EMERGENCY OPERATIONS PLAN

A COMPONENT PLAN
OF THE
COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM

JULY 2019

Cultivating a Resilient Community

LOUDOUN COUNTY OFFICE OF EMERGENCY MANAGEMENT
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ENDORSEMENT AND IMPLEMENTATION

This plan supersedes the Loudoun County, Virginia Emergency Operation Plan (EOP) adopted July 15, 2015. This plan was endorsed by the Loudoun County Emergency Management Executive Committee on April 23, 2019 and promulgated by the Loudoun County Board of Supervisors on July 2, 2019.

My signature authorizes and acknowledges the use of this EOP and requires that the Office of Emergency Management (OEM) revise and resubmit this document pursuant to Title 44 of the Code of Virginia within the subsequent 48 months or at my direction, whichever occurs first.

I direct the Coordinator of Emergency Management to provide a copy of this plan to the Virginia Department of Emergency Management (VDEM) and any additional entities as required by law.

I further direct the Coordinator of Emergency Management to make this plan available to the public with the exception of any section, chapter, appendix, or annex that is determined to be law enforcement sensitive or describes specific capabilities or vulnerabilities.

Tim Hemstreet  
Emergency Management Director  

Date  8/14/19
## RECORD OF CHANGES

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<td>2.20.19</td>
<td>Changed EOP Date to 2019</td>
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<td>2</td>
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<td>Included Board of Supervisors Vision and OEM Mission and Vision</td>
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<td>5</td>
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<td>11</td>
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<td>Updated THIRA language to include 2017 results and NACo Award</td>
<td>1-14</td>
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<td>12</td>
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<td>13</td>
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<td>Added Victim Witness Services and Title 44 statute to ESF-13</td>
<td>3-69</td>
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MISSION AND VISION

Loudoun County Board of Supervisors’ Vision:
By honoring its rich heritage as well as embracing the robust opportunities of a new day, Loudoun County maintains the high quality of life that it has achieved, shapes a future that represents the best of both worlds, and creates a place where its residents are proud to live, work, learn, and play.

Emergency Management Vision:
To shape the culture of resiliency in order to improve the quality of life in Loudoun County.

Emergency Management Mission:
To facilitate, maintain, and enhance a comprehensive and integrated emergency management program in an effort to cultivate and sustain an engaged and resilient community through partnerships and collaboration.

PURPOSE

The Loudoun County Emergency Operations Plan (EOP) describes the roles, responsibilities, and actions necessary to provide an effective, efficient, and coordinated response to a significant event in Loudoun County, Virginia. The EOP provides a framework of direction to identified agencies in order to successfully prepare for, respond to, and begin the recovery process from a significant event that impacts the County.

In addition to meeting statutory obligations defined in Title 44 of the Code of Virginia, the EOP:

- Assigns responsibilities and identifies actions for organizations and individuals during a significant event;
- Establishes lines of authority and organizational relationships and demonstrates how missions and assignments are coordinated;
- Provides direction, control, and coordination of Loudoun County resources during a significant event;
- Describes the procedures and support requirements necessary for the activation and operation of the Emergency Operations Center (EOC);
- Promotes and outlines operational plans, policies, and procedures necessary for identified agencies to develop and implement in order to effectively respond during a significant event; and
- Describes the management and control, operations, planning, logistics, and finance and administration sections employed during an EOC activation.

SCOPE

The EOP is an all-hazards, multi-discipline response plan designed to manage and coordinate Emergency Support Function (ESF) assignments. ESFs are comprised of agencies that perform tasks during an EOC activation that are similar to their day-to-day, normal operations.
The EOP also serves as a coordination guide used to execute operational plans, policies, and procedures utilized by ESFs to mitigate and resolve impacts of a significant event. ESFs are organized and managed using the nationally recognized Incident Command System (ICS). Following one of the tenets of ICS, this plan is flexible and scalable and is designed for use for any planned or no-notice event.

By statute, a declaration of local emergency triggers the activation of the EOP; however, this plan will be implemented during any significant event which requires multi-discipline collaboration even in the absence of a local declaration.

This plan applies to all primary and support agencies listed in the ESF Annex and any other department or agency deemed necessary by the Director of Emergency Management (Director). All agencies will employ a whole community, all-inclusive planning approach with private-sector partners and citizens of the community who play a large role in preparedness, response, recovery, and mitigation.

The EOP is constructed using a nationally recognized model found in the National Response Framework and the Commonwealth of Virginia Emergency Operations Plan. However, while this plan has been developed to be consistent with similar documents at the state and federal level, it is uniquely tailored to meet the specific needs of Loudoun County.

This plan does not:

- Dictate agency duties outside of what occurs in the EOC.
- Describe or identify tactical level objectives, requirements, and tasks associated with achieving strategic goals.
- Supersede any statute, law, or ordinance.

**BACKGROUND**

**Description**

As the third most populous County in the Commonwealth of Virginia, Loudoun County is a 520 square mile mixture of rural, suburban, and urban areas. Located 25 miles northwest of Washington D.C, the County is bordered to the west by the Blue Ridge Mountains and to the north by the Potomac River. There are eight election districts and seven incorporated towns, including historic Leesburg which has served continuously as the County seat since 1757. Eastern Loudoun County is primarily urban and suburban, dominated by Dulles International Airport, professional and technical service businesses, and residential communities. The area west of Leesburg remains rural and is home to a number of agricultural based businesses, small farms, and historic estates.

Known for its historic landmarks and events, scenic landscapes, and importance in the equestrian community, over the past three decades Loudoun has become...
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synonymous with dynamic and rapid growth. At an estimated 402,561, the County’s population has more than doubled since 2000. Between 2013 and 2014, Loudoun welcomed over 1,000 new residents per month. This vibrant expansion has resulted in the County being recognized as a growth leader nationally. As of 2016, Loudoun County is nationally ranked in the top 10 fastest growing jurisdictions with a population of 100,000. With the introduction of Metrorail service in 2020, population is forecast to grow to nearly 440,586 residents by 2024.

There are over 133,351 housing units in the County of which 79% are owner-occupied. Loudoun is home to many young families. The median age of a resident is 36, 84% of households are classified as married, and 61% have children. With a median household income of nearly $134,464, Loudoun has been ranked number 1 nationally for jurisdictions with greater than 65,000 residents since 2016.

Typical of a rapidly growing community, Loudoun County is home to 90 public school facilities, 7 colleges and universities, acute medical care facilities and many other public amenities. Loudoun County Public School enrollment is 81,235 as of 2017. Information and communications technology is the largest industry cluster in the County employing over 23,000 people. Up to 70% of the world’s internet traffic passes through some of the 9 million square feet of data centers in Loudoun. Due to its proximity to the Nation’s Capital, the County is home to more than 900 federal government prime contractors. Another important industry sector is agriculture-based businesses. Favorable soil conditions and temperate climate are some of the factors that have contributed to Loudoun’s 40 wineries becoming Virginia’s “Wine Country.” Additionally, there are over 30 craft breweries and 5 distilleries making Loudoun County a prime destination for local tourists. The County is home to nearly 1,400 farms, totaling over 142,000 acres.

The County is a member of the Metropolitan Washington Council of Governments (MWCOG) and several other regional commissions and boards. MWCOG is an independent, non-profit association that brings together leaders from across the District of Columbia, Maryland and Virginia to work collaboratively to address major regional issues. Loudoun is one of the jurisdictions listed in the National Capital Planning Act of 1952 which defines the National Capital Region (NCR). The NCR is the beneficiary of several federal grant programs such as the Urban Areas Securities Initiative (UASI). Through collaboration and coordination, NCR member jurisdictions work as partners to ensure a safe and secure National Capital Region.
Threat and Hazard Identification and Risk Assessment

The Loudoun County Threat and Hazard Identification and Risk Assessment (THIRA) is a strategic analysis of hazards that pose a significant threat to the community. The THIRA is conducted every four years with the exception of the 2017 version. With a landscape that ranges from rural to suburban to urban, the County is vulnerable to a variety of direct impacts during a significant event. As part of the National Capital Region (NCR), the County is also susceptible to indirect impacts resulting from an incident in a neighboring jurisdiction.

The THIRA evaluates and analyzes past experience, historical information, probability, projected impacts, and resource availability. By recognizing and understanding the risks that the community faces, Loudoun County places itself in a position to make better resource management decisions. The purpose of the THIRA is to:

- Determine plausible and significant community threats and hazards in order to assess risks through subject matter expertise;
- Provide a detailed analysis of resources that are available to the community and/or could be obtained through mutual aid, business processes, or procurement of new resources; and
- Evaluate Loudoun County’s resource capabilities across 5 mission areas: Prevention, Protection, Mitigation, Response, and Recovery.

The THIRA is composed of a four-step process that: identifies threats and hazards of concern, gives the threats and hazards context, establishes capability targets, and then applies the results. This process standardizes the risk analysis by helping the County map and link risks to the core capabilities identified by the National Preparedness System. The analysis generates desired outcomes, capability targets, and resources required to achieve capability targets.

A whole community, all-inclusive planning approach is imperative in achieving a thorough analysis. Conducted in 2014 and 2017, County agencies, private-sector partners, and non-profit organizations were asked to participate in the THIRA process to provide subject matter expertise for each threat and hazard identified. Stakeholders were tasked with analyzing capabilities and providing potential resources to resolve planning and/or resource gaps.

**Graphic 1-4: Identified Threats and Hazards (2014 and 2017)**

<table>
<thead>
<tr>
<th><strong>NATURAL</strong></th>
<th><strong>TECHNOLOGICAL</strong></th>
<th><strong>HUMAN-CAUSED</strong></th>
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<tbody>
<tr>
<td>2014 Drought</td>
<td>2014 Airplane Crash</td>
<td>2014 Cyber Incident</td>
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<tr>
<td>Earthquake</td>
<td>Dam/Impoundment Structure Failure</td>
<td>IED Attack</td>
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<tr>
<td>Epidemic/Pandemic</td>
<td>Urban Conflagration</td>
<td>Active Shooter</td>
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<tr>
<td>Flood</td>
<td>Traffic Gridlock</td>
<td>Civil Disturbance</td>
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<tr>
<td>Hurricane</td>
<td>2017 Water Utility Incident</td>
<td>2017 Complex Coordinated Attack</td>
</tr>
<tr>
<td>Tornado</td>
<td>Technology Failure</td>
<td>Law Enforcement-Related Shooting</td>
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<tr>
<td>Wind Event</td>
<td></td>
<td></td>
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<tr>
<td>Extreme Heat/Cold Event</td>
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<tr>
<td>Wild/Mountain Fire</td>
<td></td>
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<tr>
<td>Winter Storm</td>
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<tr>
<td>Ice Storm</td>
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<tr>
<td>Hurricane</td>
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<td>Tornado</td>
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<tr>
<td>2017 Ice Storm</td>
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In order to provide a comprehensive assessment, an array of resources was used to identify threats and hazards. Experience, historical reference, documentation from past incidents, likelihood of occurrence, and probable impacts were used to certify that potential threats and hazards would be identified and assessed.

The THIRA provided an in-depth analysis of threats and hazards unique to the County. The assessment produced a detailed examination of plausible and significant threats and hazards. It emphasized resource capabilities and areas of improvement. The results of the assessment were compared to and associated with the National Preparedness Goal’s Core Capabilities.

Collectively, the four-step THIRA process delivered 223 desired outcomes across 25 potential scenarios. By describing desired outcomes and developing capability targets, each ESF Group was able to assess their current resources compared to their desired resources.

In total, the 2014 and 2017 THIRAs have identified a total of 218 new multi-discipline plans; updates to existing multi-discipline plans; agency-specific plans, policies, procedures, or agreements; trainings or exercises; and equipment, personnel or other resources. Upon completion, these results will serve as tangible improvements to what are now day-to-day business practices, communications gaps, and limited long-term sustained operations and recovery efforts.

The THIRA process was developed using a whole community, all-inclusive planning approach. The Office of Emergency Management (OEM) and partner agencies will use this document to prioritize areas of improvement in order to achieve success. This assessment is the cornerstone of future planning initiatives designed to decrease the County’s vulnerability and increase community resilience. Additionally, Loudoun County received a 2018 National Association of Counties (NACo) Award in the category of Risk and Emergency Management for their local THIRA process, guide, and planning toolkit.

**CONCEPT OF OPERATIONS**

This portion of the EOP describes how Loudoun County will manage and coordinate an effective and efficient multi-discipline response to a significant event. It also defines local, state, and federal authority and interaction.

The Coordinator of Emergency Management (Coordinator) is responsible for the day-to-day administration of OEM and the County’s Emergency Management Program. The foundation of the program and ultimately its success relies on the ability to establish, maintain, and enhance relationships that foster efficient and effective collaboration with partners through all mission areas of emergency management.

In addition to other programmatic responsibilities, a primary mission of OEM is gathering, compiling, analyzing, and reporting situational awareness. Whether during normal day-to-day operations or in anticipation of a significant event, OEM personnel consistently monitor a number of trusted sources of information to ascertain updated intelligence regarding severe weather, special or high-profile events, large scale public safety emergencies, or potential threats. This situational awareness is regularly and frequently shared with the Director. When a significant event is imminent, OEM will generate an Informational Bulletin that describes the event, on-going actions, and anticipated actions. This document is distributed to County leadership, ESF personnel, and mission-critical partners.
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When an event threatens to have significant impacts on the County, the Coordinator develops an operational plan based on the latest intelligence available. This plan includes the following elements:

- Any emergency protective actions that may be required or indicated;
- A determination as to whether or not the EOC will be activated, and if so, at what level;
- If an EOC activation is indicated, what ESFs and EOC sections will be activated; and
- Any additional operational considerations.

A briefing is prepared for the Director who will consider the recommendations made by the Coordinator and provide input and endorse the plan. The Coordinator will ensure that all ESF personnel impacted by the activation are notified. OEM staff will typically develop an EOC Incident Action Plan (IAP) for the first operational period.

