



City of Manassas Park Emergency Operations Plan





City of Manassas Park Emergency Operations Plan

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FOREWORD

This document is a result of the collaborative efforts between the City of Manassas Park Emergency Management Team and the City departments and organizations with assigned emergency roles and responsibilities. The final plan incorporates comments and suggestions received from a variety of stakeholders, including partner agencies and organizations that provide critical support to the City during times of disaster. The presentation follows U.S. Department of Homeland Security (DHS), Federal Emergency Management Agency (FEMA), Comprehensive Preparedness Guide 101: *Developing and Maintaining Emergency Operations Plans*, Version 2.0, November 2010.

The ability to interact effectively and efficiently with officials of the Commonwealth of Virginia and various Federal agencies involved during major disasters is paramount. It is for that reason the Government of City of Manassas Park has elected to model its Emergency Operations Plan in accordance with the National Response Framework, Fourth Edition, implemented by the Department of Homeland Security on October 28, 2019 and the Commonwealth of Virginia Emergency Operations Plan, implemented on September 3, 2019.

The United States National Response Framework is part of the National Strategy for Homeland Security that presents the guiding principles enabling all levels of domestic response partners to prepare for and provide a unified national response to disasters and emergencies. Building on the existing National Incident Management System as well as Incident Command System standardization, the National Response Framework's coordinating structures are always in effect for implementation at any level and at any time for local, state, and national emergency or disaster response. The Commonwealth of Virginia Emergency Operations Plan provides for state government's response to emergencies and disasters wherein assistance is needed by affected state, tribal, and local governments in order to save lives, protect public health, safety, and property, restore essential services, and enable and assist with economic recovery.

This approach allows for maximum interaction at all levels of government by ensuring the development of public-private partnerships that are critical in times of disaster and facilitates change, as necessary, in response to shifting developments and situations.

This plan fulfills the Commonwealth of Virginia's requirement for each city and county to prepare and keep current an Emergency Operations Plan to respond to disasters or large-scale emergencies. It also incorporates the National Incident Management System as the City standard for emergency response operations, as adopted by City of Manassas Park Resolution, March 15, 2005.

This plan establishes the overall roles and responsibilities for emergency operations, as well as the concept of operations for the City. It is intended to be used in conjunction with established operational procedures, plans, and protocols.

All City employees are directed to review this document and become familiar with their

specific roles and responsibilities.

Users of this document are encouraged to recommend changes that will improve the clarity and use of this plan.

Submitted by: Keith Nguyen, Coordinator of Emergency Management

Questions or comments concerning this document should be directed to the Coordinator of Emergency Management.

LETTER OF PROMULGATION

WHEREAS the City Governing Body Members of City of Manassas Park, Virginia recognizes the need to prepare for, respond to, and recover from natural and man-made disasters, and

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

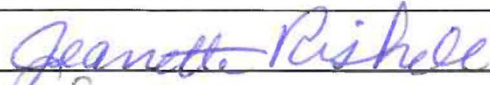
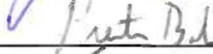
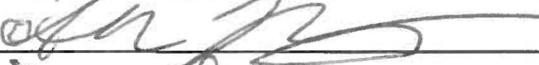

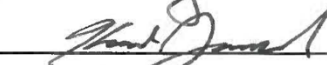

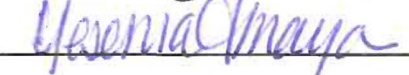
WHEREAS City of Manassas Park has established and appointed a Director and Coordinator of Emergency Management

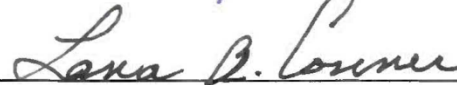
NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the City Governing Body Members of City of Manassas Park, Virginia that this Emergency Operations Plan as revised January 19, 2021 is officially adopted, and

IT IS FURTHER PROCLAIMED AND ORDERED that the Director of Emergency Management, or his/her designees, are tasked and authorized to maintain and revise as necessary this document over the next four year period or until such time it be ordered to come before this Board.

Dated: January 19, 2021

Governing Body
City of Manassas Park, Virginia

	, Mayor, Jeanette Rishell
	, Vice Mayor, Preston Banks
	, Council Member, Alanna Mensing
	, Council Member, Darryl Moore
	, Council Member, Haseeb Javed
	, Council Member, Laura Hampton
	, Council Member, Yesy Amaya

Attest:  Lana Conner, City Clerk
City of Manassas Park, Virginia

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LETTER OF AGREEMENT

The City of Manassas Park Emergency Operations Plan (EOP) is a multi-discipline, all-hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the city. The plan is implemented when it becomes necessary to mobilize the resources of the City departments and partner organizations to save lives and to protect property and infrastructure. The plan assigns major roles and responsibilities to City departments and requires planning, training, and exercising prior to a real world event in order for the City to respond effectively. Agreement to this plan represents a major commitment by department leadership.

By signing this letter of agreement, the City departments and organizations agree to:

1. Perform assigned roles and responsibilities identified in this plan.
2. Implement the Emergency Operations Plan concepts, processes, and structures when carrying out their assigned roles and functional responsibilities.
3. Conduct operations in accordance with the National Incident Management System (NIMS), Incident Command System (ICS), applicable Homeland Security Directives, and the National Response Framework.
4. Conduct planning and preparedness activities designed to prepare staff to accomplish assigned emergency response and recovery responsibilities.
5. Develop and maintain supporting plans, operational procedures, functional annexes and checklists to accomplish assigned responsibilities.
6. Conduct planning and training in cooperation with identified support departments (Emergency Support Function [ESF] lead departments) and the Coordinator of Emergency Management.
7. Maintain financial records in accordance with guidance from the Department of Finance and other applicable City procedures.
8. Establish, maintain, and exercise emergency notification.
9. Develop and maintain an inventory of department resources applicable to accomplishing assigned emergency functions.
10. Provide senior level representatives to the Emergency Operations Center, command post, or other identified emergency locations when activated and requested.
11. Participate in approved drills, tests, and exercises.
12. Maintain an approved department-specific Continuity of Operations Plan (COOP) in accordance with City guidelines and standards.
13. Maintain a three-tier line of succession for the department's senior position with authority to make decisions for committing organizational resources.
14. Safeguard vital records including computer digital data at all times.
15. Where appropriate, establish stand-by contracts for services, equipment, and other resources with private industry in consultation with the Department of Finance.
16. Establish mutual aid agreements to maintain liaison with surrounding municipal and county counterparts as appropriate.
17. Periodically review all emergency plans, policies, and procedures.
18. Familiarize and train all personnel with their emergency responsibilities and procedures on a regular basis.

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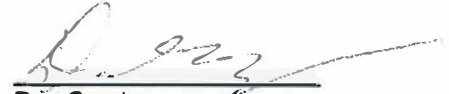
SIGNATORIES



Laszlo Palko
City Manager




Mario Lugo
Police Chief



Don Spady
Information Technology
Manager



Dean Crowhurst
City Attorney



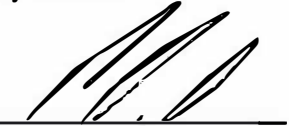
Bruce McDade
Superintendent, Manassas Park
City Schools




Michelle Barry
Planning and Zoning




Patricia Brendel
General Registrar



Galvin O'Dell
Director of Public Works &
Community Development



Debbie Wood
Commissioner of Revenue




Fon Yusuf
Director of Finance



Randi Knights
Director of Social Services



Patricia Trimble
Treasurer




Valerie Dingler
Human Resources Manager



Charles Page
City Assessor



James Soaper
Fire Chief



Jay Swisher
Director of Parks and
Recreation

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EXECUTIVE SUMMARY

The City of Manassas Park Emergency Operations Plan (EOP) is a multi-discipline, all hazards plan that establishes a single, comprehensive framework for the management of major emergencies and disasters within the City. The EOP is implemented when it becomes necessary to mobilize the resources identified herein in order to save lives, and protect property and infrastructure. The EOP incorporates the National Incident Management System (NIMS) as the City standard for incident management and reflects other changes resulting from the adoption of the National Response Framework (NRF) in 2019.

The successful implementation of the EOP is contingent upon a collaborative approach with a wide range of partner agencies and organizations that provide crucial support during emergency operations. The EOP recognizes the significant role partner agencies and organizations perform during times of emergencies and disasters and their roles and responsibilities are also included in the EOP. The EOP is not intended as a stand-alone document but rather establishes the basis for more detailed planning by the individual departments and organizations. The EOP is intended to be used in conjunction with more detailed department and agency plans and operating procedures.

Section 1 of the EOP is the Basic Plan. The Basic Plan provides an overview of Manassas Park's preparedness and response strategies and identifies the authorities and other references that provide the basis for this Plan. Included in this section, and the primary focus of the EOP, is the Concept of Operations, which describes how the City will respond to and recover from a major incident.

The City Manager, as the Director of Emergency Management, has overall responsibility for response and recovery operations. Within the EOP, delegations of authority to on-scene commanders, the Coordinator of Emergency Management, and department directors are clearly defined. The Incident Command System (ICS) is established as the City's standard for conducting incident response. Based upon the scope and magnitude of the incident, the Emergency Operations Center (EOC) may be activated to serve as a multi-department coordination center. The EOC will coordinate all requests for resources from outside the City that are not covered by existing automatic mutual aid/mutual assistance agreements. The EOC will also serve as the coordination point with the Virginia Department of Emergency Management in order to access Commonwealth and Federal assistance.

The EOP organizes the City departments and supporting organizations into an ICS structure that recognizes the 16 Emergency Support Functions (ESFs) and coincides with the federal ESFs, as established by the National Response Framework and those used by the Metropolitan Washington Council of Governments and the Commonwealth of Virginia. Unique to the City of Manassas Park, the EOC structure followed during activation will be the *Departmental EOC Structure* spelled out in the 2017 NIMS update (page 38). During activation of the EOP, the *Lead Department* will assume the role of Operations Section Chief and is responsible for all activities within the specific scope of

their ESF, and the coordinating of all supporting departments and their associated ESFs.

Each Department Director is responsible for identifying personnel to monitor and track ESF-specific training and exercises. The City Manager, EM Coordinator, and Training and Exercise Manager will be responsible for developing supporting plans and procedures for the City’s continued compliance and capability associated with Emergency Management and NIMS.

