable medication owners to provide)		
• Properly secured cage has wires, bars, spikes, etc. assessed and all openings are properly labeled clearly and consistently		
Registration Agreement		
I understand that I must pick up my pet(s) when leaving the designated shelter or at the closing of the shelter, whichever comes first, or my pet(s) will become property of the local animal control facility and treated as stray(s).		
I, the animal owner signed below, certify that I am the legal owner and request the emergency housing of the pet(s) listed on this form. I hereby release the person or entity receiving the pet(s) from any and all liability regarding the care and housing of the animal during and following this emergency. I acknowledge if emergency conditions pose a threat to the safety of these animals, additional relocation may be necessary, and this release is intended to extend to such relocation.		
I acknowledge that the risk of injury or death to my pet(s) during an emergency cannot be eliminated and agree to be responsible for any additional veterinary expenses which may be incurred in the treatment of my pet(s) outside of the shelter triage. I also understand that it is the owner or his/her agent's responsibility for the care, feeding, and maintenance of my pet(s). Check-out is required when departing from the shelter.		
I have read and understand this agreement and certify that I am the owner/agent of the above listed animal(s).		
SIGNATURE		
Owner's Signature	Shelter Intake personnel	

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

Site Name	Address	Species	Notes
Roanoke Civic Center	Williamson Rd., Roanoke, VA	Domestic dogs and cats	

Table SA1.2

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

Today's Date		Information Received By	
Owner Information			
Name		Address	
Temporary Address		Phone Number	
Date/Location Where Animal Was Last Seen			
Date Last Seen		Location	
Do You Have A Picture Of The Animal?		Is The Animal Friendly?	
Does The Animal Have A History Of Running Away?			
Animal Description			
Type Of Animal		If A Litter, Number In Litter	
Breed	Size (Small/Medium/Large)	Animal's Name	
Male/Female/Fixed	Tail (Short/Long/Curly/Straight)	Distinguishing Marks	
Fur Length/Coat Type	Colors	Ears (Floppy/Erect)	
Is Animal Wearing A Collar?		Does The Animal Have An ID Tag? Info On Tag?	
Rabies License Number?	Indoor/Outdoor Animal	Cat - Declawed?	
Veterinarian Used			
Name		Phone	
Address		Are Shots Current?	
Animal On Any Medication?		Frequency	
When Was Medication Last Given?			
Contacts			
Who Else Have You Notified That The Animal Is Missing?			
Comments			
Office Use Only			
Lost Animal Matched With Animal ID #		Date Owner Contacted	
Date Animal Reclaimed		Released to Owner Print & Sign Name	
Owner's Drivers License #	State	Phone Number	
Status Of Animal			
Owner Located	Matched At Shelter	Deceased	Unknown After 30 Days

**Tab 6 to Animal Care and Control Support Annex
Contacts and Outside Resources**

Table SA1.3

Attachment 11 - Critical Infrastructure

Critical infrastructure refers to locations within the Town that are of importance to both the protection and safety of citizens as well as maintaining facilities that are used for incident operations and potential sheltering. It is important that these locations be protected at any time or day in which an incident occurs, particularly one which may involve terrorism or a large scale natural disaster.

Well houses and pump stations

- Well Sites
 - Bush #1 well: gravel road behind Lynn Haven Baptist Church
 - Bush #2 well: gravel road behind Lynn Haven Baptist Church
 - Bush #3 well: gravel road behind Lynn Haven Baptist Church
 - Mansard well: gravel road behind Mansard Sq. Apartments
 - Melissa well: gravel road at the end of Melissa Circle
 - Rt 24 well: on Rt 24 in front of William Byrd HS
 - Spring Grove well: gravel road next to 2642 Tulip Ln
 - Craig well: 131 Craig Ave
 - Chestnut well: 900 Chestnut St.
 - Stone bridge well: next to 346 Swan Dr.
- Booster Pump and Storage Tank Sites
 - Twin Mountains: 4268 Twin Mountains Dr.
 - Mountain View: across from 2185 Mt View Dr.
 - Lower Toddsbury: 4286 Toddsbury Dr.
 - Upper Toddsbury: 4486 Toddsbury Dr.
 - Third Street tank: 815 Third St.
 - Chestnut Mt tank: 1424 Marvin Dr.
 - Camney tank: 941 Camney Ln
- Sewer Pump Stations
 - Hardy Rd pump: 1359 Hardy Rd
 - Niagara pump: 1300 Niagara Rd
 - Third St. pump: 945 S. Third St.

Emergency shelter locations

- Charles Hill Senior Center: 820 Washington Ave; 983-0643
- Vinton Fire Department: 120 W. Jackson Ave; 983-0629

Vinton Police Department / EOC

- 311 S. Pollard St.; 983-0617

Vinton Public Works

- 804 3rd St.; 983-0647

Attachment 12 - Hazard Prone Locations: Flooding

There is potential for any area to become flooded or suffer damage because of a storm or sustained precipitation. The locations listed as a hazard prone area for flooding incidents are more susceptible than others for an early onset of flooding or result in greater amounts of flooded roadways and damage to property.

- Walnut Ave
 - Area of Walnut / Booker at low water bridge
 - Area of Walnut / 5th St. at low water bridge
- E. Virginia Ave
 - 300 block in area of 323 E. Virginia
- W. Virginia Ave
 - Area of W. Virginia / Glade St.
- Hardy Rd
 - 1300 block of Hardy Rd
- Midway area
 - 8th St. / Tinker Ave
 - Vale Ave / Clyde St (Roanoke City)

Attachment 13 – Healthcare Facilities and Elementary Schools

Nursing homes and adult care facilities

- Berkshire Health Care Center: 705 Clearview Drive; 982-6691
- Clearview Manor Apartments: 1150 Vineyard Rd; 342-5690

Elementary Schools

- Herman L. Horn Elementary School: 1002 Ruddell Rd; 857-5007
- W.E. Cundiff Elementary School: 1200 Hardy Rd; 857-5009