EOC operations are divided into two twelve hour shifts referred to as operational periods. Activities are coordinated and directed by the Loudoun County Emergency Operations Center Policies and Procedures Guide and this EOP. The EOC Manager will ensure that the Virginia EOC (VEOC) is notified of the local activation by submitting a Virginia Department of Emergency Management (VDEM) Situation Report (Sit-Rep). Throughout each operational period, personnel will follow the planning process as described in the EOC Policies and Procedures Guide. This includes the development of an EOC IAP and distribution of a local Sit-Rep.

While maintaining updated situational awareness regarding the incident, strategic goals are developed and prioritized by the Director and Policy Group. Operational objectives and tasks are generated by EOC personnel necessary to achieve these goals. ESF personnel develop tactical and operational plans that accomplish the objectives. This process continues and repeats itself until the significant event is resolved. As the event begins to de-escalate, personnel within the EOC will develop demobilization plans that will address on-going actions, unmet needs, and what specific conditions will trigger the closure of the EOC.
Restoration of essential services is a primary focus during an EOC activation. If unmet needs still exist following restoration, the focus transitions to that of community recovery. Prior to the full demobilization of the EOC, community recovery actions will be initiated. These actions may include: identification and prioritization of recovery issues; development and execution of long-term community recovery plans; and authorization and establishment of recovery work-groups who will lead the recovery effort following the closure of the EOC.

OEM will produce an After Action Report (AAR) following a Partial or Full Activation of the EOC or as requested by the Director. This report will serve as a retrospective analysis of the event and includes a detailed timeline and narrative. The AAR also includes areas for improvement and strengths that were demonstrated during the event in an effort to improve future responses and continue successful practices. The resulting areas for improvement are captured and assigned in a corrective action document that ensures identified enhancements are completed.

All agencies identified in the ESF Annex will participate in various activities during all mission areas of emergency management (Prevention, Protection, Mitigation, Response, and Recovery). These activities may include: development of Countywide and agency-specific plans, policies, and procedures that directly support the execution of the EOP; actively participate in training and exercises that enhance the emergency management program; and engage the community at-large by providing preparedness outreach and education.

### System Status and Activation Level

OEM determines and reports any change in status of the emergency management system or EOC activation level.

**Emergency Management System Status:**

The Emergency Management System refers to the posture of the emergency management program and its primary partners. The status is an indication of the level of activity associated with a significant event:

- **Routine:** The Emergency Management System is operating in a normal, day-to-day capacity. Incidents or events are handled by existing resources without impacting normal operations.
- **Increased Readiness:** This is a pre-event status indicating a significant event is imminent. Programmatic focus is on gathering, compiling, analyzing, and reporting situational awareness and incident intelligence.
- **Operational:** A significant event has occurred. Operational activities may include on-scene liaison support, impact area assessments, and/or the activation of the EOC.
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EOC Activation Levels:

- **Not Activated:** Normal situational awareness monitoring conducted by OEM staff.
- **Monitoring:** Increased monitoring capability for a specific incident or event. This will typically involve emergency management staff and representatives from key response agencies.
- **Partial Activation:** Select activation of ESFs that may be engaged in a significant event.
- **Full Activation:** Activation with more than half of ESFs engaged in a significant event.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

This section identifies individuals and groups who have functional and/or operational responsibilities before, during, or immediately following a significant event. The Director may engage any County department and assign specific tasks or missions even if the department is not pre-identified in this EOP. Expanded guidance related to assignment of responsibilities resides within the ESF Annex.

Elected Officials

Loudoun County is governed by a nine-member Board of Supervisors. The Chairman of the Board of Supervisors is an at-large seat and elected by a County-wide vote. Supervisors are elected from each of the eight election districts in the County. During an emergency, the Board of Supervisors:

- Actively participates in the delivery of public information messaging as provided by the Public Information Officer;
- Endorses a declaration of local emergency pursuant to the process described in Title 44 of the Code of Virginia; and
- Communicates with the Government Liaison Officer to share incident information and to provide input regarding the current situation.

Prior to a significant event, preparedness activities conducted by the Board of Supervisors include, but are not limited to:

- Endorses the Coordinator of Emergency Management as recommended by the Director of Emergency Management;
Adopts and promulgates the EOP pursuant to the process described in Title 44 of the Code of Virginia; and
Supports and promotes the Emergency Management Program and its mission to facilitate, maintain, and enhance a comprehensive and integrated emergency management program in an effort to cultivate and sustain an engaged and resilient community through partnerships and collaboration.

Each of the seven incorporated towns within Loudoun County elects a Mayor and Town Council from among their citizens. During a significant event, these elected officials:

- Actively participate in the delivery of public information messaging as provided by the Public Information Officer; and
- Communicate with the Government Liaison Officer to share incident information and to provide input regarding the current situation.

There are five Constitutional Officers elected by the citizens of Loudoun County. The unique powers and authorities assigned to each seat are described in the Code of Virginia. For the purpose of this document, each of the following Constitutional Officers not already identified in the ESF Annex, may be asked by the Director to engage directly in the operation. This engagement may be in the form of resources, personnel, facilities, or guidance.

- Clerk of the Circuit Court
- Commissioner of the Revenue
- Commonwealth’s Attorney
- Sheriff
- Treasurer

**Director of Emergency Management**

As stipulated in the Code of Virginia, the Director is the final authority during all significant events. As such, the Director declares local emergencies, authorizes emergency protective actions, manages and controls certain commodities and services, requests resources from other localities, authorizes the use of County facilities for alternative functions, and amends or suspends certain human resources policies. In addition, the Director performs the following duties during a significant event:

- Designates a qualified individual to serve as the Government Liaison Officer;
- Determines the need to convene the Policy Group; and
- Develops and communicates strategic goals relevant to the successful resolution of the significant event.

Prior to a significant event, preparedness activities conducted by the Director include but are not limited to:

- Appoints the Coordinator of Emergency Management and seeks endorsement from the Board of Supervisors;
- Chairs the Emergency Management Executive Committee and provides strategic direction for the Emergency Management Program including the endorsement of planning initiatives, consideration for grant procurements, and input associated with multi-discipline operational incidents; and
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- Supports and promotes the Emergency Management Program and its mission to facilitate, maintain, and enhance a comprehensive and integrated emergency management program in an effort to cultivate and sustain an engaged and resilient community through partnerships and collaboration.

Emergency Management Executive Committee (EMEC)

Members of EMEC serve as the Policy Group during EOC activations. The group is comprised of leadership from the following agencies:

- Office of the County Administrator
- Department of Animal Services
- Department of Family Services
- Department of Finance and Procurement
- Department of Fire and Rescue
- Department of General Services
- Department of Information Technology
- Department of Parks, Recreation, and Community Services
- Loudoun County Health Department
- Loudoun County Public Schools
- Office of Emergency Management
- Public Affairs and Communications
- Loudoun County Sheriff’s Office

During a significant event, the Policy Group:

- Provides discipline-specific subject matter expertise to assist the Director during strategic goal development process; and
- Formulates policy guidance and recommendations for the Director regarding emergency policy decisions.

Prior to a significant event, preparedness activities conducted by the EMEC include but are not limited to:

- Provides strategic direction for the Emergency Management Program including the endorsement of planning initiatives, consideration for grant procurements, and input associated with multi-discipline operational incidents; and
- Supports and promotes the Emergency Management Program and its mission to facilitate, maintain, and enhance a comprehensive and integrated emergency management program in an effort to cultivate and sustain an engaged and resilient community through partnerships and collaboration.

Coordinator of Emergency Management

The Coordinator of Emergency Management (Coordinator) manages the day-to-day operation of the Emergency Management Program. During a significant event, the Coordinator serves as the EOC Manager and performs the following duties:

- Presents emergency protective action recommendations to the Director;
- Assigns qualified staff to Management and Control positions based on size, scope, and complexity of the significant event;
Facilitates development of Strategic Goals with the Director and Policy Group;
Serves as the conduit for guidance and direction from the Policy Group to the Management and Control Group;
Directs the Management and Control Group and ensures that all EOC staff and processes are managed effectively and efficiently; and
Authorizes and approves all key plans and documents;

Prior to a significant event, preparedness activities conducted by the Coordinator include but are not limited to:

- Ensures the Emergency Operations Center is in a constant state of readiness;
- Executes strategic direction from the Director and EMEC including the development of planning initiatives, management of grant procurements, and coordination associated with multi-discipline operational incidents; and
- Supports and promotes the Emergency Management Program and its mission to facilitate, maintain, and enhance a comprehensive and integrated emergency management program in an effort to cultivate and sustain an engaged and resilient community through partnerships and collaboration.

**Emergency Support Functions (ESFs)**

ESFs are a nationally recognized organizational model utilized by all-hazards jurisdictions. They represent the actions the County expects to perform in response to a significant event. ESFs are comprised of personnel from County departments, agencies, and offices; external government partners; and non-government organizations. The ESF Annex provides guidance and direction related to missions and tasks for each of the 16 ESFs identified in Loudoun County. During a significant event, each ESF:

- Develops and executes detailed plans and procedures necessary in order to respond to, recover from, and mitigate significant events;
- Supports the EOP by achieving missions and assignments identified in the ESF Annex;
- Tracks all ESF resources assigned, prioritizes their utilization, and forecasts additional requirements; and
- Maintains all relevant event documentation including costs, resource utilization, and employee workforce information.

Prior to a significant event, preparedness activities conducted by each ESF include but are not limited to:

- Develops, maintains, and exercises plans and procedures requisite to support the functional requirement;
- Identifies necessary resources; and
- Negotiates and maintains any mutual aid agreements that may be necessary to successfully achieve missions and assignments.
## Emergency Operations Plan: Basic Plan

<table>
<thead>
<tr>
<th>Emergency Support Function</th>
<th>Primary Agency</th>
</tr>
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<tbody>
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<td>ESF-2 Communications</td>
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<td>ESF-3 Public Works and Engineering</td>
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<td>ESF-6 Mass Care, Emergency Assistance, Housing and Human Services</td>
<td>Department of Family Services</td>
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<td>ESF-7 Logistics Management and Resource Support</td>
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<td>Department of Fire and Rescue and The Loudoun County Sheriff’s Office</td>
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<td>ESF-10 Hazardous Materials Response</td>
<td>Department of Fire and Rescue</td>
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<td>ESF-11 Agriculture and Natural Resources</td>
<td>Loudoun Cooperative Extension</td>
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<td>ESF-13 Law Enforcement</td>
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<td>ESF-15 External Affairs</td>
<td>Office of the County Administrator - Public Affairs and Communications Division</td>
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<td>ESF-16 Finance and Administration</td>
<td>Department of Finance and Procurement</td>
</tr>
</tbody>
</table>

### Private Sector and Non-Government Organizations

Private Sector entities and Non-Government Organizations (NGOs) serve as critical community partners. They provide integral services and are a restoration priority. In order to successfully respond to and recover from a significant event, each private sector entity and NGO:

- Develops and maintains emergency preparedness plans and procedures; and
- Maintains knowledge of local emergency operation plans

### Citizens

Citizens are the foundation of the County’s response to, recovery from, and preparation for a significant event. Each action taken is done so with the citizen’s welfare and safety as the focus. Success is governed by the level of participation at the citizen level. A true partnership between the County and its community are necessary for an effective response and recovery. To enhance the opportunity for success, each citizen:

- Develops, maintains, and exercises personal and family preparedness plans;
- Participates in affiliated voluntary programs that provide assistance during response and recovery such as Medical Reserve Corps (MRC), Neighborhood Watch, and Volunteers in Police Service (VIPS); and
- Serves as a good neighbor by checking on those who are vulnerable or who have unmet needs.
A disaster declaration falls into one of three specific categories. Each has unique characteristics and provides enhanced support and additional authority during the declaration period:

- **Local Emergency Declaration**

  A declaration of local emergency is recommended when the severity of the event warrants coordinated actions of the local government to combat such threatened or actual disaster, protect the health and safety of persons and property, and provide emergency assistance to the victims of such an event. Activation of the EOC and execution of the EOP may be warranted even when a local emergency is not declared. If local resources become overwhelmed, a State Wide Mutual Aid request may be warranted.

  Loudoun County will adhere to all declaration processes and procedures defined in Title 44 of the Code of Virginia. A local emergency may be declared by the Director of Emergency Management or designee. All declarations must be confirmed by the local elected body (Board of Supervisors) pursuant to timelines identified in the Code.

  A local emergency declaration empowers the County to respond in a nimble and efficient manner. As defined in Title 44 of the Code of Virginia, during a local emergency, the County may:
  - Control, restrict, allocate, or regulate the use, sale, production, or distribution of food, fuel, clothing and other commodities;
  - Enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law.

- **State Declaration**

  A State of Emergency is declared by the Governor when the safety and welfare of the people of the Commonwealth require the exercise of emergency measures due to a threatened or actual disaster. This declaration provides the County access to resources and assistance from the departments and agencies of the Commonwealth. These requests are coordinated through the VEOC.

- **Federal (Presidential) Declarations**

  Pursuant to the Robert T. Stafford Disaster Relief and Emergency Assistance Act, a Federal Declaration of Emergency or Major Disaster is authorized by the President of the United States at the request of the Governor of the Commonwealth of Virginia. The request from the Governor should illustrate that the disaster is of such severity and magnitude that effective response is beyond the capabilities of the state and local governments. Assistance programs that are available through a Federal Emergency or Major Disaster Declaration include:
  - Individual Assistance consisting of financial assistance, direct assistance and disaster loans;
  - Public Assistance for state and local governments and certain non-profit organizations; and
  - Hazard Mitigation grant program to help communities implement mitigation measures following a Presidential Major Disaster Declaration.
This section describes the manner in which direction and control of personnel and resources are managed and how multi-jurisdictional coordination is achieved. Expanded guidance related to direction, control and coordination resides within the ESF Annex.