The 16 ESFs and the assigned *Lead Department* are depicted in the following table:

Table 1 - City of Manassas Park Emergency Support Functions

Emergency Support Function		Responsible (Lead) Department
1	Transportation	Community Development Department
2	Communications	Department of Information Technology
3	Public Works and Engineering	Community Development Department
4	Firefighting	Fire Department
5	Emergency Management	City Manager’s Office
6	Mass Care, Housing, and Human Services	Department of Social Services
7	Resource Support	Department of Finance
8	Public Health and Medical Services	Prince William Health District
9	Urban Search and Rescue	Fire Department
10	Oil and Hazardous Materials Response	Fire Department
11	Agriculture and Natural Resources	Department of Social Services
12	Energy and Infrastructure	Community Development Department
13	Public Safety and Security	Police Department
14	Long-Term Community Recovery and Mitigation	City Manager’s Office
15	External Affairs	City Manager’s Office
16	Volunteer and Donations Management	Department of Social Services

Section Two of the EOP includes an outline of the expectations of a *Lead Department* assigned to an Emergency Support Function. The annex guides the actions, roles, and responsibilities of the Lead Department, the Supporting Departments, and participating outside organizations..

Section Three contains EOC specific annexes for the management of the EOC during specified events. Section Three is subject to change and updating as identified event planning, training, and exercises help to define how the City will operate during specific events.

PLAN MAINTENANCE AND DISTRIBUTION

The City of Manassas Park Coordinator of Emergency Management is responsible for developing, maintaining, and distributing the City of Manassas Park Emergency Operations Plan (EOP). This plan shall be considered a “living plan,” and with each use, either by exercise, incident or planned event, the plan shall be reviewed by the Coordinator of Emergency Management. At a minimum, the EOP is significantly updated every four years in accordance with Commonwealth of Virginia requirements.

Changes will include additions of new or supplementary material or deletions of outdated information. No proposed change should contradict or override authorities or other plans contained in statute or regulation. All requests for changes will be submitted to Coordinator of Emergency Management for coordination, approval, and distribution. Any department, City organization or partner agency/organization may propose and develop a change to the EOP, and are encouraged to do so. Prior to submitting proposals to the Coordinator of Emergency Management, the proposing department will obtain the written approval from the appropriate department head. The EOP and approved changes will be distributed as follows:

Table 2 - EOP Distribution

Department/Organization	Copies
Governing Body (Mayor and City Council)	7
City Attorney	1
City Clerk	1
City Manager	1
Commissioner of the Revenue	1
Treasurer	1
Voter Registrar	1
Department of Finance	1
Department of Parks and Recreation	1
Department Community Development (includes Public Works)	2
Manassas Park City Schools	3
Department of Social Services	1
Information Technology	1
Human Resources	1
Fire and Rescue Department	4
Police Department	4
Emergency Operations Center (EOC)	16
Prince William Health District	1
American Red Cross National Capital Region	1
Virginia Department of Emergency Management	1

NOTICES OF CHANGE

Notices of Change will be prepared and distributed by the Coordinator of Emergency Management. The notice of change will include the effective date, the change number, subject, purpose, and action required by the departments and city organizations. The notice of change will include revised pages for replacement within the EOP.

Upon publication, the change will be considered as part of the EOP.

The following form will be used to track the posting of Notices of Change to the City of Manassas Park Emergency Operations Plan.

RECORD OF CHANGES

Table 3 - Record of Changes

Change Number	Summary of Changes	Date of Change	Date Entered	Change Made By
1	Comprehensive EOP update	12/31/2012	12/31/2012	Chief David Dixon
2	Comprehensive EOP update	12/31/2016	12/31/2016	Chief David Dixon
3	Comprehensive EOP update	12/31/2020	12/31/2020	Keith Nguyen EM Coordinator

SECTION 1 – BASIC PLAN

I. Introduction

A. Purpose

This Emergency Operations Plan (EOP) will:

Provide a tool that will assist in reducing the loss of life and property of City of Manassas Park residents due to natural or man-made disasters.

Establish the legal and organizational basis for emergency operations in the City of Manassas Park in response to natural or man-made disasters or emergencies of significant impact.

Assign emergency roles and responsibilities to City departments and organizations and partner organizations and agencies.

Establish the planning mechanisms for managing emergency operations within the City by mobilizing resources available from City departments, partner organizations and agencies, the

private sector, and Commonwealth and Federal entities.

Provide an outline to expedite the recovery from disasters and emergencies by providing planning for the rapid and orderly restoration of critical infrastructure and essential services.

B. Scope and Applicability

This EOP:

Provides concept of operations and organizational roles and responsibilities for incidents within the City resulting from a local emergency.

Applies to City departments and organizations and partner organizations and agencies that have identified roles and responsibilities within the EOP.

Applies to all the risks identified in the Northern Virginia Regional Hazard Mitigation Plan adopted by the City, June 2017.

Establishes authority for direction and control of emergency operations.

Is supplemented by function-specific operational plans and procedures. Defines and assigns emergency roles and responsibilities to organizations and defines key positions for conducting emergency operations in the City.

Describes the concept of operations and legal authority for emergency operations within the City.

C. Authorities

1. Federal

- a. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- b. The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, *et seq.*, as amended.
- c. The Disaster Mitigation Act of 2000, Public Law 106-390.
- d. The Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458, Section 7302.
- e. "Emergency Services and Assistance," Code of Federal Regulations, Title 44.
- f. Homeland Security Presidential Directive 5, *Management of Domestic Incidents*, February 28, 2003.
 - i. National Response Plan (NRP), December 2004 and Notice of Change to the National Response Plan, May 25, 2006.
 - ii. National Incident Management System (NIMS), March 2004.
- g. Homeland Security Presidential Directive 7, *Critical Infrastructure Identification, Prioritization, and Protection*, December 17, 2003.
- h. Homeland Security Presidential Directive 8, *National Preparedness*, December 17, 2003.
- i. Homeland Security Presidential Directive 8, Annex I, *National Planning*, February 2008.
- j. National Security Presidential Directive 51/Homeland Security Presidential Directive 20, *National Continuity Policy*, May 4, 2007.
- k. Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendments Act of 2008, Public Law 110-325.
- l. Architectural Barriers Act of 1968, 41 U.S.C. 4151 *et seq.*
- m. Civil Rights Act of 1964, Title VI, Public Law 88-352.
- n. Code of Federal Regulations, Title 44, Chapter 1, Federal Emergency Management Agency, October 1, 2009.
- o. Consolidate Appropriations Act, 2008, Public Law 106-161.
- p. Executive Order 13166, *Improving Access to Services for Persons with Limited English Proficiency*, August 11, 2000.
- q. Executive Order 13347, *Individuals with Disabilities in Emergency Preparedness*, July 26, 2004.
- r. Fair Housing Act as amended in 1988, 42 U.S.C. 3601.
- s. Homeland Security Act of 2002, 6 U.S.C. 101, *et seq.*, as amended.
- t. Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308.
- u. Post-Katrina Emergency Management Reform Act of 2006, Public Law 109-295.

- v. Rehabilitation Act of 1973, Public Law 93-112.
- w. Superfund Amendments and Reauthorization Act of 1986, Public Law 99-149, as amended.

Commonwealth of Virginia

“Commonwealth of Virginia Emergency Services and Disaster Law of 2000,” Sections 44-146.13 to 44-146.28:1

Code of Virginia, as amended.

“Virginia Post Disaster Anti-Price Gouging Act,” Sections 59.1-525 to 59.1-529
Code of Virginia.

Title 32.1, Section 48.05 to 48.017 *Code of Virginia*.

Commonwealth of Virginia, Office of the Governor, Executive Order Number Six (2006), Delegation of Governor's Authority to Declare a State of Emergency and to Call the Virginia National Guard to Active Service for Emergencies or Disasters When the Governor is Out of the Commonwealth of Virginia and Cannot Be Reached.

Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Five (2004), Promulgation of the Commonwealth of Virginia Emergency Operations Plan.

Commonwealth of Virginia, Office of the Governor, Executive Order Number Sixty-Nine (2004), Virginia Secure Commonwealth Initiative.

Commonwealth of Virginia, Office of the Governor, Executive Order One Hundred and Two (2005), Adoption of the National Incident Management System and Use of the National Preparedness Goal for Preventing, Responding to and Recovery from Crisis Events in the Commonwealth.

Local

Resolution by the Governing Board adopting the National Incident Management Systems (NIMS), March 15, 2005.

Resolution by the Governing Board adopting the Northern Virginia Regional Hazard Mitigation Plan, June 20, 2017.

Resolution by the Governing Board adopting the Statewide Mutual Aid Agreement, October 17, 2000.

D. City Planning Vision, Goals, and Objectives

The City of Manassas Park strives to have a comprehensive emergency management program incorporating preparedness, response, recovery, and mitigation that is essential for the City to achieve its emergency management vision.

The goal for the City is to develop and implement a program that meets or exceeds all the standards and target capabilities established by the National Preparedness Guidelines and the National Capital Region (NCR) Strategic Plan.

The goal for City of Manassas Park is to have an Emergency Operations Plan that is in full compliance with all Federal and State guidelines and standards so that City operations are conducted within the national response system envisioned by the National Response Framework.

The City's Emergency Operations Plan provides clear guidelines, definitions, and operational concepts for the effective mobilization of resources in responding to and recovering from all disasters and emergencies regardless of cause.

E. References

1. City of Manassas Park Debris Management Plan, August 2006.
2. City of Manassas Park Water Emergency Response Plan, as updated.
3. Prince William County, City of Manassas and City of Manassas Park Hazardous Materials Emergency Response Plan, 2004.
4. Metropolitan Washington Council of Governments (COG) Regional Emergency Coordination Plan, as updated.
5. Unified Regional Snow Emergency Plan for the Metropolitan Washington Area, 2015.
6. State Mutual Aid Operations Manual, September 2006.
7. Emergency Management Accreditation Program (EMAP) Standard, 2019.
8. Northern Virginia Regional Hazard Mitigation Plan, as updated.
9. Northern Virginia Emergency Response System (NVERS) Regional Plan, as updated.
10. Northern Virginia Regional Evacuation Plan, May 2015.
11. Northern Virginia Debris Management Plan, as updated.
12. NCR Emergency Operations Center Guide, as updated.
13. Commonwealth of Virginia Emergency Operations Plan, as updated

II. Situation and Risk Assessment

Manassas Park is an independent city which operates under the Council-Manager form of government. The six City Council members and the Mayor are elected at large and they are the Governing Body for the City. The Governing Body appoints the City Manager to serve as the chief administrative officer (CAO).

Like all Virginia municipalities incorporated as cities, Manassas Park is an independent City and not part of any county. Manassas Park is located about 26 miles southwest of Washington, D.C. and is bordered by the City of Manassas and Prince William County. The City is a part of the Washington Metropolitan Area.

The City of Manassas Park is 2.82 square miles and has a population of 16,500 residents, per the 2010 United States Census Bureau data.

As of the U.S. Census 2010, the City includes 2,586 single family detached houses, 1,484 townhouses, 1438 multi family units, total of 5508 housing units.

The City is primarily a residential community with associated commercial development.

Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the City, with or without warning. These emergencies can develop into disasters that affect the safety, health, and welfare of the population and can cause damage or destruction to private and public property.

On June 20, 2017 the City of Manassas Park officially adopted the 2017 Northern Virginia Regional Hazard Mitigation Plan developed by the Northern Virginia Regional Planners. Based upon the hazard identification and analysis contained in this Plan, the primary hazard in the City of Manassas Park is severe weather (such as severe thunderstorms, tropical storms and hurricanes, tornadoes and winter storms).

Severe thunderstorms represent a significant risk to the City. Severe storms may result in downed snapped utility poles, and downed transformers, which can result in widespread power outages. While difficult to quantify, longterm power outages can cause significant hardships for residents and severely impact local businesses. Lightning poses a significant threat to human safety and may cause structural fires, resulting in additional life/safety

and property damage issues. Hail, while not a major threat to human safety, can be extremely destructive to personal and business property (particularly vehicles, roofs, siding, and windows of buildings).

The City is also susceptible to hurricanes and tropical storms. The major impacts from these events would be from tropical storm or hurricane-force winds and torrential rains over a sustained period of time, which may result in flash flooding.

Tornadoes also represent a threat to the City. Similar to hurricane and tropical storm force-winds, the most at-risk buildings to tornadoes include manufactured homes and older residential structures. Relatively weak tornadoes can cause severe damage to these buildings. In the event of an intense tornado, all buildings within the City would be considered at-risk, with the exception of those specifically built to withstand wind speeds of more than 120-150 miles per hour (such as designated shelters, emergency operations centers, etc.).

Winter storms represent another threat that is likely to affect the City. Impacts associated with winter storms are typically related to snow removal and business interruption, although power failure is a significant secondary hazard, particularly as a result of ice storms.

Earthquakes represent a threat that can affect the City. The Commonwealth of Virginia is designated as a moderate risk for earthquake occurrence by the United States Geological Survey (USGS). Earthquake events can and occasionally do occur in the State, though of much less intensity than those that occur along the west coast. The greatest seismic risk in Virginia is in the Eastern Tennessee Seismic Zone, located in the southwestern portions of the State and far from the Northern Virginia region.

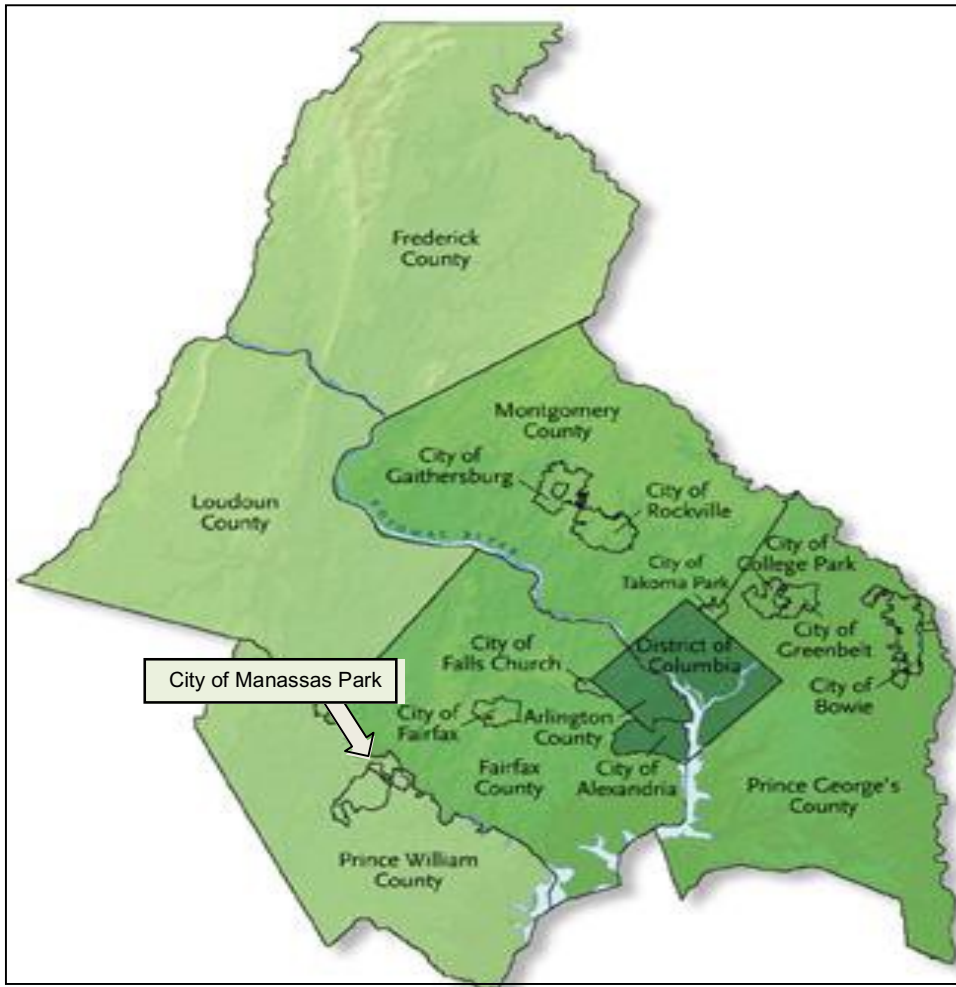
Manassas Park does not have any extremely-hazardous substance facilities as defined by Superfund Amendments and Reauthorization Act (SARA). The Matheson Tri-Gas Inc. and Arc 3 Gas Inc. are designated as hazardous substance facility's, but are assessed as a low risk in the Prince William County, City of Manassas, and City of Manassas Park Hazardous Materials Emergency Response Plan (HMERP). The Norfolk Southern Rail tracks pass through the City of Manassas, and freight trains consistently include tank cars of hazardous materials. Since it is impossible to know the type, quantity, and location of a specific hazardous material, the vulnerable zone for the rail lines has been determined to be ½ mile on either side of the mainline.

The City is not considered at high risk for a terrorist attack. However, the City may be significantly impacted by a major terrorist attack elsewhere within the National Capital Region (NCR).

The Virginia Railway Express (VRE) and Amtrak run through the City and may be targets of a terrorist attack resulting in mass casualties. A derailment of a VRE or Amtrak train within the City may also result in a mass casualty incident.

The City is one of 19 jurisdictions referred to as the National Capital Region (NCR) as defined by the Metropolitan Washington Council of Governments (MWCOCG). The NCR is not an operational entity but provides a regional basis for collaboration, coordination, training, and exercises among the independent jurisdictions. Figure 1 depicts the 19 NCR jurisdictions that make up the National Capital Region.

Figure 1 – The National Capital Region (NCR)
(as defined by the Metropolitan Washington Council of Governments)



The City of Manassas Park adopted the National Capital Region Mutual Aid Agreement in December 2005. This Agreement provides a framework for jurisdictions within the NCR to develop operational mutual aid plans.

III. Planning Assumptions

In the event of a significant disaster or emergency, the immediate response priority will be saving lives and protecting property and critical infrastructure.

Disasters and emergencies will periodically occur within the City that requires the mobilization and reallocation of City resources. The occurrence of one or more of the hazards discussed in the Northern Virginia Regional Hazard Mitigation Plan could result in an emergency situation that overwhelms City resources and disrupt government functions.

The City of Manassas Park has the primary responsibility for emergency operations within its borders and will commit available resources to save lives and minimize property damage.

The City will be prepared to carry out emergency response and short-term recovery operations by utilizing local resources, including mutual aid.

Some emergencies or disasters will occur with sufficient warning that appropriate emergency notifications will be made to ensure some level of preparedness. Other situations will occur with little or no advance warning.

Outside assistance may be available through mutual aid agreements with nearby jurisdictions, the Metropolitan Washington Council of Government Mutual Aid Agreement, members of the Commonwealth of Virginia Statewide Mutual Aid Program, the Commonwealth of Virginia Emergency Operations Center, the Emergency Management Assistance Compact (EMAC), the National Disaster Medical System (NDMS), and the Federal Emergency Management Agency (FEMA). However, it is likely that outside assistance would only be available 72 hours after the onset of the disaster or emergency.

City of Manassas Park residents, businesses, and industries will be expected to use their own resources and be self-sufficient following a significant disaster event for up to three days.

The effects of a disaster or emergency may extend beyond City boundaries. Many other areas of the Commonwealth may experience casualties, property loss, and disruption of normal life support systems.

City emergency response employees and other City employees may become casualties and/or experience damage to their homes and property.

There may be competition among residents and communities for scarce resources.

Widespread power and communications outages may require the use of alternate methods of providing public information and delivering essential services. Normal methods of communication may be difficult or even unavailable due to demand exceeding capacity (i.e., no cell phone service).

Upon request, the Commonwealth of Virginia or Federal government will provide outside assistance if local capabilities and/or resources are overwhelmed or exhausted.

Emergency operations will be managed in accordance with the National Incident Management System (NIMS).

IV. Emergency Operations Plan (EOP) Implementation, Emergency Operations Center (EOC) Activation, and Emergency Notifications

A. Activation of the EOP and EOC

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

The EOP may be implemented by the Director of Emergency Management or the Coordinator of Emergency Management. Activation may be based upon weather warnings issued through the National Weather Service (NWS), incidents or threats reported by other sources such as the Regional Incident Communications and Coordination System (RICCS), or through incidents reported through the Communications Center located at the Police Station. Any Department Director may request that the EOC be activated to support emergencies being managed by their organization.