Each department or organization identified in the ESF Annex as a primary or support agency will identify and provide sufficient personnel to staff the ESF throughout the EOC activation. These representatives will report to the EOC upon notification and be prepared to manage and coordinate all assigned missions and tasks. EOC personnel will meet minimum training requirements pursuant to National Incident Management System (NIMS) compliance and as identified in the Loudoun County Emergency Operations Center Policies and Procedures Guide. In addition, it is implied that at least one representative per operational period will be authorized to act on behalf of the department, specifically, to make decisions related to the deployment of departmental personnel and resources.

ESFs will exercise direction and control over resources and personnel supplied by the primary and support agencies. However, overall coordination and tracking of these resources will be administered by the Management and Control Group and the Planning Section. For the purpose of this document, resources and personnel obtained through mutual aid will be considered resources of the primary agency. All resources provided in response to a mutual aid request from another jurisdiction will be supplied by the primary or support agencies but tracked and coordinated by the Management and Control Group.

During EOC activations, primary and support agencies will develop and execute plans, policies, and procedures under the direction of the ESF Coordinator in order to achieve ESF missions and assignments. In addition, all agencies that comprise an ESF will participate in the preparation, maintenance, and exercising of operational plans that have been identified as an overarching responsibility of the ESF. Certain operational plans that address significant, multi-discipline issues will be incorporated into this EOP as a functional, support, or incident annex.
INFORMATION COLLECTION, ANALYSIS, AND DISSEMINATION

This section describes the type of information collected, the analysis performed, and dissemination methods. Expanded guidance related to information resides within ESF-5 Emergency Management.

Situational awareness information and incident intelligence is gathered, compiled, and analyzed by EOC personnel. The primary tool to capture and document the information is WebEOC. Sources of incident information vary and may include: trusted agents (National Weather Service, local utilities, etc.); field personnel; public safety communications; regional information-sharing tools; and other verified sources.

The information collected is analyzed to identify current hazards requiring action, situational trends, and unmet needs that will be the focus of on-going planning initiatives. Additionally, this information is vetted by EOC leadership and critical data is shared internally and with surrounding jurisdictions when there is a regional impact.

During each operational period two documents are generated based on the compilation of analyzed information. The Sit-Rep provides a detailed description of the event at a specified point in time. It serves as a snapshot of conditions and provides a summary of actions taken to date. The EOC IAP is a planning tool that is developed for each operational period. The IAP is a forward-looking plan that identifies goals and objectives that should be achieved during the subsequent operational period. When completed, these two official-use-only documents are shared with a pre-determined distribution list managed by OEM.

COMMUNICATIONS

This section describes communications methods utilized internally and externally during a significant incident. Expanded guidance related to communications resides within the ESF Annex.

Internally, a robust public safety network comprised of digital two-way voice and data systems allows for interoperable communications both within the County and with regional partners. Additional, redundant systems are provided through partnerships with the local amateur radio emergency services (ARES) group.

Externally, the focus is on delivery of emergency public information. Through various plans, policies, and procedures, it is the goal of the County to provide coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods. These messages are designed to effectively relay information regarding any threat or hazard, recommended protective actions and assistance that is available. In addition to traditional methods, including social media, this process may also utilize the Integrated Public Alert and Warning System (IPAWS) and Alert Loudoun, a notification system developed to send citizens emergency information, traffic information, and weather alerts.
This section defines administrative standards that support emergency operations during a significant event. Standards addressed include mutual aid, staff augmentation, and general administration. Expanded guidance for certain standards resides within the ESF Annex.

National Preparedness Goal

Presidential Policy Directive/PPD-8 is aimed at strengthening the security and resilience of the United States through systematic preparation for the threats and hazards that pose the greatest risk to the security of the nation, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters. This document supports the National Preparedness Goal, directed by PPD-8, to create a secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk. Using the 32 core capabilities across all five mission areas: Prevention, Protection, Mitigation, Response, and Recovery, the National Preparedness Goal is achieved.

National Incident Management System

In February of 2003, Homeland Security Presidential Directive-5 (HSPD-5) Management of Domestic Incidents called for the establishment of a “National Incident Management System” (NIMS). This system developed a comprehensive, nation-wide systematic approach to incident management. The components of NIMS include:

- Resources Management;
- Command and Coordination; and
- Communications and Information Management

The Loudoun County Board of Supervisors adopted NIMS on October 18, 2005 and reports compliance on an annual basis. As a compliant jurisdiction, all defined resources are typed per Tier I and Tier II standards. Personnel acquire and maintain education, training, and required certifications necessary to respond in a safe and efficient manner during a significant event. In accordance with ICS, the local incident command structures are responsible for directing on-scene emergency operations and maintaining command and control of incident operations. A process has been developed to foster effective communication between the incident and the EOC.
Mutual Aid

When Loudoun County’s resources are overwhelmed or insufficient to adequately respond to the significant event, a request for assistance may be generated. Assistance may be obtained from local jurisdictions or the Commonwealth of Virginia.

Requests for assistance through established and adopted Mutual or Automatic Aid Agreements are generally communicated and managed within the department affected by the agreement. If the need exceeds the resources available through such agreements, EOC leadership will either create and disseminate a Statewide Mutual Aid (SMA) request or submit a Request for Assistance to the VEOC. Both of these requests must be authorized by the Director and must include all relevant and associated approval and cost estimate forms. A request for assistance to the VEOC may result in resources supplied by other states via the Emergency Management Assistance Compact (EMAC) program.

Any request for assistance or resources from other jurisdictions, whether through SMA or EMAC, will be evaluated by EOC leadership to determine if the County is able to provide the requested assistance or resource(s). Any recommended response must be authorized by the Director prior to deployment.

Graphic 1-11: Local Interface with State and Federal Resources
EMERGENCY OPERATIONS PLAN: BASIC PLAN

Staff Augmentation

The Loudoun County Human Resources Handbook authorizes the Director to deploy non-mission critical County staff to support functions deemed critical during a declared local emergency.

Any solicitation of unaffiliated volunteers must be authorized by the Director. Additional information regarding the utilization of emergent volunteers can be found in the Management of Volunteer Resources Annex.

Continuity of Government

The Loudoun County Continuity of Operations Plan (COOP) outlines how the County will operate when faced with diminished resources. The plan identifies the provision of county services during a significant event, lines of succession, and re-establishment of operations.

General Administration

All agencies involved in the response to a significant event share responsibility for documenting all relevant information, actions taken, and costs incurred. OEM ensures that this documentation, both soft (electronic) and hard (paper) copies are captured and stored permanently following the resolution of the event. This documentation may be used for potential reimbursement, development of an AAR, and/or to assist in long-term community recovery.

Detailed information regarding incident related procurements and acquisitions, monitoring and tracking costs, and workforce matters resides within ESF-16 Finance and Administration.

PLAN DEVELOPMENT AND MAINTENANCE

The EOP is a living document and will be reviewed regularly, updated as necessary, and promulgated by the local elected body every four years or as defined in Title 44 of the Code of Virginia. OEM is the custodian of this plan and is responsible for EOP distribution, updates, and revisions. County departments and other agencies identified in the ESF Annex are responsible for reviewing and submitting revisions.

Not all procedures, notification lists, and checklists will be distributed to all plan holders. This plan is a public document and is available on the Loudoun County website. Certain annexes that describe capabilities or other sensitive response information have been removed from the public document and are identified as “For Official Use Only”.

PLANNING ASSUMPTIONS

This section identifies global, overarching planning assumptions that require consideration when executing the EOP. Unique and individual planning assumptions are addressed in each ESF, as applicable.
EMERGENCY OPERATIONS PLAN: BASIC PLAN

- **Coordination**
  - Information coordination will be limited at the onset of an incident.
  - Initial actions to mitigate the effects of a significant event will be performed as soon as possible by the local government.
  - Federal and State disaster assistance, if provided, will supplement, not substitute for, relief provided by Loudoun County.

- **Situational Awareness**
  - EOC personnel will maintain local, regional, or national situational awareness through all available forms of information sharing.
  - All ESFs will report any injuries sustained by staff or damage to equipment both in the EOC and in the field.
  - All ESFs will assess the condition of their respective facilities, including those deemed mission critical, report the status of those facilities, and coordinate repair and restoration.

- **Impacts**
  - A significant event may occur at any time of the day or night, weekend, or holiday, with little or no warning.
  - The local transportation infrastructure will likely sustain damage and may diminish the effectiveness and efficiency of response and recovery.
  - A Rapid Needs assessment will assist in the determination of response priorities and demands.
  - The capability to produce or disseminate emergency public information may be restricted or non-existent due to widespread damage to the communications network and critical infrastructure.
  - The immediate use of communications systems for emergency operational activities may exceed local capabilities, requiring assistance from neighboring jurisdictions or state agencies.

- **Administration**
  - All requests for assistance will be managed through the EOC utilizing approved methods as described in the *Loudoun County Emergency Operations Center Policies and Procedures Guide*.
  - Personnel will maintain accurate logs pertaining to time, finances, and other pertinent information.
  - Each department and/or agency is responsible for creating policies and procedures specific to their ESF in order to achieve missions and assignments.
APPENDICES

The following authorities and references constitute the statutory and operational basis for response to a significant event in Loudoun County:

- **Federal**
  - Americans with Disabilities Act of 1990, as amended
  - Disaster Mitigation Act of 2000, Public Law 106-390
  - Emergency Management and Assistance, Code of Federal Regulations, Title 44
  - Emergency Management Assistance Compact, Public Law 104-321
  - Federal Civil Defense Act of 1950, Public Law 81-920, as amended
  - Homeland Security Exercise and Evaluation Program (HSEEP), February 2007
  - Intelligence Reform and Terrorism Protection Act of 2004, Public Law 108-458
  - Integrated Public Alert & Warning System (IPAWS) Memorandum of Agreement
  - National Response Framework (NRF), January 2008
  - National Incident Management System (NIMS), December 2008
  - Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
  - Post-Katrina Emergency Management Reform Act of 2006
  - Presidential Policy Directive 8: National Preparedness
  - Rehabilitation Act of 1973
  - Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended
  - Superfund Amendments and Reauthorization Act (SARA) of 1986, Title II
Virginia
- Code of Virginia, Title 2.2 Administration of Government, Chapter 43 Virginia Public Procurement Act
- Code of Virginia, Title 15.2 Counties, Cities, and Towns, Chapter 9 General Powers of Local Governments
- Code of Virginia, Title 15.2, Chamber 13.1 Joint Aid Agreements by Localities
- Code of Virginia, Title 32.1 Health, Chapter 8, Postmortem Examinations and Services
- Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws
- Code of Virginia, Title 56 Public Service Companies, Chapter 23 Virginia Electric Utility Regulation Act
- Code of Virginia, Title 62.1 Waters of the State, Ports and Harbors, Chapter 3.1 State Water Control Law, Article 11 Discharge of Oil into Waters
- Commonwealth of Virginia Emergency Operations Plan
- Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)

Local
- Local Government Agreement for Health Services, April 29, 2014
- Loudoun County Administrative Policies and Procedures
- Loudoun County Animals in Emergencies Operations Plan
- Loudoun County Codified Ordinances
- Loudoun County Damage Assessment Plan
- Loudoun County Debris Management Plan
- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- Loudoun County Evacuation Guide
- Loudoun County Family Assistance Center Plan
- Loudoun County Fire-Rescue Standard Operating Procedure 05.01.01
- Loudoun County Health Department All-Hazards Emergency Operations Plan
- Loudoun County Human Resources Handbook Personnel Policies and Procedures
- Major Event Hotline Procedures
- Loudoun County Solid Waste Management Facility Emergency Contingency Plan
- Loudoun County Solid Waste Management Facility Operations Manual
- Loudoun County Solid Waste Management Facility Safety Plan
- Loudoun County Shelter Operations Plan
- Loudoun County Sheriff's Office Emergency Operations Plan
- Loudoun County Threat and Hazard Identification and Risk Assessment (THIRA)

Volunteer

Other
- Emergency Management Accreditation Program
**ACRONYMS**

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<th>Description</th>
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<td>AAR</td>
<td>After-Action Report</td>
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<td>ARES</td>
<td>Amateur Radio Emergency Services</td>
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<td>COOP</td>
<td>Continuity of Operations Plan</td>
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<td>CPG</td>
<td>Comprehensive Preparedness Guide</td>
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<td>Department of Finance and Procurement</td>
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<td>Virginia Department of Transportation</td>
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<td>VEOC</td>
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<td>VIPS</td>
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EMERGENCY SUPPORT FUNCTIONS ANNEX

INTRODUCTION

An Emergency Support Function (ESF) is the culmination of the adoption of an “all-hazards” approach to emergency management and the evolution of Emergency Operations Center (EOC) management in Loudoun County. An all-hazards approach signifies that a jurisdiction plans and prepares for the actions and functional responsibilities that will be required during a significant event, regardless of the nature of that event. The ESFs are a nationally recognized organizational model utilized by all-hazards jurisdictions. They represent, in the most fundamental manner, the actions that Loudoun County expects to perform in response to any significant event.

Purpose

The ESF Annex describes the specific responsibilities and missions each function will complete to successfully achieve strategic goals identified while operating in the EOC. Each ESF has a designated Coordinator, Primary Agency, and Support Agencies. The ESF’s position within the EOC Incident Command System (ICS) Organization Chart is also described. The annex is composed of 16 ESFs which serves as the response framework for operations in the EOC.