All departments will be notified of the EOC activation by the Coordinator of Emergency Management through the Communications Center in accordance with established procedures and protocols. City departments and organizations will notify their EOC representative through their internal notification process.

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

The EOC may be activated at one of three levels depending upon the nature and scope of the incident or potential incident. The EOC may also be activated for a significant planned event in order to monitor events and provide for an effective response if necessary. The Director of Emergency Management, in cooperation with the Coordinator of Emergency Management, will designate the level of activation and will ensure appropriate notifications are completed. Staff has the ability to activate virtually based on the recommendation of the Emergency Manager.

- **Level 3 – Monitoring:** Level 3 activation provides for increased monitoring capability and will typically involve staff and representatives from key response departments. Activities will focus on collecting, analyzing, and disseminating information and conducting appropriate contingency planning.

- **Level 2 – Partial Activation:** Level 2 activation provides for a select activation of Emergency Support Function (ESF) lead agencies and key support agencies that may be or will be engaged in the emergency situation.
- **Level 1 – Full Activation:** Level 1 activation will include all lead and support departments and organizations identified within the EOP. At Level 1 the EOC will generally operate 24 hours a day.

The City of Manassas Park maintains an alternate EOC site in the event the EOC is inaccessible or otherwise not operational. The alternate EOC is located at the fire station.

B. Internal City Notifications

Warning and emergency communications will be directed and controlled from the Communications Center located at the Police Station, 329 Manassas Drive, Manassas Park Virginia prior to activation of the EOC. This facility is operated 24 hours a day, 7 days a week.

The Communications Center is the point of contact for receipt of all warnings and notifications of actual or impending emergencies or disaster. The dispatcher on duty will notify other key personnel, chiefs and department heads as required by the type of report and standard operating procedures (SOP).

The City Manager, through the Public Information Officer, will provide assistance to all departments and agencies in communicating with their employees during an emergency situation. The PIO will use all appropriate communication tools to ensure that information is conveyed to employees. Once the EOC is activated and operational, the EOC will assume responsibility for emergency notifications and warnings. All departments and other city organizations will develop, test, and maintain internal notification procedures and contact rosters as part of their continuity of operations plan (COOP).

C. Public Notifications and Warnings

During emergencies, it is especially important that the public be kept informed of available resources, dangerous conditions, and the response of emergency personnel. The City will use a variety of capabilities to provide warning and other emergency information to the public. The National Weather Service issues watches and warnings related to weather related threats that are disseminated through a variety of sources.

Upon activation of the EOC, the dissemination of emergency public information will be coordinated by the Public Information Officer as the lead for Emergency Support Function 15 (External Affairs), as directed by the Director of Emergency Management. ESF 15 will work jointly with, and have access to, local radio stations and newspapers. Communication capabilities that may be used include:

- The Emergency Alert System (EAS) is a national system jointly administered by the Federal Communications Commission (FCC), the Federal Emergency Management Agency (FEMA), and the National Weather Service (NWS). It is designed to provide the President of the United States automatic access to the nation's broadcast and cable systems to speak directly to the nation in times of national disaster. The EAS system may be used as necessary within the City to disseminate appropriate emergency information.
- The emergency override on the cable system allows the Director of Emergency Management and the Public Information Officer the ability to inform the public of immediate crisis situations. The override operates over all channels and anyone watching cable will see the message. It is to be used only where instant notification is essential.
- The Director of Emergency Management and the Public Information Officer has the ability to broadcast emergency information on the city cable channels.
- Reverse 9-1-1 system provides the capability to rapidly send recorded telephone messages to phone numbers within a specified geographic area. This system includes TTY capability for providing information to residents with hearing impairments.
- The City Web site will be used to provide emergency information.
- The City of Manassas Park has access to the Regional Incident Communication and Coordination System (RICCS) managed by the Metropolitan Washington Council of Governments (MWCOC) as a means of receiving and distributing information to government officials about incidents with regional implications for the NCR.
- The City of Manassas Park Citizen's Warning System provides the capability to distribute notifications and emergency alerts to residents via electronic mail and cellular phone using a text messaging system.

V. Emergency Roles and Coordination Responsibilities

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

A. Mayor

Serves as (or appoints) a chief spokesperson for the City during emergency events. Confers with the City Manager on policy issues related to the response and recovery operations.

Coordinates with other elected officials at the regional and state level including the Congressional Delegation.

B. Governing Body

Establishes policy and provides guidance to the City Manager. Reviews and ratifies local declarations of emergency as requested by the City Manager. Communicates with the public and provides guidance on responding to an emergency or disaster.

Hosts community meetings to ensure needs are being addressed and information is provided to residents. Serves as an advocate for constituent recovery efforts.

Maintains notification and Continuity of Operations Plan (COOP). Promulgates the codes, regulations, and ordinances of the City, and provides the funds required to implement and enforce an effective mitigation program.

C. City Manager

Serves as the Director of Emergency Management for the City of Manassas Park and performs the functions identified in the Code of Virginia § 44-146.21 and this Emergency Operations Plan (EOP). Appoints, with the consent of the Governing Body, the Coordinator of Emergency Management to manage the day-to-day functions of emergency management.

As the Director of Emergency Management, provides direction and control of emergency operations. Directs activation of the City's COOP, as necessary, in order to maintain essential City operations.

Organizes and directs emergency operations through the regularly constituted City government using equipment, supplies, and facilities of existing departments and organizations to the maximum extent practical.

Develops or causes the development of mutual aid or reciprocal assistance agreements with other public and private agencies within the Commonwealth, other States, or localities within other States, as necessary.

Directs and reallocates City assets and resources during an emergency. The Director of Emergency Management may assume command of an incident or appoint incident commanders to carry out his/her directives.

D. Coordinator of Emergency Management

The Coordinator of Emergency Management is appointed by City Manager and is responsible for:

Development and coordination of emergency management plans governing the immediate use of all facilities, equipment, staff, and other resources of the City for the purposes of minimizing or preventing damage to persons and property, and for restoring government services and public utilities necessary for public health, safety, and welfare.

Activation, staffing, and management of the Emergency Operations Center. Liaison and coordination with State and Federal authorities and other political subdivisions as necessary to ensure effective disaster preparedness and response capabilities.

Coordination of the recruitment of volunteer personnel to provide assistance during disasters and emergencies
Coordination of other public and private agencies engaged in emergency management activities.

Development and maintenance of the City of Manassas Park Continuity of Operations Plan (COOP).

Development and maintenance of the City's Emergency Operations Plan (EOP).

Coordination of damage assessment activities within the City and submission of required reports to the Virginia Department of Emergency Management (VDEM).

Coordinate the submission of all requests for statewide mutual aid. Coordinate emergency management mutual aid agreements dealing with adjacent jurisdictions and relief organizations.

Facilitate an after-action assessment of the disaster/emergency incident to determine what actions can be taken to mitigate future disaster effects.

Maintain a database to identify "lessons learned" and "corrective actions."

E. City Department and Organizations

City Department Directors and outside organization heads are responsible for managing their departments and organizations on a day-to-day basis in accordance with the authority granted to them by the City Manager, Governing Body, or Commonwealth of Virginia law. In the event of a significant emergency, they will be expected, to the extent possible, to carry out their day-to-day assigned duties as well as those outlined in the EOP.

The general emergency preparedness responsibilities of all City Departments are outlined in the Letter of Agreement to this Plan. In addition, other responsibilities for emergency operations in the City of Manassas Park may be assigned depending on type, scope, and needs of the incident.

F. Partner Organizations and Agencies

The City of Manassas Park has established relationships with organizations that provide support services to the government and residents of the City either on a daily or as-needed basis. During emergency operations it may be necessary to coordinate with these organizations for the information sharing or the provision of services. Roles and responsibilities of key organizations listed below have been identified in the ESF and Hazard/Incident Specific annexes where necessary. Other organizations will be engaged on an as needed basis depending on the type, scope, and needs of the incident.

- American Red Cross National Capital Region
- Verizon Telephone
- Washington Gas
- Commonwealth Gas
- Upper Occoquan Service Authority
- Volunteer Prince William
- Northern Virginia Electrical Cooperative
- Amateur Radio Emergency Service/Amateur Radio Civil Emergency Service

G. Regional

The National Capital Region (NCR) is not an operational entity. However, the Metropolitan Washington Council of Governments (MWCOG) champions emergency planning, training, and exercises among the NCR jurisdictions. The Metropolitan Washington Council of Governments (MWCOG) is a not-for-profit organization representing local governments in the District of Columbia, Suburban Maryland, and Northern Virginia. The MWCOG members are the elected officials from 19 local governments in the National Capital Region plus area delegation members from the Maryland and Virginia legislatures, the United States Senate, and the United States House of Representatives. The COG includes a Public Safety and Policy Committee and National Capital Region Emergency Preparedness Council (NCREPC). The NCREPC oversees and implements the Regional Emergency Coordination Plan (RECP) and coordinates the activities of the various Regional Emergency Support Function (RESF) working groups. The City of Manassas Park is actively engaged in these activities.

H. Commonwealth of Virginia

The Commonwealth of Virginia maintains the Commonwealth of Virginia Emergency Operations Plan (COVEOP) which establishes the framework for how emergency operations will be conducted within the Commonwealth

emergency roles and responsibilities to state agencies and delineating the coordination and communication mechanisms between the local jurisdictions and the state.

The City of Manassas Park EOC will coordinate with the Virginia Department of Emergency Management (VDEM) for information sharing and requesting resources when all local resources have been exhausted. Each ESF within the Manassas Park EOC will coordinate information sharing and resource requests based on established requirements and procedures.

I. Federal

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

VI. Emergency Declarations

A. Non-Declared Disasters

The Director of Emergency Management, or designee, may direct City departments and agencies to respond to emergencies or disasters as outlined in this plan without a formal declaration of an emergency when the expectation is that local resources will be used and that no reimbursement of costs will be requested. The Director of Emergency Management, or designee, may re-direct and deploy City resources and assets as necessary to prepare for, adequately respond to, and quickly recover from an emergency incident.