Scope

The ESF Coordinator is responsible for overall management and collaboration of the ESF. Duties of the ESF Coordinator include: Coordinates ESF activities with primary and support agencies; Monitors and assists with tactical planning by members of the ESF; conducts ESF meetings and briefings; identifies priorities; and maintains and updates situational awareness.
EMERGENCY OPERATIONS PLAN: ESF INTRO

An ESF may have more than one primary agency with significant roles and responsibilities. The primary agency may have additional authorities, resources, and/or capabilities for that particular function. Responsibilities of the primary agency include: Supports the ESF Coordinator and collaborates with other primary and/or support agencies; provides staff to support EOC and ancillary operations; coordinates and manages missions and assignments; provides ongoing plan development; and identifies resources, personnel, and equipment requisite to support the operation.

Similar to a primary agency, there may be multiple support agencies for each ESF. Responsibilities of a support agency include: participates in plan development and execution; provides staff to support EOC and ancillary operations; and provides resources, personnel, and equipment as requested by the ESF Coordinator.

Concept of Operations

The size, scope, and complexity of the significant event will determine which ESFs are activated. Each ESF is comprised of a framework including: scope; relevant statutes, plans, and policies; unique planning assumptions; ESF-specific responsibilities; agency responsibilities; and missions and assignments. Additional roles and responsibilities for unique positions are described in the Loudoun County Emergency Operations Center Policies and Procedures Guide which is a companion document to this annex.

ESFs are organized and managed utilizing the principles of ICS as part of the County’s compliance with the National Incident Management System (NIMS). Through ICS, the EOC and the ESFs benefit from a structure that provides unity of command, manageable span of control, incident action planning, and management by objectives. Graphic 3-1 is the Loudoun County EOC Organization Chart:
To assemble a workforce to staff and successfully operate ESFs during an EOC activation requires the cooperation and collaboration of numerous County agencies and partners. On several occasions, a single organization may be associated with multiple functions either as a primary or support agency. Graphic 3-2 is a chart displaying primary and secondary agencies by ESF:

<table>
<thead>
<tr>
<th>Amateur Radio Emergency Services</th>
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**Graphic 3-2: Loudoun County ESF Agencies**
This section identifies global, overarching planning assumptions that require consideration when executing the Emergency Operations Plan (EOP). Unique and individual planning assumptions are addressed in each ESF, as applicable.

**Coordination**

- Information coordination will be limited at the onset of an incident.
- Initial actions to mitigate the effects of a significant event will be performed as soon as possible by the local government.
- Federal and State disaster assistance, if provided, will supplement, not substitute for, relief provided by Loudoun County.

**Situational Awareness**

- EOC personnel will maintain local, regional, or national situational awareness through all available forms of information sharing.
- All ESFs will report any injuries sustained by staff or damage to equipment both in the EOC and in the field.
- All ESFs will assess the condition of their respective facilities, including those deemed mission critical, report the status of those facilities, and coordinate repair and restoration.

**Impacts**

- A significant event may occur at any time of the day or night, weekend, or holiday, with little or no warning.
- The local transportation infrastructure will likely sustain damage and may diminish the effectiveness and efficiency of response and recovery.
- A Rapid Needs assessment will assist in the determination of response priorities and demands.
- The capability to produce or disseminate emergency public information may be restricted or non-existent due to widespread damage to the communications network and critical infrastructure.
- The immediate use of communications systems for emergency operational activities may exceed local capabilities, requiring assistance from neighboring jurisdictions or state agencies.

**Administration**

- All requests for assistance will be managed through the EOC utilizing approved methods as described in the Loudoun County Emergency Operations Center Policies and Procedures Guide.
- Personnel will maintain accurate logs pertaining to time, finances, and other pertinent information.
- Each department and/or agency is responsible for creating policies and procedures specific to their ESF in order to achieve missions and assignments.
The following list designates the ESFs and associated Coordinating Agencies that are described within this annex. In an effort to minimize confusion, the roles and responsibilities described in the Loudoun County ESFs are generally consistent with the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and the National Response Framework (NRF).

<table>
<thead>
<tr>
<th>Emergency Support Function</th>
<th>ESF Coordinator</th>
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<td>Department of Transportation and Capital Infrastructure – Office of Transportation Services</td>
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<td>ESF-2 Communications</td>
<td>Department of Information Technology</td>
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<td>ESF-3 Public Works and Engineering</td>
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<td>ESF-4 Firefighting</td>
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<td>ESF-10 Hazardous Materials Response</td>
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<td>ESF-11 Agriculture and Natural Resources</td>
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<td>ESF-12 Energy</td>
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<td>ESF-13 Law Enforcement</td>
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<td>ESF-16 Finance and Administration</td>
<td>Department of Finance and Procurement</td>
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INTRODUCTION

Purpose

Emergency Support Function (ESF)-1 Transportation provides guidance and direction to designated agencies responsible for managing, assessing, and restoring the transportation infrastructure and resources during a significant event.

Scope

ESF-1 Transportation coordinates resources necessary to manage, maintain, and restore the transportation system and infrastructure during a significant event. Activities within the scope of ESF-1 functions include: monitors and reports conditions; conducts damage assessments; identifies alternative transportation solutions; and coordinates and establishes priorities regarding restoration and recovery activities.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

ESF Planning Assumptions

- The local transportation infrastructure will likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.

- Local Virginia Department of Transportation (VDOT) resources may become overwhelmed quickly or be relocated to other areas in the region during an emergency.
Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.

**Organization**

**ESF Responsibilities**

- Reports to and takes direction from the Infrastructure Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve transportation issues during the significant event.
- Documents information and actions related to transportation missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

**Agency Responsibilities**

**Department of Transportation and Capital Infrastructure (DTCI)**
Office of Transportation Services (OTS)
- The agency recognized with ESF coordination. OTS is responsible for overall ESF leadership and coordination associated with transportation systems and infrastructure during a significant event. Emergency operational policies and procedures developed by OTS provide the framework for carrying out these activities.

**Town of Leesburg**
Public Works Department (LPW)
- Serves as the department with primary responsibility for transportation systems and infrastructure within the incorporated Town of Leesburg. LPW serves as the town liaison for all transportation systems and infrastructure issues.

**Town of Purcellville**
Public Works Department (PPWD)
- Serves as the department with primary responsibility for transportation systems and infrastructure within the incorporated Town of Purcellville. PPWD serves as the town liaison for all transportation systems and infrastructure issues.

**Virginia Department of Transportation (VDOT)**
- Maintains primary responsibility for the transportation infrastructure throughout Loudoun County. VDOT is responsible for clearing and maintaining primary and secondary roadways and providing frequent status updates.
MISSIONS AND ASSIGNMENTS

Mission 1: Manages resources necessary to monitor, maintain, and restore transportation systems and infrastructure.

Assignment 1-1: Establishes and maintains a primary route to all identified critical facilities.

Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain and restore the transportation infrastructure.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2: Provides situational updates regarding transportation systems and infrastructure conditions.

Assignment 2-1: Maintains and updates information related to road closures, infrastructure damage, debris clearance, and restoration activities.

Mission 3: Conducts damage assessments and documents, analyzes, and reports results.

Assignment 3-1: Assesses the conditions of primary and secondary roadways, bridges, and other integral components of the transportation infrastructure. Coordinates and facilitates the closure of components determined to be unsafe.

Mission 4: Identifies transportation alternatives that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.

Assignment 4-1: Coordinates transportation assets and identifies emergency transportation routes for the conveyance of human and material resources.

Mission 5: Coordinates initial transportation systems and infrastructure restoration and recovery activities.

Assignment 5-1: Identifies and prioritizes restoration and recovery initiatives.
INTRODUCTION

Purpose

Emergency Support Function (ESF)-2 Communications provides guidance and direction to designated agencies responsible for managing, assessing, and restoring the communications infrastructure and resources during a significant event.

Scope

ESF-2 Communications coordinates resources necessary to manage, maintain, and restore the communications systems and infrastructure during a significant event. Activities within the scope of ESF-2 functions include: monitors and reports conditions; conducts damage assessments; identifies alternative communications solutions; and coordinates and establishes priorities regarding restoration and recovery activities.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

ESF Planning Assumptions

- The local communications infrastructure will likely sustain damage. The damage, depending upon the integrity of the communications network, will determine the effectiveness and efficiency of response and recovery.
- Increased usage combined with damage may result in diminished service.
- An extended power outage or extensive damage may result in communications being inaccessible for a prolonged period of time.
Communications with emergency personnel may be adversely impacted.

The ability to repair damage to the County communications system is contingent upon the availability of private commercial repair technicians.

**ORGANIZATION**

**ESF Responsibilities**

- Reports to and takes direction from the Infrastructure Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve communications issues during the significant event.
- Documents information and actions related to communications missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

**Agency Responsibilities**

**Department of Information Technology (DIT)**

- The agency recognized with ESF coordination. DIT is responsible for overall ESF leadership and coordination associated with communications and emergency public information systems during a significant event. Emergency operational policies and procedures developed by DIT provide the framework for carrying out these activities.

**Department of Fire and Rescue (FR)**

- Communications and Support Services Division

- Serves as the department with primary responsibility for monitoring, maintaining, and assessing the public safety radio and other emergency communication systems for FR, including the Loudoun County Public Safety Answering Point (PSAP).

**Loudoun County Public Schools (LCPS)**

- Division of Safety and Security

- Serves as the department with primary responsibility for monitoring, maintaining, and assessing the radio and other communication systems for LCPS, including facilities, vehicles, and other resources.
Loudoun County Sheriff’s Office (LCSO)
Administrative and Technical Services Division

- Serves as the department with primary responsibility for monitoring, maintaining, and assessing the public safety radio and other emergency communication systems for LCSO, including the National Crime Information Center (NCIC) and the Virginia Criminal Information Network (VCIN).

**MISSIONS AND ASSIGNMENTS**

**Mission 1:** Manages resources necessary to monitor, maintain, and restore communications systems and infrastructure.

Assignment 1-1: Provides technical support necessary to disseminate emergency public information.

Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain and restore the communications infrastructure.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Provides situational updates regarding communications systems and infrastructure conditions.

Assignment 2-1: Maintains and updates information related to communications and emergency public information systems utilization, infrastructure damage, and restoration activities.

**Mission 3:** Conducts damage assessments and documents, analyzes, and reports results.

Assignment 3-1: Assesses the condition of integral components of major communications systems.

**Mission 4:** Identifies communications alternatives that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.

Assignment 4-1: Establishes, maintains, and operates a redundant or alternative voice and data communications network at the EOC with connectivity to VEOC and ancillary facilities.

**Mission 5:** Coordinates initial communications systems and infrastructure restoration and recovery activities.

Assignment 5-1: Identifies and prioritizes restoration and recovery initiatives.

Assignment 5-2: Coordinates with commercial service providers to monitor and restore commercial service necessary to relay emergency public information and priority communications systems.
Emergency Support Functions Annex

ESF-3 PUBLIC WORKS AND ENGINEERING

ESF Coordinator: Department of General Services

Primary Agency: Department of General Services

Section: Operations

Support Agencies:
- Department of Building and Development
  - Building Code Enforcement / Inspection
- Department of General Services
  - Public Works Division
  - Waste Management Division
- Department of Parks, Recreation and Community Services
- Loudoun County Health Department
  - Environmental Health Services

Branch: Infrastructure

ESF Coordinator:
- Department of General Services

Group: Public Works and Engineering

Support Agencies:
- Department of Building and Development
- Department of General Services
  - Public Works Division
  - Waste Management Division
- Department of Parks, Recreation and Community Services
- Loudoun County Health Department
  - Environmental Health Services

Teams:
- Damage Assessment
- Debris Management

Support Agencies:
- Loudoun Water
- Town of Hamilton
- Town of Hillsboro
- Town of Leesburg
  - Public Works Department
- Town of Lovettsville
- Town of Middleburg
  - Public Works
- Town of Purcellville
  - Public Works Department
- Town of Round Hill
- Virginia Department of Transportation

INTRODUCTION

Purpose

Emergency Support Function (ESF)-3 Public Works and Engineering provides guidance and direction to designated agencies responsible for managing, assessing, and restoring public facilities and infrastructure during a significant event.

Scope

ESF-3 Public Works and Engineering coordinates resources necessary to manage, maintain, and restore public facilities and infrastructure during a significant event. Activities within the scope of ESF-3 functions include: monitors and reports conditions; conducts damage assessments; manages debris removal; identifies alternative facility and infrastructure solutions; and coordinates and establishes priorities regarding restoration and recovery activities.
For the purpose of this document, damage assessments include functional and structural evaluations on all public works systems except for those associated with ESF-1 Transportation, ESF-2 Communications, ESF-11 Agriculture and Natural Resources, and ESF-12 Energy.

**Relevant Laws, Statutes, Plans, and Policies**

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- Loudoun County Codified Ordinances
- Loudoun County Debris Management Plan
- Loudoun County Damage Assessment Plan
- Loudoun County Solid Waste Management Facility Emergency Contingency Plan
- Loudoun County Solid Waste Management Facility Operations Manual
- Loudoun County Solid Waste Management Facility Safety Plan

**ESF Planning Assumptions**

- Local public works systems will likely sustain damage. The damage, dependent upon the integrity of the public works facilities and systems, will determine the effectiveness and efficiency of response and recovery.
- Local Virginia Department of Transportation (VDOT) resources may become overwhelmed quickly or be relocated to other areas in the region during an emergency.
- Damage to public works systems may result in decreased capacity or diminished service.

**ESF Responsibilities**

- Reports to and takes direction from the Infrastructure Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve public works and facilities issues during the significant event.
- Documents information and actions related to public works and engineering missions and assignments.
› Utilizes current methods and procedures to process requests for assistance.

› Submits a detailed record of costs and expenditures to the Finance and Administration Section.

**Agency Roles and Responsibilities**

**Department of General Services (DGS)**
Public Works Division
Waste Management Division

› The agency recognized with ESF Coordination. DGS maintains equipment, personnel and contracts necessary to provide emergency site security, clearance of debris, operation of the County’s solid waste management facility, emergency restoration of vital public works and facilities, and gathering of initial damage assessments. Emergency operational policies and procedures developed by DGS provide the framework for carrying out these activities.

**Department of Building and Development (DBD)**
Building Code Enforcement / Inspection Division

› Serves as the agency with primary responsibility for documenting, reporting, and conducting initial damage assessments. Coordinates with DGS to obtain structural engineering assistance as required.

**Loudoun County Health Department (LCHD)**
Environmental Health Services

› Serves as the agency with primary responsibility for documenting, reporting, and conducting inspections on damaged well and septic systems.

› Provides guidance on food sanitation and preventing the spread of disease during a significant event.

**Department of Parks, Recreation and Community Services (PRCS)**

› Provides personnel and equipment to assist with debris clearance from public facilities and infrastructure. Coordinates with DGS and VDOT to assist with clearing and opening primary transportation routes.

**Loudoun Water (LW)**

› Performs damage assessment of water and waste water systems and facilitates necessary repairs.

**Town Public Works Departments**

› Performs damage assessment of town operated water and waste water systems and facilitates necessary repairs and/or coordinates with appropriate service provider.
EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-3 PUBLIC WORKS AND ENGINEERING

- Provides personnel and equipment to assist in debris removal operations within corporate limits.

- Coordinates and facilitates restoration of essential town operated public facilities.

**Virginia Department of Transportation (VDOT)**

- Maintains primary responsibility for clearing the transportation network throughout Loudoun County. VDOT is responsible for clearing primary and secondary roadways and providing frequent status updates.

### MISSIONS AND ASSIGNMENTS

**Mission 1:** Manages resources necessary to monitor, maintain, and restore public facilities and infrastructure.

**Assignment 1-1:** Identifies, prioritizes, procures, and allocates available resources to maintain and restore essential public works systems and facilities.

**Assignment 1-2:** Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Provides situational updates regarding public facilities and infrastructure conditions.

**Assignment 2-1:** Maintains and updates information related to the critical infrastructure damage, availability of alternative or redundant systems, debris clearance and removal, and restoration activities.

**Assignment 2-2:** Maintains and updates information related to public facility damage, closure, and restoration activities.

**Mission 3:** Conducts damage assessments and documents, analyzes, and reports results.

**Assignment 3-1:** Assesses the condition of County facilities, including those deemed “vital”. Coordinates and facilitates the closure of components determined to be unsafe.

**Assignment 3-2:** Conducts assessments on all damaged residential, commercial, and industrial buildings (public or private). Performs functional and structural evaluations on all public works systems, except as noted.

**Mission 4:** Manages debris removal process and documents, analyzes, and reports results.
Assignment 4-1: Coordinates, assesses, and identifies suitable debris disposal sites and provides guidance in areas affected by contamination.

Mission 5: Identifies public facilities and infrastructure alternatives that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.

Assignment 5-1: Maintains an inventory list of public facilities that may be available for alternative uses.

Mission 6: Coordinates initial public facilities and infrastructure restoration and recovery activities.

Assignment 6-1: Identifies and prioritizes restoration and recovery initiatives.
INTRODUCTION

Purpose

Emergency Support Function (ESF)-4 Firefighting provides the guidance and direction necessary regarding fire, rescue, and emergency medical services (EMS) activities to provide protection of life and property within Loudoun County during a significant event.

Scope

ESF-4 Firefighting coordinates resources necessary to deliver fire, rescue, and EMS services during a significant event. Activities within the scope of ESF-4 functions include: coordinates and establishes priorities regarding delivery of fire, rescue, and EMS services; and identifies alternative delivery solutions.

For the purpose of this document, ESF-4 is the responsible ESF for Search and Rescue and Hazardous Materials functions in the absence of an activated ESF-9 Search and Rescue and ESF-10 Hazardous Materials Response.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

ESF Planning Assumptions

- A number of mutual aid and automatic aid agreements exist and are available to assist in the delivery of fire, rescue, and EMS services.
Emergency calls for service and routine resource requests are managed by the Loudoun County Emergency Communications Center. Unique or unusual resource requests may be routed to the EOC.

Based on the significant event, fire, rescue, and EMS personnel may be called upon to participate in activities outside of their normal operation.

**ESF Responsibilities**

- Reports to and takes direction from the Public Safety Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve fire, rescue and EMS issues during the significant event.
- Documents information and actions related to firefighting missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

**Agency Roles and Responsibilities**

**Department of Fire and Rescue (FR)**

- The agency recognized with ESF coordination and primary responsibility. FR is responsible for the overall ESF leadership and coordination associated with firefighting activities during a significant event, including search and rescue, hazardous materials, and life safety inspections of damaged buildings.

**Missions and Assignments**

**Mission 1:** Manages resources necessary to deliver fire, rescue, and EMS services.

**Assignment 1-1:** Maintains and updates information related to staffing of fire, rescue, and EMS facilities and equipment.

**Assignment 1-2:** Identifies, prioritizes, procures, and allocates available resources to maintain adequate fire, rescue, and EMS operations.
Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Coordinates and establishes priorities regarding delivery of fire, rescue, and EMS services.

Assignment 2-1: Assesses fire, rescue, and EMS activities and identifies prioritized staffing scenarios and unmet resource requirements.

**Mission 3:** Identifies alternative implementation solutions when resources are unavailable or overwhelmed.

Assignment 3-1: Establishes detailed policies and procedures requisite to meet service demands during exceptional conditions.
INTRODUCTION

Purpose

Emergency Support Function (ESF)-5 Emergency Management coordinates and facilitates support for overall County response and initial recovery activities during a significant event. In addition, ESF-5 is responsible for gathering, compiling, analyzing, and reporting situational awareness.

Scope

ESF-5 Emergency Management coordinates the overall County response to a significant event. Activities within the scope of ESF-5 functions include: recommends emergency protective actions; gathers, compiles, analyzes, and reports situational awareness; supervises all planning, operational, and resource management processes; serves as the primary liaison with all governmental and non-governmental entities; and ensures compliance with all regulations.

For the purpose of this document:

- Due to the complexity of this ESF, the Agency Roles and Responsibilities section will also include Management and Control Group and Planning Section positions.

- Members of the Loudoun County EMEC serve as the Policy Group during an Emergency Operations Center (EOC) activation. The group is comprised of senior representatives from the following agencies:
The County Administrator and/or designee serves as the Director of Emergency Management (Director).

Recovery refers to the preliminary actions during an EOC activation necessary to initiate subsequent comprehensive strategies coordinated by ESF-14 Community Recovery.

While the Public Information Officer is identified as part of the Management and Control Group, roles and responsibilities are defined and specified in ESF-15 External Affairs.

**Relevant Laws, Statutes, Plans, and Policies**

- Loudoun County Emergency Operations Center Policies and Procedures Guide
- Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement
- Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)
- Emergency Management Assistance Compact, Public Law 104-321
- Code of Virginia, Title 15.2, Chamber 13.1 Joint Aid Agreements by Localities

**ESF Planning Assumptions**

- Management and Control positions will be staffed by qualified personnel regardless of agency affiliation.
- While Policy Group representatives have roles and responsibilities associated with that group, some may also be required to fill a position within their ESF.
**ESF Responsibilities**

- Provides direction to EOC staff.
- Ensures informational updates are analyzed, documented, and reported.
- Develops plans, policies, and procedures necessary to resolve issues during the significant event.
- Documents information and actions related to emergency management missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

**Agency Roles and Responsibilities**

**Office of Emergency Management (OEM)**

- The agency recognized with ESF coordination. OEM is responsible for overall ESF leadership and coordination associated with Management and Control and Planning Section during a significant event. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.
- Monitors, gathers, compiles, and analyzes situational awareness in order to provide a recommendation to the Director for an EOC activation and other emergency protective actions.
- Solicits authorization from the Director regarding utilization of the Integrated Public Alert and Warning System (IPAWS) for Emergency Public Information (EPI). Coordinates with ESF-15 External Affairs to ensure effective message development and usage of all other EPI notification methods.

**Director of Emergency Management**

- As stipulated in the Code of Virginia, the Director is the final authority during all significant events. As such, the Director declares local emergencies, authorizes emergency protective actions, manages and controls certain commodities and services, requests resources from other localities, authorizes the use of County facilities for alternative functions, and amends or suspends certain human resources policies.
- Designates an Assistant County Administrator, or other qualified individual, to serve as the Government Liaison Officer and delegates certain other responsibilities to authorized personnel.
EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-5 EMERGENCY MANAGEMENT

- Determines the need to convene the Policy Group.
- In collaboration with the Policy Group, if convened, develops and communicates strategic goals relevant to the successful resolution of the significant event.

**Policy Group**

- Provides discipline-specific subject matter expertise to assist the Director of Emergency Management during the strategic goal development process.
- Formulates policy guidance and recommendations for the Director regarding emergency policy decisions.

**Government Liaison**

- Serves as the primary point of contact for local elected officials and government leaders to respond to questions and provide information.

**EOC Manager**

- Presents emergency protective action recommendations to the Director.
- Assigns qualified staff to Management and Control positions based on size, scope, and complexity of the significant event.
- Facilitates development of Strategic Goals with the Director and Policy Group. Serves as the conduit for guidance and direction from the Policy Group to the Management and Control Group.
- Directs the Management and Control Group and ensures that all EOC staff and processes are managed effectively and efficiently. Authorizes and approves all key plans and documents.

**Public Information Officer (PIO)**

- Serves as the coordination point for all public information, media relations, and internal information sources. Reviews and coordinates all information releases.
- Manages the Major Event Hotline and Joint Information Center (JIC).
- Ensures that additional roles and responsibilities identified in ESF-15 External Affairs are implemented.

**Operations Section Chief**

- Directs the Public Safety, Infrastructure, and Human Services Branches and ensures that all Operations staff and processes are managed effectively and efficiently. Operations Groups include:
### Planning Section Chief

- **Directs the Planning Section and ensures that all Planning staff is managed effectively and efficiently.** Planning Units assigned include, but are not limited to:
  - Situation Unit gathers, compiles, analyzes, and reports situational awareness information.
  - Documentation Unit maintains accurate and complete EOC related files.
  - Resource Unit establishes and maintains a system to track status of all EOC managed resources and coordinates with Logistics and Operations Sections to ensure resource requirements are fulfilled.
  - Demobilization Unit develops an EOC demobilization plan.
  - Geographic Information System (GIS) Unit provides spatial information, analysis, display, and/or dissemination.
  - Community Recovery Unit initiates and coordinates the County’s recovery efforts in collaboration with local, state, and federal partners.

- **Facilitates the planning process which includes, but is not limited to:**
  - Collaborates with EOC Manager in development of initial EOC operational strategies, resource requirements, and actions.
  - Conducts situational briefings.
  - Guides development and assignment of operational objectives in support of strategic goals.
  - Supports tactical planning initiatives.
  - Supervises development of the EOC Incident Action Plan (IAP).
  - Prepares EOC Shift Briefing.
  - Ensures timely completion and distribution of EOC Situation Reports.
Logistics Section Chief

- Directs the Service and Support Branches and ensures that all Logistics staff and processes are managed effectively and efficiently. Ensures that additional roles and responsibilities identified in ESF-7 Logistics Management and Resource Support are implemented.

Finance and Administration Section Chief

- Directs the Finance and Administration Units and ensures that all assigned staff and processes are managed effectively and efficiently. Ensures that additional roles and responsibilities identified in ESF-7 Logistics Management and Resource Support and in ESF-16 Finance and Administration are implemented.

Department of Fire and Rescue (FR)
Communications and Support Services Division

- The Public Safety Geographic Information System (GIS) Coordinator is recognized as the GIS Unit Leader. The GIS Unit is responsible for providing geographic and spatial information, analysis, and display.

Department of Building and Development (DBD)

- Serves as the department with ancillary responsibility for GIS Unit processes and activities.

Office of Mapping and Geographic Information (OMAGI)

- Serves as the department with ancillary responsibility for GIS Unit processes and activities.

Missions and Assignments

**Mission 1:** Recommends actions to mitigate and respond to life-safety impacts of significant events.

Assignment 1-1: Identifies emergency protective actions necessary to protect life and property.

Assignment 1-2: Determines if conditions warrant declaration of local emergency.

Assignment 1-3: Utilizes IPAWS to provide the public with life-saving information quickly.

Assignment 1-4: Activates the EOC with sufficient, qualified staff.
Mission 2: Gathers, compiles, analyzes, and reports situational awareness.

Assignment 2-1: Establishes and maintains a common operating picture and determines size, scope, and complexity of the significant event.

Assignment 2-2: Assembles substantive information from each ESF and produces routine situation reports.

Assignment 2-3: Conducts various briefings to update EOC personnel on situational updates, unmet needs and potential actions.

Mission 3: Manages the EOC Planning Process.

Assignment 3-1: Develops prioritized, strategic goals, and operational objectives in order to address event conditions.

Assignment 3-2: Assists and supports ESF personnel with development of tactical plans.

Assignment 3-3: Monitors progress of planning initiatives and prepares alternative solutions as required.

Assignment 3-4: Constructs the EOC IAP.

Mission 4: Coordinates the County’s overall response to a significant event in compliance with the National Incident Management System (NIMS).

Assignment 4-1: Notifies and assigns sufficient EOC staff commensurate with the activation level.

Assignment 4-2: Provides logistical support to incident commanders and coordinates allocation of scarce resources.

Assignment 4-3: Supervises initial recovery activities.

Mission 5: Administers all processes associated with resource management from request to demobilization.

Assignment 5-1: Authorizes and directs the request for external resources via Statewide Mutual Aid (SMA), Emergency Management Assistance Compact (EMAC), and other recognized sources.

Assignment 5-2: Maintains accurate and current accounting of all resources required, deployed, or demobilized.

Mission 6: Serves as the primary liaison with all governmental and non-governmental entities and ensures compliance with all local, state, and federal regulations.
Assignment 6-1: Acts in accordance with all public laws including, but not limited to the Stafford Act, the Code of Virginia, and all local ordinances.