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

B. General Emergencies

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

1. **Local Declaration:** A local emergency declaration activates the Emergency Operations Plan and provides for the expeditious mobilization of City resources in responding to a major incident.
2. **Commonwealth Declaration:** A declaration of an emergency by the Governor of Virginia that includes the City of Manassas Park provides the City access to the resources and assistance of the departments and agencies of the Commonwealth, including the National Guard, in the event local resources are insufficient to meet the needs.
3. **Federal Declaration:** The Governor of Virginia may request a Federal emergency or major disaster declaration. In the event that the City of Manassas Park is declared a Federal disaster area, the resources of Federal departments and agencies are available to provide resources and assistance to augment those of the City and the Commonwealth.

C. Local Emergency Declaration

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

The City Manager is the Director of Emergency Management for the City of Manassas Park and may declare a local emergency subject to later ratification by the Governing Body.

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

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

For instances where a resource shortage (e.g., gasoline, heating oil) is substantially or wholly the cause of a local emergency, a local emergency can only be declared by the Governor based upon the request of the Governing Body.

When, in its judgment, all emergency activities have been completed the Governing Body will take action to terminate the declared emergency.

All City departments and organizations will receive notification of emergency declarations and terminations through the Communications Center.

D. State of Emergency

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

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

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

E. Federal Emergency and Major Disaster Declarations

Under the provisions of the Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988, 42 U.S.C. 5121, et seq., as amended, the Governor may request the President to declare a major disaster or emergency declaration for incidents that are (or threaten to be) beyond the scope of the state and local jurisdictions to effectively respond.

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

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

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

VII. National Incident Management System (NIMS)

A. National Incident Management System (NIMS)

By resolution on March 15, 2005, the City of Manassas Park adopted the Federally-mandated National Incident Management System (NIMS) as the City standard for incident management. NIMS incorporates the Incident Command System (ICS) as the national standard for incident management. The EOP has incorporated these concepts within the base plan and annexes as appropriate. The ICS will be used by the City in conducting all incident response operations. Further information on the ICS is provided below.

Additionally, NIMS defines standard means and establishes requirements for processes to describe, inventory, mobilize, track, and recover resources over the life cycle of an incident. These components are not covered in the EOP but in specialized annexes and department standard operational guidelines.

B. Incident Command System (ICS)

ICS is an emergency management system designed to enable effective and efficient management of incidents by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. The ICS is widely applicable to organize both short-term and long-term field operations for the full spectrum of emergencies.

The initial responsibility for implementing ICS initially rests with the local emergency services agencies (e.g., fire-rescue and police). Upon their arrival at the scene of an incident, the senior fire and/or police supervisors will establish "incident command"

and designate a command post location in order to manage the emergency. The Table below indicates the City department or organization that will establish incident command for various emergency incidents:

Table 4 - Designated Lead Departments

Incident	Agency
Biological Incident (e.g. influenza pandemic)	Prince William Health District
Building Collapse, construction accident	Fire Department
Fire	Fire Department
Flood	Fire Department
Hazardous Material	Fire Department
Hurricane/Tropical Storm	Fire Department
Mass Fatality	Police Department
Nuclear/Radiological Incident	Fire Department
Pipeline spill/fire or explosion	Fire Department
Riots, civil disturbances	Police Department
Severe Thunderstorms/Tornadoes	Fire Department
Terrorist Incident	Police Department
Train Derailment	Fire Department
Water Distribution/Water Quality	Community Development
Winter Storm	Community Development

The Incident Commander (IC) is the individual responsible for all incident activities including the development of incident objectives, approving on-scene strategies and tactics, and the ordering and release of on-scene resources. The IC is delegated overall authority and responsibility for conducting incident operations.

IC Command Staff may typically include:

- Public Information Officer (PIO): The PIO is responsible for interfacing with the public and media and providing incident-specific information.
- Safety Officer (SO): The SO monitors incident operations and advises the IC on all matters of operational safety.
- Liaison Officer (LO): The LO serves as the point-of-contact on behalf of the IC for representatives from other government agencies, non-governmental organizations, and private sector entities.

IC General Staff typically includes the following positions:

Planning: The Planning section chief is responsible for gathering information and intelligence critical to the incident and providing this information to the IC and other incident management personnel. This section is also responsible for developing and documenting the Incident Action Plan (IAP) that identifies overall incident objectives and strategies.

Operations: The Operations section chief is responsible for all tactical activities directed to the reduction of the immediate hazard, saving lives and property, establishing situational control, and restoration of normal operations.

Logistics: The Logistics section chief is responsible for all support requirements needed to achieve an effective response to the incident. This includes ordering resources from off-site as needed.

Finance/Administration: The Finance/Administration Section is established when incident management activities require finance and administrative support services. The chief of this section is responsible for recording personnel time and attendance; all financial management matters pertaining to vendor contracts, handling injury claims and compensation; and recording, tracking, and analyzing cost data for the incident.

The incident command organizational structure develops in a top-down, modular fashion that is based upon the size and complexity of the incident (see Figure 2). As needed, separate functional elements can be established, each of which can be further sub-divided, if needed. For example, the Operations Section can be expanded to include branches, divisions, groups, and specialized resources as required to effectively manage the incident. Responsibility for the establishment and expansion of the ICS organization ultimately rests with the IC who bases the organization on the requirements of the situation. As incident complexity increases, the organization expands from top down as functional responsibilities are delegated.

The IC may appoint additional staff and support positions as necessary, depending upon the nature, scope, and complexity of the incident or the requirements identified by the IC.

C. Unified Command

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

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

D. Area Command

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

An Area Command is an organization established to oversee the management of multiple incidents that are being handled by an ICS organization or to oversee the management of large or multiple incidents. Area Command has the responsibility to set the overall strategy and priority, allocate critical resources according to the priorities, and to ensure that all incidents are properly managed and established objectives are achieved. In the City of Manassas Park, the EOC or other fixed facility will function as the Area Command.

In the event an Area Command is needed, the Chief of Police, Fire Chief, or Emergency Management Coordinator will ensure that appropriate coordination and consultation with the Director of Emergency Management is accomplished.

***Manassas Park Specific:** Due to the size of our jurisdiction and the concept of unity of command, the City will operate under the model of Tactical Command and Strategic Command. Tactical Command (same as Incident and On-site Unified Command) will be the onsite responders to the incident(s), while Strategic Command (same as Area Command) will be held at the EOC or with the City Manager Command Team if not located in the EOC.

VIII. Concept of Operations

A. Introduction

This section outlines the City's concept of operations for responding to emergencies and disasters within the framework of NIMS. It identifies authorities for emergency response, defines command and control structures and lines of authority, describes the roles and organization of the EOC, and outlines how emergency operations will be conducted under the EOP.

B. Delegations of Authority

1. Authority of City Manager as Director of Emergency Management (Virginia Emergency Services Law of 2000, as Amended).

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

When a local emergency is declared the Director of Emergency Management is authorized to:

Control, restrict, allocate, or regulate the use, sale, production, and distribution of food, fuel, clothing, and other commodities, materials, goods, services, and resource systems that do not impact systems affecting adjoining political subdivisions.

Enter into contracts and incur obligations on behalf of the City necessary to combat such threatened or actual disaster, protect the health and safety of persons or property and provide emergency assistance to the victims of such disaster.

In exercising these powers, proceed without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) pertaining to the performance of public work, entering into contracts, incurring obligations, employment of temporary workers, rental of equipment, purchase of supplies and materials, and expenditure of public funds, provided such funds in excess of appropriations in the current approved budget, un-obligated, are available.

2. Authority of On-Scene Commanders

The Director of Emergency Management delegates authority to the Fire Chief, Police Chief, the Community Development Director, and the Prince William Health District Public Health Director to appoint on-scene incident commanders and establish standard operating procedures to guide the management of emergency operations. Upon arrival at an emergency, the senior responsible official on scene will establish “incident command” and designate a command post location in order to manage the emergency. Incidents that begin as a single agency response may evolve into an operation requiring a multi-agency response to meet actual or expected needs.

3. Authority of the Coordinator of Emergency Management

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

4. Authority of City Department Directors

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

C. Phases of Response Operations

The following three phases will be used by Manassas Park in conducting response operations:

- 1. Increased Readiness:** For disasters or events with an advance warning, such as a weather forecast or other warning, actions will be taken prior to the projected impact to save lives and protect property. During this phase, warning systems may be activated, resources mobilized and positioned for immediate use, the EOC activated, and evacuations implemented as appropriate.
- 2. Immediate Response:** During this phase, the emphasis will be on saving lives, controlling the situation, and minimizing the effects of the disaster. Immediate response activities are accomplished by City departments and

organizations supported by local mutual aid and segments of the private sector. During this phase, the ICP and EOC may be activated and emergency instructions issued to the public.

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

D. City of Manassas Park Emergency Support Functions

The City of Manassas Park organizes the various departments, organizations, and voluntary agencies into 16 Emergency Support Functions (ESFs) to facilitate planning and coordination prior to an incident and to achieve an effective emergency response and recovery following an incident. Each ESF represents an important function that may need to be fulfilled during an emergency response.

Each ESF has an assigned lead agency and designated support agencies. The lead agency is designated due either to a statutory or regulatory responsibility, or has the prerequisite expertise and resources. The matrix in Table 5 depicts the designated lead and support departments and organizations for each of the 16 ESFs.

The lead department is responsible for all pre-incident planning and coordination to ensure that all support departments and organizations are prepared to provide resources and perform assigned operational roles. The ESFs will be activated as needed to support actual or anticipated requirements. Lead departments and organizations will provide a senior level representative to the EOC when activated to coordinate ESF operations. A overview of ESF Lead responsibilities is included in Section 2 of this plan.

E. Overview of Emergency Operations

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

The City Manager is the Director of Emergency Management. The day-to-day emergency preparedness program has been delegated to the Coordinator of Emergency Management. The Director, in conjunction with the Coordinator of Emergency Management, will direct and control emergency operations in time of emergency and issue directives to other services and organizations concerning disaster preparedness.

The City Manager / Director of Emergency Management has the constituted legal authority for approving Emergency Operations Plans and declaring a local State of emergency. A local emergency may be declared by the Director or the Coordinator of Emergency Management. The declaration of a local emergency activates the Emergency Operations Plan.

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

The City's initial response activities are conducted at the field level with the emphasis on minimizing the effects of the emergency or disaster. First responders use the Incident Command System (ICS) to organize response to the emergency or disaster, incorporating the functions, principles and components of ICS (unified command, action planning, span of control, hierarchy of command).