Assignment 6-2: Coordinates local activities with the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) on all issues including, but not limited to damage assessment, public assistance, and individual assistance.
ESF Coordinator: Department of Family Services

Primary Agency: Department of Family Services

Section: Operations

Support Agencies: American Red Cross National Capital Region

Branch: Human Services

Department of Animal Services

Groups:

Department of Mental Health, Substance Abuse and Developmental Services

Mass Care

Department of Parks, Recreation and Community Services

Animal Protection

Loudoun Cares

Volunteer Management

Loudoun County Health Department

Donation Management

Loudoun County Public Schools

Office of the County Administrator

Public Affairs and Communications Division

Office of Emergency Management

INTRODUCTION

Purpose

Emergency Support Function (ESF)-6 Mass Care, Emergency Assistance, Housing, and Human Services provides guidance and direction to designated agencies responsible for providing life-sustaining and other essential services to persons and pets impacted immediately following a significant event.

Scope

ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services coordinates the resources necessary to provide facilities, food, and relief items immediately following a significant event. Activities within the scope of ESF-6 functions include: opens and staffs physically and programmatically accessible human services facilities; provides essential services to those impacted by a significant event; and distributes emergency relief items.

For the purpose of this document, human services facilities include, but are not limited to: Evacuation and Emergency Shelters, Pet-friendly Shelters, Family Assistance Centers, Family Reunification Centers, Commodity Distribution Centers, and Cooling Centers.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-6 MASS CARE, EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES

- Americans with Disabilities Act of 1990, as amended
- Loudoun County Animals in Emergencies Operations Plan
- Loudoun County Shelter Operations Plan
- Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308
- Loudoun County Family Assistance Center (FAC) Plan

ESF Planning Assumptions

- Individuals and families may be unable to obtain food, clothing, shelter, and medical needs.
- Evacuees who require acute medical care will be referred to a special medical needs shelter or other appropriate facility. See ESF-8 Public Health and Medical.
- Family members may become separated and unable to locate each other.
- Individuals may experience stress or other mental health crisis as a result of the significant event.

ESF Responsibilities

- Reports to and takes direction from the Human Services Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve mass care issues during the significant event.
- Documents information and actions related to mass care, emergency assistance, housing, and human services missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.
Agency Roles and Responsibilities

Department of Family Services (DFS)

- The agency recognized with ESF coordination. Department of Family Services is responsible for overall leadership and coordination associated with mass care, emergency assistance, housing, and human services. Emergency operational policies and procedures developed by Family Services provide the framework for carrying out these activities.

- Serves as the primary liaison with recognized non-profit organizations activated in support of a significant event.

American Red Cross National Capital Region (ARC)

- Provides personnel, equipment, and supplies to supplement County resources.

Department of Animal Services (DAS)

- Serves as the agency with primary responsibility to control, protect, and ensure the humane care and treatment of livestock and domestic animals. DAS maintains equipment, personnel, and affiliations with volunteer groups necessary to provide rescue, evacuation, and sheltering functions.

Office of Emergency Management (OEM)

- Serves as the agency with primary responsibility for coordinating with primary and support agencies regarding the need for essential services and critical resources.

Department of Mental Health, Substance Abuse and Developmental Services (MHSADS)

- Serves as the agency with primary responsibility for coordinating mental health assessment, treatment, and monitoring. MHSADS provides personnel and resources necessary to support those impacted by a significant event.

Department of Parks, Recreation and Community Services (PRCS)

- Serves as the agency with primary responsibility for coordinating recreational activities. PRCS provides personnel, equipment, and supplies necessary to assist in shelter operations.

Loudoun Cares (LC)

- Serves as the agency with primary responsibility for matching identified community needs with vetted volunteers.
Loudoun County Health Department (LCHD)

- Serves as the agency with primary responsibility for assessing the medical condition of those impacted by a significant event. Monitors facility health standards and manages infectious disease prevention, control, and surveillance.

Loudoun County Public Schools (LCPS)

- Serves as the agency responsible for providing a suitable shelter facility. LCPS provides personnel to perform general facility management.

Office of the County Administrator (CA)
Public Affairs and Communications Division (PAC)

- Serves as the agency with primary responsibility to develop and disseminate messages regarding mass care, emergency assistance, housing, and human services.

MISSIONS AND ASSIGNMENTS

Mission 1: Coordinates the resources necessary to provide shelter, food, and relief items during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to meet human services and emergency animal shelter facility requirements.

Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2: Opens and staffs physically and programmatically accessible human services facilities during a significant event.

Assignment 2-1: Assesses the need for human services facilities, emergency animal shelter facilities, and coordinates the appropriate activation.

Assignment 2-2: Manages, maintains, and operates the necessary human services and emergency animal shelter facilities.

Assignment 2-3: Ensures essential services and programs are made available to the facility population.

Assignment 2-4: Provides timely updates to the EOC regarding the status and current capacity of human services and emergency animal shelter facilities.
Mission 3: Provides essential services to those persons and animals impacted by a significant event.

Assignment 3-1: Delivers basic traditional services that may be unavailable as a result of the significant event. Such services include, but are not limited to: feeding, laundry, and access to internet.

Assignment 3-2: Provides access to services for those with acute individual needs. Services include, but are not limited to: physical and mental health referrals (refer to ESF-8 Public Health and Medical Services), assistance with state and federal programs, and short-term or temporary housing (refer to ESF-14 Community Recovery for long-term housing needs).

Assignment 3-3: Coordinates family reunification.

Assignment 3-4: Coordinates animal reunification.

Assignment 3-5: Controls, protects, and ensures the humane care and treatment of livestock and domestic animals.

Mission 4: Distributes emergency relief items.

Assignment 4-1: Coordinates the distribution of essential resources to those impacted by a significant event.

Assignment 4-2: Serves as liaison with non-governmental organizations (NGOs) in order to secure goods (refer to the Donations Management Annex).
INTRODUCTION

Purpose

Emergency Support Function (ESF)-7 Logistics Management and Resource Support provides guidance and direction regarding procurement, distribution, and delivery of supplies and other resources associated with the response to a significant event. In addition, ESF-7 directly supports the Emergency Operations Center (EOC) and all ancillary facilities.

Scope

ESF-7 Logistics Management and Resource Support is comprised of two distinct branches, the Service Branch and the Support Branch.

The Service Branch provides direct support to ensure that the EOC functions optimally during a significant event. Activities within the scope of ESF-7 Service Branch include: maintains the physical operation of the EOC; ensures voice and data communication systems within the EOC are operable; monitors critical network and applications systems; and provides human resources to perform administrative tasks.

The Support Branch ensures that essential incident support resources are coordinated and prioritized during a significant event. Activities within the scope of ESF-7 Support Branch include: monitors and reports resource status; acquires, allocates, and distributes supplies; assesses facility requirements; and manages resource transportation requirements. For the purpose of this document:

- Due to the complexity of this ESF, the Agency Roles and Responsibilities section will also include Support and Service Branch positions.
Logistics management and resource support refers to, but is not limited to, the provision of personnel, facilities, services, and materials.

Following demobilization, agencies are responsible for managing, maintaining, and storing their resources.

Information regarding the coordination and management of compensation, claims, time, payroll, procurement, and risk management is contained in ESF-16 Finance and Administration.

Information regarding the coordination, management, and deployment of volunteer resources is contained in the Spontaneous Volunteer Management Annex.

Information regarding the coordination, management, and deployment of donated goods and services is contained in the Donations Management Annex.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center Policies and Procedures Guide
- Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws
- Code of Virginia, Title 2.2 Administration of Government, Chapter 43 Virginia Public Procurement Act
- Emergency Management Assistance Compact (Public Law 104-321)
- Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)
- Code of Virginia, Title 15. 2, Chamber 13.1 Joint Aid Agreements by Localities

ESF Planning Assumptions

- All County agencies and departments will participate and engage as ordered by the Director of Emergency Management.
- Local and private resources will be strained during a significant event.

ESF Responsibilities

- Reports to and takes direction from the Logistics Section Chief.
- Provides informational updates to the Planning Section.
Develops plans, policies, and procedures necessary to resolve logistics and resource management issues during the significant event.

Documents information and actions related to logistics management and resource support missions and assignments.

Utilizes current methods and procedures to process requests for assistance.

Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

Office of Emergency Management (OEM)

The agency recognized with ESF coordination. OEM is responsible for overall leadership and coordination associated with resource requests and collaborating with agencies and private partners to ensure needs are met. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.

Ensures the EOC remains in a fully functional state.

EOC Unit

Performs and/or coordinates EOC maintenance, sanitation, lighting, and other facility-related functions as assigned.

Completes external tasks in direct support of the EOC operation.

Coordinates with EOC Health and Wellness Officer to maintain food service areas to ensure compliance with all health and safety measures.

Determines EOC food requirements and ensures scheduled delivery of meals.

Communications Unit

Answers primary EOC telephone number and routes calls to appropriate ESFs.

Operates, maintains, troubleshoots, and ensures repair of EOC communications equipment including 800 MHz radios, satellite telephones, and amateur radio components.

Information Technology Unit

Maintains, troubleshoots, and ensures repair of EOC technology equipment.

Provides software and administrative support for critical EOC applications including WebEOC and Everbridge.
Monitors, maintains, troubleshoots, and ensures repair of essential County and public network components necessary for the delivery of information through Internet and Intranet connections, e-mail, and other critical services.

Monitors, maintains, troubleshoots, and ensures repair of public safety and other mission-critical systems that host vital applications.

Administration Support Unit

Provides general administrative support to the Management and Control Group.

Maintains and manages the EOC check-in/check-out roster and distributes necessary access cards.

Facilities Unit

Identifies and assigns maintenance, sanitation, lighting, and other support functions at ancillary facilities.

Coordinates, analyzes, and makes recommendations for selection and utilization of incident support facilities based on requirements from ESFs.

Supplies Unit

Acquires, allocates, and ensures distribution of incident support supplies and resources.

Coordinates, opens, and staffs commodity distribution facility. Ensures supply chain consistency to distribute commodities to the public.

Coordinates with Resource Unit to ensure the status of all incident support supplies and resources is documented.

Coordinates with the Procurement Unit to ensure all incident support supply and resource purchase information is properly documented and maintains compliance with all applicable procurement laws, regulations, and policies.

Transportation Unit

Coordinates, analyzes, and makes recommendations for selection and utilization of transportation resources based on requirements from ESFs.

Supports fueling, maintenance, and repair of transportation resources.

Coordinates with Resource Unit to ensure the status of all transportation resources is documented.

Coordinates the receipt, prioritization, assignment and final disposition of transport missions for patients who require life sustaining medical treatments and medical personnel who preform life sustaining treatments during a significant.

Coordinates transportation for essential County personnel from the National Conference Center to an assigned County worksite.
Resources Unit (Planning Section)

- Establishes and maintains a system to track status of all EOC managed resources and coordinates with Logistics to ensure resource requirements are fulfilled.

Procurement Unit (Finance and Administration Section)

- Monitors and documents information regarding incident support supply and resource purchases.
- Ensures all purchases are compliant with applicable procurement laws, regulations, and policies.

Amateur Radio Emergency Services (ARES)

- Establishes, maintains, and operates redundant or alternative voice and data communications between the Emergency Operations Center (EOC) and the Virginia Emergency Operations Center (VEOC) and/or the EOC and ancillary facilities including evacuation shelters, points of dispensing, or staging sites.

Department of Fire and Rescue (FR)

- Provides public safety communications personnel to operate various communications systems within the EOC.
- Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.
- Assists in staffing the Transportation Unit with personnel familiar with operating vehicles in dangerous conditions, prioritizing critical medical and non-medical transportation missions, and operating in a dynamic and fluid environment.

Department of General Services (DGS)

- Provides staffing for the Transportation Unit with personnel familiar with transportation resources and support processes.
- Provides staffing for the Facilities Unit with personnel familiar with facility inventory and support processes.
- Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

Department of Information Technology (DIT)

- Serves as the agency with primary responsibility for monitoring, maintaining, and repairing of critical network systems and equipment.
- Provides application support for critical EOC software.
Department of Finance and Procurement (DFP)

- Develops and maintains policies and procedures that allow for procurement of resources and logistical support during a significant event.

Loudoun County Sheriff’s Office (LCSO)

- Provides public safety communications personnel to operate various communications systems within the EOC.
- Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.
- Assists in staffing the Transportation Unit with personnel familiar with operating vehicles in dangerous conditions, prioritizing critical medical and non-medical transportation missions, and operating in a dynamic and fluid environment.

Parks, Recreation, and Community Services (PRCS)

- Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

MISSIONS AND ASSIGNMENTS

Mission 1: Monitors and reports resource status.

Assignment 1-1: Monitors, maintains, and updates information related to logistics management and resource support status.
Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2: Acquires, allocates, and distributes supplies.

Assignment 2-1: Coordinates acquisition, allocation, receipt, distribution, and storage of resources.
Assignment 2-2: Coordinates with the Resource Unit and Procurement Unit to ensure that all resources and purchases are accurately tracked.

Mission 3: Coordinates the resources necessary to provide commodities during a significant event.

Assignment 3-1: Identifies, prioritizes, procures, and allocates available commodities (i.e. water, tarps).
Assignment 3-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 4: Opens and staffs physically accessible commodity distribution facilities/sites during a significant event.

Assignment 4-1: Assesses the need for commodity distribution facilities/sites and coordinates the appropriate activation.

Assignment 4-2: Manages, maintains, and operates the commodity distribution facilities.

Assignment 4-3: Provides timely updates to the EOC regarding the status of commodity distribution facility/site.

Mission 5: Distributes emergency relief items.

Assignment 5-1: Coordinates the distribution of essential resources to those impacted by a significant event.

Mission 6: Assesses facility requirements.