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

For example, in the event of a tornado touch down within the City causes localized damage, the Fire Department will respond and establish on-scene command. The IC may request assistance from other departments such as Police for traffic control and security through the department chain-of-command. Initial response activities include:

- Making all necessary notifications.

- Disseminating warnings, emergency public information, and instructions to the affected population.
- Conducting evacuations and/or rescue operations.
- Caring for displaced persons and treating the injured.
- Conducting initial damage assessments and surveys.
- Assessing need for mutual aid assistance.
- Restricting movement of traffic/people and unnecessary access to affected areas.
- As necessary, establishing a Unified Command.
- Developing and implementing Incident Action Plans.

The IC, as necessary, may use request additional resources through established mutual aid agreements with neighboring jurisdictions. In the event that multiple locations within the City are affected, there may be several separate incidents each with an on-scene IC.

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

The City Manager or his/her designee has the authority to order a full activation of the EOC whenever the City Manager deems appropriate in order to coordinate the response of the City departments to the incident. These circumstances may result in the Declaration of a Local Emergency.

Departments and organizations will either be directed to provide a senior level representative to the EOC or be placed on alert. ESFs will be selectively activated by the Director of Emergency Management or designee to meet actual or anticipated requirements. For example, if a hurricane results in widespread power outages and significant damages within the City, ESF 3 may be activated to coordinate debris removal operations, ESF 12 may be activated to coordinate with utilities on power restoration and ESF 6 may be activated to provide temporary shelter and other immediate needs to affected residents. City departments and organizations providing staff to the EOC will have the capability to maintain 24 hours per day/7 days a week (24/7) operations for the duration of the emergency. Representatives must have the authority to make decisions and commit resources on behalf of their department or organization.

The EOC serves as a multi-department coordination center for responding to the incident.

F. Emergency Operations Center

The EOC will serve as the direction and coordination facility for the City of Manassas Park government during major emergencies and disasters for assignment of resources, establishing policies, and coordination and approval of all requests for assistance outside the City. The primary EOC is located in the Police Department and an alternate EOC is located at the Fire Department.

The major functions of the EOC are as follows:

- Provide overall coordination and support of emergency operations throughout the City.

- Provide coordination and liaison with local, State and Federal government agencies as well as with private sector resources.

- Provide management of mutual aid resources and coordinate requests for resources from the State, National Capital Region jurisdictions, and the Federal government as necessary to support emergency operations.

- Establish overall priorities for emergency response operations and allocate resources accordingly.

- Collect, evaluate and disseminate damage assessment and other emergency related information.

- Coordinate the development and dissemination of emergency information to the residents of the City.

The EOC is organized in accordance with the NIMS/ICS and the Departmental EOC Structure plan. During major disasters and emergencies the EOC will be operated by the EOC Manager as assigned by the City Manager (Figure 2).

The Director of the Department designated as the Lead agency based on the ESF identified as the primarily affected function during any given work period (subject to change as the event expands/contracts, or extends in duration of time). The Executive/Policy Group may be integrated directly into the EOC operations upon the direction of the City Manager.

The **Executive/Policy Group** may include the City Manager, City Attorney and Department Heads. The primary responsibilities of this Group include:

- Establishing and promulgating emergency policy decisions.

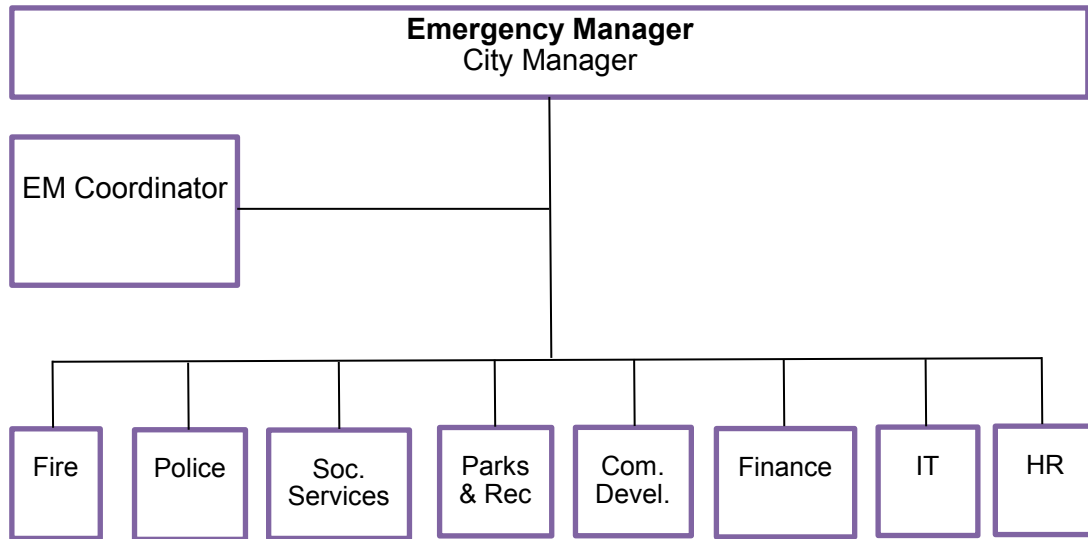
- Providing strategic direction and priorities for field operations.

- Providing direction to departments performing emergency activities.

- Authorizing issuance of public evacuation recommendations.

- Resolving resource and policy issues.

Figure 2 – City of Manassas Park EOC Organization



The **EOC Manager** is responsible for the staffing and operations of the EOC. The EOC manager directs the activities of the EOC staff and ensures that policies and priorities established by the Executive Group are implemented. He/she establishes the EOC objectives and directs, in consultation with the Executive Group, strategic and contingency planning efforts to address incident-related concerns and issues. The EOC manager establishes the operational periods for the EOC and is the approving authority for the EOC Incident Action Plan.

The EOC will establish operational periods as a basis for the incident action planning process at the EOC. Typically, the operational periods are two 12 hour shifts during 24-hour operations. The planning process is designed around identifying expected accomplishments over the next operational period. An Incident Action Plan (IAP) will be produced for each operational period to communicate overall EOC objectives.

The EOC will schedule and conduct an operational period (or shift change) briefing at the beginning of each operational period to ensure EOC staff are briefed on the operational elements of the IAP and are aware of the objectives that are expected to be accomplished.

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

G. Direction and Control

Most emergency situations are handled routinely by the Fire and Police Departments using ICS and NIMS, where applicable. The designated Incident Commander is responsible for on-scene operations and tactical decision-making. The IC allocates

resources assigned to the incident including resources activated through the local mutual aid agreement.

In larger-scale emergency situations, emergency management activities will be accomplished through coordination at the EOC, thus allowing the IC and on-scene staff to concentrate on essential incident tasks. Emergency support operations will be directed and controlled from the City's Emergency Operations Center. The Emergency Manager, or designee, will be available for decision making as required.

H. Public Information

During an emergency situation, it is essential that the public be provided with timely, accurate, and easily understood information on any protective measures that need to be taken to save lives and protect property. An emergency situation may occur with little or no warning. Normally, the department responsible for establishing an incident command will include a public information officer as part of the Incident Command Post staff who will be responsible for coordinating on-scene public information functions.

When a local emergency is declared and/or upon activation of the EOC, the City Manager's officer will serve as the primary source of contact for release of information to the media. This may be done through a designated Public Information Officer (PIO) and/or a Joint Information Center. Any media contacting the Communications Center shall be referred to the EOC. This does not preclude emergency personnel from responding to media inquiries on the scene, although caution should be used in releasing details of injuries or death before families can be notified.

When designated, the Public Information Officer will report to the Emergency Operations Center and will assume responsibility for public information. The PIO will be provided assistance from other departments regarding technical expertise for preparing appropriate protective action guidance and other emergency related information. The PIO will coordinate the release of information over the government access cable channel and other media outlets as appropriate. The PIO will also be responsible for arranging regular briefings for the media at a suitable time and location.

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

I. Continuity of Operations (COOP)

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

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

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

To ensure continuity of government, the following elements need to be addressed:

- Line of succession (minimum three "deep") for essential department positions.
- Pre-delegation (in writing) of emergency authorities to key officials.
- Provision for the safeguarding of vital records and systems.
- Protection of facilities and personnel.
- Provision for relocation to the alternate operating facility.

J. Mutual Aid and Memoranda of Understanding

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

Emergency incidents may occur that would require resources exceeding the capabilities of any single or multiple jurisdiction(s). In these instances additional resources are often requested from, or by, neighboring jurisdictions.

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

The City of Manassas Park has adopted the National Capital Region (NCR) Mutual Aid Agreement that provides a framework for mutual aid among the 19 NCR jurisdictions. Requests for mutual aid assistance under the auspices of this

agreement will be coordinated through the EOC. Individual city departments will request assistance accordingly.