Assignment 6-1: Identifies suitable incident support facilities based on recommendations from ESFs.

Assignment 6-2: Identifies and assigns maintenance, sanitation, lighting, and other support functions at ancillary facilities.

Mission 7: Manages resource transportation requirements.

Assignment 7-1: Identifies suitable transportation resources based on requirements from ESFs.

Assignment 7-2: Manages and coordinates all transportation support services including fueling, maintenance, and repair.

Assignment 7-3: Coordinates with the Resource Unit to ensure that all resources are accurately tracked.

Mission 8: Maintains the physical operation of the EOC.

Assignment 8-1: Performs maintenance, sanitation, lighting, and other support functions in the EOC.

Assignment 8-2: Completes external tasks in direct support of the EOC operation.
Assignment 8-3: Schedules delivery of meals and coordinates with the EOC Health and Wellness Officer to ensure compliance with all safe food handling requirements.

Mission 9: Operates voice and data communication systems within the EOC.

Assignment 9-1: Answers primary EOC telephone number and routes calls to appropriate ESFs.

Assignment 9-2: Operates and maintains all critical EOC communications systems including 800 MHz radios, telephones, and amateur radio components.

Mission 10: Monitors and repairs critical network and applications systems.

Assignment 10-1: Monitors, maintains, troubleshoots, and ensures repair of essential County and public network components necessary for the delivery of information through Internet and Intranet connections, e-mail, and other critical services.

Assignment 10-2: Monitors, maintains, troubleshoots, and ensures repair of public safety and other mission-critical systems that host vital applications.

Assignment 10-3: Repairs or replaces EOC technology equipment.

Assignment 10-4: Provides software and administrative support for critical EOC applications including WebEOC and Everbridge.

Mission 11: Provides human resources to perform administrative tasks.

Assignment 11-1: Provides general administrative support to the Management and Control Group.

Assignment 11-2: Maintains and manages the EOC check-in/check-out roster and distributes necessary access cards.
ESF-8 PUBLIC HEALTH AND MEDICAL

ESF Coordinator: Loudoun County Health Department
Primary Agency: Loudoun County Health Department

Section: Operations
Support Agencies:
Department of Mental Health, Substance Abuse and Developmental Services
Inova Loudoun Hospital Center
StoneSprings Hospital Center
Virginia Department of Health
Office of the Chief Medical Examiner

Branch: Public Safety

Group: Health and Medical

INTRODUCTION

Purpose

Emergency Support Function (ESF)-8 Public Health and Medical provides guidance and direction to designated agencies responsible for public health and wellness during a significant event.

Scope

ESF-8 Public Health and Medical coordinates the resources necessary to provide public health and wellness during a significant event. Activities within the scope of ESF-8 functions include: coordinates fatality management; coordinates and manages special medical needs sheltering; coordinates infectious disease outbreak response; provides counseling and mental health services; manages hospital surge; and monitors critical health care facilities.

For the purpose of this document, a critical health care facility includes but is not limited to: hospital, nursing home, dialysis center, assisted living center, and group home.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- Americans with Disabilities Act of 1990, as amended
- Code of Virginia, Title 32.1 Health, Chapter 8 Postmortem Examinations and Services
- Loudoun County Health Department All-Hazards Emergency Operations Plan
ESF Planning Assumptions

- Individuals may experience stress or other mental health crisis as a result of the significant event.
- Fatality management for naturally occurring events are the responsibility of the locality.
- Efforts will take into consideration Loudoun County’s special needs and hard to reach populations.

ESF Responsibilities

- Reports to and takes direction from the Public Safety Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve public health issues during the significant event.
- Documents information and actions related to public health and medical missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

Loudoun County Health Department (LCHD)

- The agency recognized with ESF coordination. The Health Department is responsible for overall ESF leadership and coordination associated with public health and wellness during a significant event. Emergency operational policies and procedures developed by the Health Department provide the framework for carrying out these activities.
Department of Mental Health, Substance Abuse and Developmental Services (MHSADS)

- Serves as the department with primary responsibility for crisis counseling and emergency mental health services.

Inova Loudoun Hospital Center

- Serves as the primary liaison for Inova Health System. Provides an ongoing assessment of staff, facilities, and resources and reports operational readiness.

StoneSprings Hospital Center

- Serves as the primary liaison for HCA Virginia Health System. Provides an ongoing assessment of staff, facilities, and resources and reports operational readiness.

Virginia Department of Health (VDH)
Office of the Chief Medical Examiner (OCME)

- Serves as the agency with primary responsibility for fatalities identified in the Code of Virginia, Title 32.1 and provides support to the local health department for naturally occurring fatalities.

Missions and Assignments

Mission 1: Coordinates the resources necessary to provide public health and wellness during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources.

Assignment 1-2: Forecasts future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2: Manages mass fatality incidents and coordinates with partner agencies.

Assignment 2-1: Manages response to mass fatality events whether naturally occurring (Health Department) or a death that falls under OCME’s jurisdiction.

Assignment 2-2: Coordinates with the logistics section to identify, assess, acquire, and maintain the facilities, supplies, and other resources necessary to manage a mass fatality event.

Assignment 2-3: Identifies and assesses the need for regional, state, or federal resources and coordinates with the Resource Unit and Management and Control Group to initiate requests.
Mission 3: Coordinates the operation of Special Medical Needs shelters for those impacted by a significant event.

Assignment 3-1: Assesses the medical and mental health needs of individuals to determine if the level of care exceeds the capability of a general population shelter.

Assignment 3-2: Establishes, operates, and maintains Special Medical Needs shelters and/or identifies existing acute care facilities that can accommodate impacted individuals with special medical needs.

Assignment 3-3: Provides timely updates to the EOC regarding the status and current capacity of Special Medical Needs shelters.

Mission 4: Manages the response to a potential or actual infectious disease outbreak that constitutes a public health emergency and other events that may require emergency medical countermeasures.

Assignment 4-1: Conducts surveillance to monitor the status and progress of infectious disease outbreaks and other public health threats.

Assignment 4-2: Establishes Points of Dispensing (PODs) to ensure delivery and distribution of medicines and/or vaccines.

Assignment 4-3: Collaborates with ESF-15 External Affairs to develop factual, timely, and consistent message delivery.

Assignment 4-4: Coordinates with responsible agencies and healthcare providers to effect quarantine and isolation measures.

Assignment 4-5: Collaborates with responsible agencies and healthcare providers to identify, establish, and maintain alternate care facilities.

Mission 5: Provides counseling and mental health services.

Assignment 5-1: Assesses and provides crisis counseling and emergency mental health services during a significant event.

Mission 6: Coordinates efforts to manage hospital and other acute care surge during a significant event.

Assignment 6-1: Provides timely updates to the EOC regarding the status and current capacity of hospitals and other acute care facilities.
Assignment 6-2: Coordinates and communicates with the Regional Hospital Coordination Center (RHCC) to identify and assess available facility resources.

Mission 7: Monitors and reports status of critical health care facilities during a significant event.

Assignment 7-1: Provides regular and frequent updates to the EOC regarding the status and current capacity of critical health care facilities.

Assignment 7-2: Develops alternative strategies necessary to deliver programmatic services when critical health care facilities are overwhelmed, damaged, or are otherwise in a diminished capacity.
INTRODUCTION

Purpose

Emergency Support Function (ESF)-9 Search and Rescue provides guidance and direction regarding the locating, rescuing, and/or recovering lost, missing, stranded, or trapped persons.

Scope

ESF-9 Search and Rescue coordinates the resources necessary to locate, rescue, and/or recover lost, missing, stranded, or trapped persons. Activities within the scope of ESF-9 functions include: monitors and reports conditions and coordinates and establishes priorities regarding the response to a search and rescue incident.

For the purpose of this document, search and rescue includes, but is not limited to: structural collapse, waterborne, and inland/wilderness search and rescue.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide

ESF Planning Assumptions

- Search and rescue missions with an investigative and/or criminal component and will be coordinated by the appropriate law enforcement agency.

- Search and rescue missions involving urban search and rescue or technical rescue will be coordinated by the Department of Fire and Rescue.
A number of mutual aid agreements exist and are available to assist in search and rescue missions.

Emergency calls for service and routine resource requests are managed by the Loudoun County Emergency Communications Center. Unique or unusual resource requests may be routed to the EOC.

**Organization**

**ESF Responsibilities**

- Reports to and takes direction from the Public Safety Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve search and rescue issues during the significant event.
- Documents information and actions related to search and rescue missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

**Agency Roles and Responsibilities**

**Department of Fire and Rescue (FR)**

- The agency recognized with ESF coordination and primary responsibility. FR is responsible for the overall ESF leadership and coordination associated with non-law enforcement related search and rescue responses during a significant event.

**Loudoun County Sheriff’s Office (LCSO)**

- Serves as the department with primary responsibility for law enforcement related search and rescue missions. LCSO is responsible for the overall ESF leadership and coordination associated with law enforcement related search and rescue responses during a significant event.
Missions and Assignments

Mission 1: Manages the resources necessary to locate, rescue, and/or recover lost, missing, stranded, or trapped persons.

Assignment 1-1: Maintains and updates information related to staffing of search and rescue response resources.

Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain adequate search and rescue operations.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2: Provides situational updates regarding search and rescue response.

Assignment 2-1: Reports any damage to search and rescue equipment and any injuries sustained by staff.

Mission 3: Coordinates and establishes priorities regarding search and rescue missions.

Assignment 3-1: Assesses search and rescue activities and identifies prioritized staffing scenarios and unmet resource requirements.
INTRODUCTION

Purpose

Emergency Support Function (ESF)-10 Hazardous Materials Response provides guidance and direction regarding the detection, stabilization, and mitigation of hazardous materials incident.

Scope

ESF-10 Hazardous Materials Response coordinates the resources necessary to detect, stabilize and mitigate a hazardous materials incident. Activities within the scope of ESF-10 functions include: coordinates and establishes priorities regarding the response to and recovery from a hazardous materials incident.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- Code of Virginia, Title 15.2 Counties, Cities, and Towns, Chapter 9 General Powers of Local Governments
- Code of Virginia, Title 62.1 Waters of the State, Ports and Harbors, Chapter 3.1 State Water Control Law, Article 11 Discharge of Oil into Waters
- Loudoun County Fire-Rescue Standard Operating Procedure 05.01.01
- Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III
ESF Planning Assumptions

- A number of mutual aid and automatic aid agreements exist and are available to assist in the delivery of hazardous materials response.
- Emergency calls for service and routine resource requests are managed by the Loudoun County Emergency Communications Center. Unique or unusual resource requests may be routed to the EOC.
- Facilities will file their written notification(s) in compliance with SARA, Title III regulations.

ESF Responsibilities

- Reports to and takes direction from the Public Safety Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve hazardous materials issues during the significant event.
- Documents information and actions related to hazardous materials missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

Department of Fire and Rescue (FR)

- The agency recognized with ESF coordination and primary responsibility. FR is responsible for the overall ESF leadership and coordination associated with hazardous materials response during a significant event.

Missions and Assignments

Mission 1: Manages the resources necessary to detect, stabilize, and mitigate a hazardous materials incident.
Assignment 1-1: Maintains and updates information related to staffing of hazardous materials response equipment.

Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain adequate hazardous materials operations.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2:Coordinates and establishes priorities regarding delivery of hazardous materials response.

Assignment 2-1: Assesses hazardous materials activities and identifies prioritized staffing scenarios and unmet resource requirements.
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INTRODUCTION

Purpose

Emergency Support Function (ESF)-11 Agriculture and Natural Resources provides guidance and direction to designated agencies responsible for assessing and protecting the viability of the commercial food supply, agriculture, and natural resources.

Scope

ESF-11 Agriculture and Natural Resources coordinates the resources necessary to assess and protect the viability of the commercial food supply, agriculture, and natural resources during a significant event. Activities within the scope of ESF-11 functions include: assesses damage to agricultural resources; ensures safety and security of the food supply; responds to animal and plant disease outbreaks; and coordinates protective actions associated with natural, cultural, and historic resources.

For the purpose of this document, bulk food or commodity distribution is coordinated through ESF-7 Logistics Management and Resource Support.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
ESF Planning Assumptions

- There is no direct tie between traditional damage assessment and agricultural damage assessment. Timelines, forms, and reporting requirements will be different.
- Coordination with many non-traditional regional, state, and federal agencies may become necessary for certain natural, cultural, or historic resources.

Organization

ESF Responsibilities

- Reports to and takes direction from the Infrastructure Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve agriculture and natural resources issues during the significant event.
- Documents information and actions related to agriculture and natural resources missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

Loudoun Cooperative Extension (LCE)

- The agency recognized with ESF coordination. Loudoun Cooperative Extension is responsible for overall ESF leadership and coordination associated with agriculture and natural resources during a significant event. Emergency operational policies and procedures developed by Loudoun Cooperative Extension provide the framework for carrying out these activities.

Department of Animal Services (AS)

- Provides personnel, equipment, and resources to assist with animal disease outbreaks.

Department of Building and Development (DBD)

- Serves as the agency with primary responsibility for protecting, managing, and monitoring natural, environmental, and cultural resources.
Loudoun County Health Department (LCHD)
Environmental Health Services

- Serves as the agency with primary responsibility for conducting food safety inspections in establishments impacted by the significant event.

### MISSIONS AND ASSIGNMENTS

**Mission 1:** Coordinates the resources necessary to assess and protect the viability of the commercial food supply, agriculture, and natural resources during a significant event.

**Assignment 1-1:** Identifies, prioritizes, procures, and allocates available resources to protect the commercial food supply, cultural, and natural resources.

**Assignment 1-2:** Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Assesses damage to agricultural resources assessments and documents, analyzes, and reports results.