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

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

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

K. Resource Ordering and Management

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

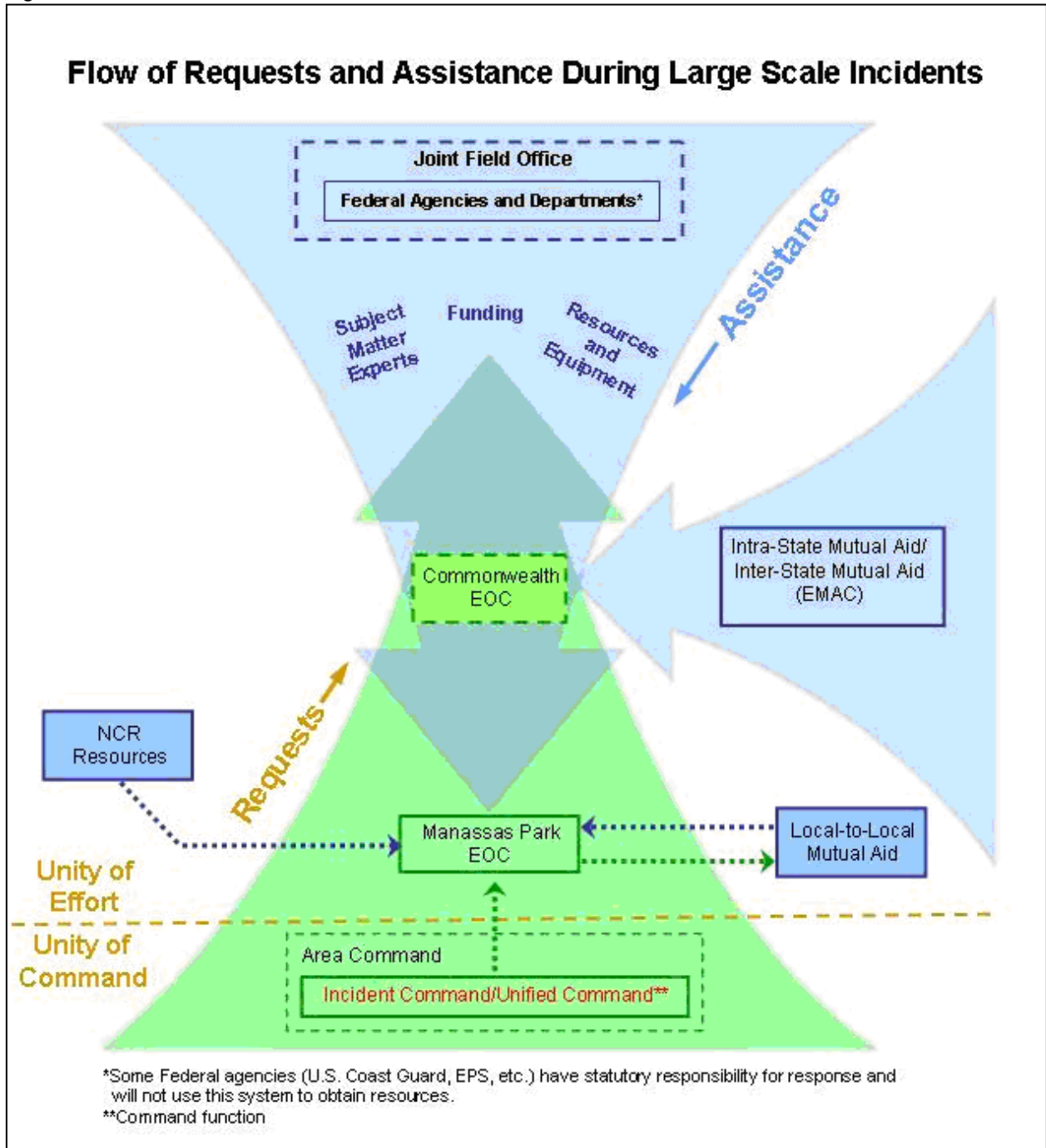
- Personnel, staff, equipment, and facilities belonging to Manassas Park.
- Resources available from neighboring jurisdictions through local mutual aid agreements.
- Resources available from the private sector through acquisition/purchasing.
- Resources of the Commonwealth of Virginia including the National Guard.
- Mutual aid available through the Statewide Mutual Aid Program.
- Mutual aid resources from other states through the Emergency Management Assistance Compact (EMAC).
- Resources available from the Federal government under the National Response Framework (NRF).

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

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

Figure 3 below depicts the flow of resource requests and assistance during significant events where Commonwealth and Federal resources are available through the appropriate emergency and disaster declarations.

Figure 3 - Resource Assistance Process



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

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

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

L. Evacuations

Manassas Park is susceptible to both natural and man-made events such as floods, hurricanes and hazardous material incidents that may necessitate an evacuation of nearby residents, businesses, and other facilities in order to save and protect lives. Evacuations may not always be the best option, and public officials may instead order affected populations to shelter in place. However, emergency situations will occur in City of Manassas Park that will require a partial or full evacuation of the City. Situations such as a major fire, transportation accidents, hazardous material incidents, or localized flooding may require small-scale evacuations, whereas an event such as a hurricane may require mass evacuation. The City has the primary responsibility for ordering an evacuation and ensuring the safety of its citizens. Emergency transportation will be provided for people who have no means of transportation and/or who require special transportation accommodations (i.e. lift buses or vans) The decision to evacuate, as well as the scope of the evacuation, will depend on the type of hazard; its magnitude, intensity, duration, and anticipated time of occurrence, assuming it hasn't already happened. The City defines three stages for evacuations:

- 1. Selected:** An evacuation event limited to a specific building or neighborhood requiring a limited number of residents being evacuated and possibly sheltered.
- 2. Staged:** An evacuation event requiring multiple neighborhoods or communities being evacuated and possibly moved to various shelter sites within the city.
- 3. Full-Scale:** An evacuation event requiring all persons within an entire geographical area being evacuated to multiple locations.

The Incident Commander (IC) of an emergency which necessitates an evacuation and/or shelters to be opened will establish a zone around the impacted or potentially

impacted area that will require evacuation in order to ensure public safety. The IC will be supported by other City departments, as required, to establish temporary shelters and/or reception centers outside the zone, provide notification to the affected area, provide traffic management and control, and other support as necessary. Should an evacuation become necessary, warning and evacuation instructions will be disseminated via radio, television, and other available media outlets. The Police and Fire Departments will use mobile loudspeakers to ensure that all residents in the affected or threatened areas have received the evacuation warning.

The primary means of transportation for the movement of evacuees will be by privately owned and operated motor vehicles. City transportation resources may be utilized to provide supplementary transportation for those in need, including special needs populations who may require accessible transportation or to efficiently transport large numbers of the general public.

Depending upon the scope and magnitude of the incident, a Unified Command including Fire, Police and Community Development will be established to coordinate notification to residents and businesses, and to provide direction for the orderly evacuation of the affected area.

If the nature of the incident is escalating rapidly or if large areas are impacted, the EOC may be activated to support the Incident Commander.

The Mass Care and Sheltering Annex to this plan outlines specific roles and responsibilities for planning and conducting evacuations. The ESF structure promulgated in this plan will be used, as appropriate, for supporting evacuation operations.

The Manassas Park Community Center has been designated as the primary Evacuation Assembly Center with the Manassas Park Middle School as a secondary site. Although other schools, churches, or public facilities may also be designated and used as needed. Final selection and coordination of the evacuation center(s) will be made at the time of the emergency.

M. Medical and Social Needs

Residents or visitors who have medical or social needs may require assistance during an emergency. People with medical needs are those who have a health condition and cannot function independently in a shelter or evacuation center. They may also require assistance in performing daily living activities and/or require care for the monitoring of a health condition. Physical conditions that require equipment that uses electricity may come under this definition, even though the individuals may normally perform daily living activities without human help. People with social needs are considered to be vulnerable, at-risk, or hard to reach in the event of an emergency, but are not medically dependent.

Each group will have unique needs during an emergency and thus require communication, registration, transportation, and sheltering strategies designed to meet their needs prior to and in the event of an emergency. The City will develop and maintain a registry of agencies who serve these populations to help facilitate the delivery of service. The City will provide transportation and sheltering when necessary during emergency situations.

N. Animal Protection

Companion animals will not be permitted in mass care shelters operated by the City, except for service animals that accompany citizens with special needs. The City of Manassas Park recognizes that companion animals are also victims of emergencies and disasters – and that a high degree of commitment exists between people and their animals. Frequently, citizens express reluctance to evacuate a disaster area unless arrangements have been made for the care of their companion animals. Such refusals or delays could jeopardize the City’s overall evacuation strategy.

City residents are expected to plan for the care of their pets in the event of a disaster or emergency. In the event of an evacuation, the Police Department, Animal Control, will provide for the emergency sheltering of companion animals , for evacuating residents using City mass care shelters as necessary. A companion animal is defined as “any dog, cat, or other domesticated animal normally residing and cared for in or near the household of the owner of that animal.”

O. Transition to Recovery

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

Generally, the termination of the local declaration of emergency and/or the closing of the EOC will signal the formal transition to the recovery phase. The City Manager’s Office is the lead for Long-Term Community Recovery and Mitigation and this office will coordinate the recovery phase.

The formal transition from response to recovery will be announced to all departments and organizations using existing notification protocols and procedures.

IX. Recovery Operations

A. General

Once the immediate threat to life and property has passed and appropriate response operations conducted, steps will be taken to ensure the rapid recovery of the affected communities. Recovery operations may begin concurrently with response operations or may represent a continuation of actions initiated during the response phase.

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

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

The major objectives of long-term recovery include:

- Coordinate delivery of social and health services.
- Improve land use planning.
- Restore local economy to pre-disaster levels.
- Recover disaster response costs.
- Effectively integrate mitigation strategies into recovery planning and operations.

The City Manager's Office is the lead for coordinating recovery operations and developing a plan for long term recovery. Strategies for implementation within the recovery plan will incorporate appropriate mitigation actions, and will maximize the use of available State and Federal assistance. The Recovery Annex to this Plan provides information concerning long term recovery planning.

The City of Manassas Park may be eligible to apply for reimbursement of disaster-related expenses either through the Commonwealth of Virginia or the Federal government. It is critical that departments document disaster-related expenditures in accordance with guidance provided by the Department of Finance.

Recovery assistance that will be available will depend upon whether or not the City is included in a State and/or Federal emergency or disaster declaration. In the event

there is no State or Federal declaration, recovery assistance will include what is provided through City departments and various voluntary organizations.

In the event of a Federal disaster or emergency declaration, Federal and State officials will establish and co-locate at a Joint Field Office (JFO) that will serve as the hub for the coordination of disaster assistance and recovery programs throughout the Commonwealth for all declared jurisdictions. The City Manager's Office, as the lead for ESF 14 (Long-Term Community Recovery and Mitigation), will provide coordination with VDEM on implementation and management of the recovery programs. Other City departments will provide appropriate support as outlined in this plan and the Recovery annex.

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

B. Command and Control

Incident Command will transition, if needed, to the Fire Department as response and short-term recovery operations are completed. The Fire Department Chief will designate the IC for recovery operations and establish command at an appropriate location, depending upon the scope and magnitude of the incident. All departments with roles and responsibilities under the EOP will be notified and provided relevant contact information.

City departments will provide support to the Fire Department during the recovery phase as outlined in this Plan and the Recovery Annex.

C. Damage Assessment

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

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

Damage assessment includes the collection of information on the status of critical infrastructure, such as electric power generation and distribution,

telecommunications, transportation, medical services, water supply and distribution, sanitary services, and information on the number and types of residential, commercial and/or industrial structures that have been damaged or destroyed. The collection of this information requires the support of multiple City departments and Emergency Support Functions.

The damage assessment process begins with the on-scene public safety department responsible for incident command. Responders will immediately begin collecting damage information on the numbers and types of injuries and fatalities, environmental hazards, street and bridge access, damage to buildings, downed power lines, and damage to critical infrastructure. This information will be provided to the Incident Commander or his/her designee for use in managing the incident, establishing priorities, and determining the need to request additional resources. There are three types of damage assessments that will be conducted as needed throughout the incident: rapid assessment, initial damage assessment, and preliminary damage assessment. Additional details on damage assessment can be found in the Damage Assessment Annex to this plan.

D. Disaster Assistance Programs

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

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

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

Funds and grants may be available to government and certain nonprofit organizations to repair, reconstruct, and mitigate the risk of future damage.

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

Assistance for individuals and families is also provided by a wide variety of voluntary relief organizations.

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

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

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

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

Unmet needs are any disaster-related losses experienced by the victim that cannot be provided for by the programs available from the local jurisdiction, Commonwealth, or Federal agencies due to the victim’s ineligibility for such services or goods. During the recovery phase, a collaborative effort is established between the local government and the private nonprofit community to address the issue of unmet needs.

E. After-Action Review

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

All departments will participate in the after-action review process and submit issues and recommended solutions to the Coordinator of Emergency Management for review and consolidation. Lead ESF departments will conduct after-action reviews with their support departments to identify ESF-specific issues or concerns that will be provided to Coordinator of Emergency Management for tracking through the corrective actions process.

In consultation with the Director of Emergency Management, the Coordinator of Emergency Management may schedule and facilitate an after-action review to verify and document issues for further review and corrective action.

The Coordinator of Emergency Management will prepare and issue a formal after-action report for any incidents conducted under the EOP.

F. Corrective Actions

The after-action review process will be used to identify issues for corrective action. Corrective actions will be assigned to specific departments and organizations by the City Manager/Director of Emergency Management for review and resolution. The Coordinator of Emergency Management will manage the corrective action program by documenting issues and tracking the status of resolution.

Assigned departments are responsible for developing recommended solutions and timelines for approval of the City Manager/Director of Emergency Management.

Open actions will be reviewed quarterly.

X. Hazard Mitigation

The primary goal of mitigation is to reduce loss of life and property by lessening the impact of disasters. This is achieved through regulations, local ordinances, land use and building practices, and mitigation projects that reduce or eliminate long-term risk from hazards and their effects. Mitigation, by reducing the impacts of a disaster, will also lessen the demand for resources in the event of another disaster.

In the event of a Federal declaration of a major disaster, the City may be eligible to apply for hazard mitigation assistance under the Federal Hazard Mitigation Grant Program (HMGP).

The HMGP provides grants to State and local governments to implement long-term hazard mitigation measures following a major disaster declaration.

Mitigation initiatives identified in the Northern Virginia Regional Hazard Mitigation Plan may be eligible for a HMGP grant.

In addition, if the City of Manassas Park is included in a Federal major disaster declaration that includes public assistance, hazard mitigation funding may be available through the Public Assistance Program under Section 406 of the Robert T. Stafford Act. Departments engaged in repair and restoration work should consider mitigation methods that will prevent or reduce damage in future incidents for potential funding as part this program. The Public Assistance Program is managed by VDEM.

The Coordinator of Emergency Management is responsible for coordinating City department participation in post-disaster hazard mitigation activities. Departments involved in these activities will vary according to the specifics of each incident..

Eligible applicants include State agencies, local governments, and private nonprofit organizations which own or operate facilities providing essential government services.

XI. Training and Exercises

A comprehensive training and exercise program is essential for the effective implementation of the Emergency Operations Plan. The Coordinator of Emergency Management is responsible for the overall coordination of disaster related training and exercises within the City.

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

The Coordinator of Emergency Management should conduct a Training and Exercise Plan workshop annually to develop or update the City of Manassas Park Training and Exercise Plan. The Training and Exercise Plan will include training and exercise priorities, the target capabilities that the City will train and exercise, and a multi-year training and exercise schedule.

Section 2 – ESF Role and responsibility Annex

As indicated in the Basic Plan, during any given work period of an incident, a Lead Department will be identified and responsible to manage all emergency resources for the response to and recovery from a disaster within The City of Manassas Park.

The following scope and policy points will be prioritised:

- All emergency response and recovery operations will be in accordance with the National Incident Management System (NIMS).
- As directed and coordinated through the EOC and Emergency Management Director, the Lead Department will direct and assist identifying what other City departments and voluntary organizations are required to respond to, and assist the recovery from a disaster or emergency.
- Lead Department will assure that the collection of, analysis of, and distribute of information on the impact and status of response and recovery operations are provided to the EOC Manager or Policy Group.
- Lead Department will engage the ESF support agencies in the planning for, and the development of training exercises to ensure an effective operation upon activation.
- The Lead Department and all supporting agencies shall understand what may be required to support emergency response operations via the provision of critical supplies, equipment, or other resources.
- Lead Department shall maintain, or designate, the documentation for financial reimbursement in accordance with the City’s financial policies and procedures.
- All Departments carry responsibilities associated with the City of Manassas Park’s *preparedness, response, recovery, and mitigation* efforts.
- The following table outlines essential responsibilities for Lead Department Heads to assure that their department are capable of:

Phase	Roles and Responsibilities
Preparedness	<ul style="list-style-type: none"> ● Developing supporting plans and procedures for any ESF issue that they are noted as the Lead. ● Direct the development of plans and procedures for any supporting Department for the ESF that they are noted as the a Supporting Department. ● Identify the roles and responsibilities of all involved Departments and outside agencies. ● Conduct ESF specific training and exercises annually. ● Develop and maintain an inventory of assets. ● Develop and maintain notification rosters. ● Coordinate resolution of after-action issues.

Phase	Roles and Responsibilities
Response	<ul style="list-style-type: none"> ● Collect, analyze, and distribute information on the status of the City's response and/or recovery during an emergency incident. ● Provide liaison with any external agency their agency has been designated to work with. ● Provide support as designated to emergency operations. ● Provide support and technical assistance to evacuations. ● Coordinate mutual aid requests as identified during an emergency. ● Coordinate the residents needs during evacuations.
Recovery	<ul style="list-style-type: none"> ● In accordance with the COOP, be able to identify key functions and capabilities. ● Maintain communications with external agencies as required. ● Support return of evacuees. ● Participate in Department level and City wide after-action review.
Mitigation	<ul style="list-style-type: none"> ● As appropriate, identify opportunities to mitigate the impacts of future incidents.

Section 3 – EOC Operations annex

A. Communication Flowpath

The following flowpath of communication shall be shared with all employees of the City. It is important to emphasize that all City employees are an integral part of the Emergency Management system. Their awareness of incidents or potential incidents associated with the proper response in starting the communication chain can minimize the overall impact of any incident. City employee may witness, be informed of, or dispatched to an incident of significant impact on the City facilities, infrastructure, or health and safety of Citizens, visitors, or employees. FOLLOW this chain of communication to begin the City's Emergency Management response to such events:

NOTIFY YOUR IMMEDIATE SUPERVISOR

who will then notify the:

DEPARTMENT DIRECTOR OR DEPUTY DIRECTOR

who will then notify the:

COORDINATOR OR DEPUTY COORDINATOR OF EMERGENCY MANAGEMENT

who will then notify

the: *CITY MANAGER*

THE CITY MANAGER WILL BE RESPONSIBLE FOR

- DIRECTLY CONTACTING OR DELEGATING CONTACTING GOVERNING BODY MEMBERS
- IDENTIFYING A PUBLIC INFORMATION OFFICER
- DIRECTING THE LEVEL OF EOC ACTIVATION

B. Planned Event EOC Operations Plan

Actively engaging the citizens and business owners in community events is a critical element of the City's mission and an essential aspect of our community's sense of togetherness. Planning events in the modern age comes with the added risk of intentional harm by those nefariously minded, as well as the potential for natural type disasters occurring during a planned event. With these potentials, it is critical that the infrastructure of command and control for a planned event be spelled out and reviewed leading up to and during an event to assure the City agencies are capable of efficiently responding to a changing environment.

As such, the following list of Incident Command Structure (ICS) forms must be filled out [as a minimum] in preparation of an event. Additional forms may be identified by the events Incident Commander, and will be included in the briefing and the associated handouts.

ICS 201 Incident Briefing

The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

ICS 202 Incident Objectives

The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

ICS 203 Organization Assignment List

The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

ICS 207 Incident Org Chart

The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

ICS 208 Safety Message

The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

ICS 206 Medical Plan

The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

ICS 205A Communication List

The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

ICS 221 Demobilization Check-Out

The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

C. Un-Planned Event EOC Operations Plan

Like any other community, the City of Manassas Park is at risk for unplanned events that may interrupt daily operations of the City's responsibilities, and/or be of a magnitude that may impact the citizens and/or businesses within the City. These events may be natural in origin, such as a severe thunderstorm, or nefarious in nature, such as a complex coordinated attack.

Whenever faced with such events, the combination of managing the incident itself AND continuing to provide city services is essential. As such, the following list of Incident Command Structure (ICS) forms must be filled out [as a minimum] when the impact of an event may exceed 3 hours. Additional forms may be identified by the events Incident Commander, and will be included in the briefing and the associated handouts.

ICS 201 Incident Briefing

The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

ICS 202 Incident Objectives

The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

ICS 203 Organization Assignment List

The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

ICS 207 Incident Org Chart

The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

ICS 208 Safety Message

The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

ICS 206 Medical Plan

The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

ICS 205A Communication List

The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

ICS 221 Demobilization Check-Out

The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

D. City Department EOC assigned personnel list

(Insert a list of Department POCs – three per Department – for each incident as appropriate)

Example:

Department	Primary	Alternate	Contingency
City Manager Office	City Manager/ EM Coordinator	EM Coordinator	Assistant to City Manager – Admin
Police Department	Police Chief	Deputy Chief	Patrol Commander
Fire Department	Fire Chief	Deputy Fire Chief	Battalion Chief
Community Development	Director	Engineering Services Manager	Public Works Superintendent
Social Services	Director	Deputy Director	Family Services Supervisor
Parks and Rec	Director	Operations Manager	Recreation Supervisor
Finance	Director	Deputy Director	Accounts Payable Specialist
HR	Director	Payroll Manager	Budget Analyst
IT	Director	Deputy Director	Software Specialist