**Assignment 2-1:** Conducts assessments on all damaged crops and agricultural facilities.

**Mission 3:** Ensures safety and security of the food supply.

**Assignment 3-1:** Coordinates with ESF-13 Law Enforcement to ensure adequate security of the commercial food supply.

**Assignment 3-2:** Conducts food safety inspections in establishments impacted by a significant event.

**Mission 4:** Responds to animal and plant disease outbreaks.

**Assignment 4-1:** Inspects, verifies, and reports the presence of animal or plant disease outbreak with significant economic ramifications.

**Mission 5:** Coordinates protective actions associated with natural, cultural, and historic resources

**Assignment 5-1:** Manages and protects natural and cultural resources impacted by a significant event.
Emergency Support Functions Annex

ESF-12 ENERGY

ESF Coordinator:  
Office of the County Administrator
Office of Emergency Management

Primary Agency:  
Office of the County Administrator
Office of Emergency Management

Section:  
Operations

Support Agencies:  
Columbia Gas
Department of General Services
Dominion Power
Northern Virginia Electric Cooperative
Washington Gas

Branch:  
Infrastructure

Group:  
Energy

INTRODUCTION

Purpose

Emergency Support Function (ESF)-12 Energy provides guidance and direction to designated agencies responsible for managing, assessing, and restoring energy systems during a significant event.

Scope

ESF-12 Energy coordinates the resources necessary to manage, assess, and restore energy systems during a significant event. Activities within the scope of ESF-12 functions include: monitors and reports conditions; conducts damage assessments of energy systems and infrastructure; coordinates debris removal activities; and coordinates and establishes priorities regarding restoration activities.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- Code of Virginia, Title 56 Public Service Companies, Chapter 23 Virginia Electric Utility Regulation Act

ESF Planning Assumptions

- The local energy infrastructure will likely sustain damage. The damage, depending upon the integrity of the energy network, will determine the effectiveness and efficiency of response and recovery.
- Increased usage combined with damage may result in diminished service.
- An extended power outage may result in communications being inaccessible for a prolonged period of time.
- The ability to restore energy systems at County and public facilities is contingent upon the availability of commercial repair technicians.
- Operators of critical infrastructure facilities are responsible for establishing and maintaining alternative energy sources.

**Organization**

**ESF Responsibilities**
- Reports to and takes direction from the Infrastructure Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve energy issues during the significant event.
- Documents information and actions related to energy missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

**Agency Roles and Responsibilities**

**Office of Emergency Management (OEM)**
- The agency recognized with ESF coordination. OEM is responsible for overall ESF leadership and coordination associated with energy systems and restoration during a significant event. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.

**Department of General Services (DGS)**
- Serves as the department with primary responsibility for documenting, reporting, and assessing emergency systems within County and public facilities.

**Energy Providers**
- Provides personnel and equipment to assist with assessment and restoration of energy systems.
Serves as primary liaison between provider and EOC for the purposes of reporting service interruptions and providing ongoing status updates.

**MISSIONS AND ASSIGNMENTS**

**Mission 1:** Coordinates the resources necessary to manage, assess, and restore energy systems during a significant event.

- **Assignment 1-1:** Identifies, prioritizes, procures, and allocates available resources to maintain and restore essential energy systems.
- **Assignment 1-2:** Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Provides situational updates regarding energy systems and infrastructure conditions.

- **Assignment 2-1:** Maintains and updates information related to critical infrastructure damage and restoration activities.

**Mission 3:** Conducts damage assessments and documents, analyzes, and reports results.

- **Assignment 3-1:** Assesses the condition of integral components of energy systems.

**Mission 4:** Coordinates debris removal activities.

- **Assignment 4-1:** Coordinates with ESF-3 Public Works and Engineering to ensure debris removal activities impacting energy systems are managed in a collaborative, timely manner.

**Mission 5:** Coordinates and establishes priorities regarding restoration activities.

- **Assignment 5-1:** Coordinates with commercial service providers to monitor and restore commercial service.
Emergency Support Functions Annex
ESF-13 LAW ENFORCEMENT

ESF Coordinator: Loudoun County Sheriff’s Office

Primary Agency: Loudoun County Sheriff’s Office

Support Agencies:
- Commonwealth's Attorney
- Victim Witness Services
- Department of Fire and Rescue
- Fire Marshal's Office
- Juvenile Court Service Unit
- Town of Leesburg Police Department
- Town of Middleburg Police Department
- Town of Purcellville Police Department
- Virginia State Police

INTRODUCTION

Purpose

Emergency Support Function (ESF)-13 Law Enforcement provides the guidance and direction regarding law enforcement activities to provide protection of life and property within Loudoun County during a significant event.

Scope

ESF-13 Law Enforcement coordinates resources necessary to deliver law enforcement services during a significant event. Activities within the scope of ESF-13 functions include: assesses law enforcement needs and provides requisite personnel and equipment for all incidents and facilities; directs traffic management activities; and coordinates authorized evacuations.

Relevant Laws, Statutes, Plans, and Policies

- Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws, § 44-146.19.E.
- Loudoun County Emergency Operations Center Policies and Procedures Guide
- Loudoun County Evacuation Guide
- Loudoun County Sheriff’s Office Emergency Operations Plan
EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-13 LAW ENFORCEMENT

ESF Planning Assumptions

- The Sheriff's Office is the primary law enforcement agency in Loudoun County. Local jurisdictions have the primary responsibility for law enforcement within their boundaries. The towns of Leesburg, Middleburg, and Purcellville maintain police departments.
- The Virginia State Police or other law enforcement agencies within Loudoun County may have primary responsibility based on nature of the significant event.
- Operations may require traffic controls to divert traffic around damaged, impacted, or evacuated areas.

ORGANIZATION

ESF Responsibilities

- Reports to and takes direction from the Public Safety Branch Director.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve law enforcement issues during the significant event.
- Documents information and actions related to public safety and security missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

Loudoun County Sheriff’s Office (LCSO)

- The agency recognized with ESF coordination and primary responsibility. LCSO is responsible for the overall ESF leadership and coordination associated with law enforcement activities during a significant event, including incident-related scene and facility security, traffic management, and evacuations.

Commonwealth’s Attorney (CA)
Victim Witness Services

- Provides personnel and resources to ensure crime victims and witnesses receive aid.

Department of Fire and Rescue (FR)
Fire Marshal’s Office

- Provides personnel and equipment to assist with delivery of law enforcement services.
Juvenile Court Service Unit (JCSU)

- Provides personnel and equipment to assist with delivery of law enforcement services.

Town Police Departments

- Serves as the primary law enforcement agency within corporate limits.

Virginia State Police (VSP)

- Provides personnel and equipment to assist with delivery of law enforcement services.

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<thead>
<tr>
<th>MISSIONS AND ASSIGNMENTS</th>
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<tr>
<td><strong>Mission 1:</strong> Coordinates the resources necessary to provide law enforcement activities during a significant event.</td>
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<tr>
<td>Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources for law enforcement activities.</td>
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<tr>
<td>Assignment 1-2: Ensures coordination among law enforcement providers and with other support agencies.</td>
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<td>Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.</td>
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<td><strong>Mission 2:</strong> Assesses law enforcement needs and provides requisite personnel and equipment for all incidents and facilities.</td>
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<tr>
<td>Assignment 2-1: Deploys adequate personnel and equipment needed to maintain a safe and secure incident scene and manages controlled access and re-entry.</td>
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<td>Assignment 2-2: Deploys adequate personnel and equipment needed to maintain safe and secure incident-related facilities.</td>
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<td>Assignment 2-3: Provides personnel necessary to perform incident-related investigations.</td>
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<tr>
<td>Assignment 2-4: Provides personnel and equipment necessary to preserve peace and control during civil unrest.</td>
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<tr>
<td><strong>Mission 3:</strong> Directs traffic management activities.</td>
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<tr>
<td>Assignment 3-1: Prioritizes critical transportation routes and deploys appropriate resources to ensure safe and effective traffic flow during a significant incident.</td>
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</tbody>
</table>
EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-13 LAW ENFORCEMENT

Mission 4: Coordinates authorized evacuations.

Assignment 4-1: Directs the evacuation of Loudoun County residents, or any portion thereof, as a result of a significant incident as authorized or endorsed by County leadership.

Assignment 4-2: Coordinates evacuation support activities within Loudoun County when another jurisdiction’s plan directs their citizens to use routes, shelters, or staging points within Loudoun County.

Mission 5: Provides aid to crime victims and witnesses.

Assignment 5-1: Provides emotional support, practical aid, and advocacy to crime victims and witnesses following a criminal event.

Assignment 5-2: Contacts the Virginia Department of Criminal Justice Services and the Virginia Criminal Injuries Compensation Fund if the event involves victims of a crime.
## INTRODUCTION

### Purpose

Emergency Support Function (ESF)-14 Community Recovery provides guidance and direction to designated agencies responsible for initiating community recovery activities following a significant event.

### Scope

ESF-14 Community Recovery coordinates the resources necessary to initiate community recovery activities following a significant event. Activities within the scope of ESF-14 functions include: initiates and coordinates the County’s recovery efforts in collaboration with local, state, and federal partners; identifies and develops transition strategies for prolonged unmet needs; and initiates processes that foster strategic discussions regarding community resilience.

For the purpose of this document:

- Recovery refers to the preliminary actions during an Emergency Operations Center (EOC) activation necessary to initiate subsequent comprehensive strategies.

- Any agency may be called upon to participate as part of ESF-14 Community Recovery.

- Members of the Loudoun County EMEC serve as the Policy Group during an EOC activation. The group is comprised of senior representatives from the following agencies:
  - Office of the County Administrator
  - Office of Emergency Management
  - Department of Animal Services
  - Department of Family Services
EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-14 COMMUNITY RECOVERY

- Department of Fire and Rescue
- Department of General Services
- Department of Information Technology
- Department of Management and Financial Services
- Department of Parks, Recreation, and Community Services
- Loudoun County Health Department
- Loudoun County Public Schools
- Public Affairs and Communications
- Loudoun County Sheriff’s Office

- The County Administrator and/or designee serves as the Director of Emergency Management (Director).

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center Policies and Procedures Guide
- Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws

ORGANIZATION

ESF Responsibilities

- Reports to and takes direction from the Planning Section Chief.
- Provides informational updates to the Planning Section.
- Identifies plans, policies, and procedures necessary to resolve initial community recovery issues during the significant event.
- Documents information and actions related to community recovery missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

Office of Emergency Management (OEM)

- The agency recognized with ESF coordination. OEM is responsible for overall leadership and coordination associated with initiating community recovery efforts. Emergency operational policies and procedures developed by OEM provide the framework for carrying out these activities.
Serves as the primary agency responsible for coordinating with local, state, federal, and non-governmental partners regarding recovery efforts.

Office of the County Administrator (CA)

- As stipulated in the Code of Virginia, the Director is the final authority during all significant events. As such, the Director declares local emergencies, authorizes emergency protective actions, manages and controls certain commodities and services, requests resources from other localities, authorizes the use of County facilities for alternative functions, and amends or suspends certain human resources policies.
- Determines the need to convene the Policy Group and other agencies, departments, or organizations essential to the recovery process.
- In collaboration with the Policy Group, if convened, develops and communicates strategic goals relevant to the initiation of community recovery.

Policy Group

- Provides discipline-specific subject matter expertise to assist the Director of Emergency Management during the strategic goal development process.
- Formulates policy guidance and recommendations for the Director regarding community recovery.

MISSIONS AND ASSIGNMENTS

Mission 1: Coordinates the resources necessary to provide community recovery needs following a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to initiate community recovery efforts.

Assignment 1-2: Considers long-term resource requirements.

Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2: Initiates and coordinates the County’s recovery efforts in collaboration with local, state, and federal partners.

Assignment 2-1: Develops recovery priorities and provides ongoing communication to partners.

Assignment 2-2: Coordinates with state and federal agencies regarding recovery programs.
EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-14 COMMUNITY RECOVERY

**Mission 3:** Identifies and develops transition strategies for prolonged unmet needs.

*Assignment 3-1:* Collaborates with ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services to identify resource requirements that will facilitate demobilization of general population and pet shelters and other human and animal services facilities.

*Assignment 3-2:* Acquires identified resources and develops initial plans to address prolonged unmet needs.

**Mission 4:** Establishes and initiates processes that foster realistic, strategic discussions and decisions regarding community resilience and improvement.
INTRODUCTION

Purpose

Emergency Support Function (ESF)-15 External Affairs provides guidance and direction to designated agencies responsible for providing incident-specific public information during a significant event.

Scope

ESF-15 External Affairs coordinates the resources necessary to provide incident-specific public information during a significant event. Activities within the scope of ESF-15 functions include: monitors, crafts, and disseminates public messaging; delivers accessible, verified, updated, and authorized information to the public; coordinates all official briefings and news conferences; and establishes and maintains a Joint Information Center (JIC).

For the purpose of this document, traditional media is defined as but is not limited to: news releases, website updates, news conferences, current voice and text alerting systems, and the Integrated Public Alert and Warning System (IPAWS). Social media is defined as but is not limited to: Facebook, Twitter, and YouTube.

Relevant Laws, Statutes, Plans, and Policies

- Loudoun County Emergency Operations Center Policies and Procedures Guide
- Major Event Hotline Procedures
- Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement
ESF Planning Assumptions

The Public Affairs and Communications Division maintains an active list of trained County personnel to assist with public information and hotline activities during a significant event.

ESF Responsibilities

- Reports to and takes direction from the EOC Manager.
- Provides informational updates to the Planning Section.
- Identifies plans, policies, and procedures necessary to resolve public information issues during the significant event.
- Documents information and actions related to external affairs missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.
- Submits a detailed record of costs and expenditures to the Finance and Administration Section.

Agency Roles and Responsibilities

**Office of the County Administrator (CA)**  
Public Affairs and Communications Division (PAC)

- The agency recognized with ESF coordination and primary responsibility. The Public Affairs and Communications Division is responsible for the overall ESF leadership and coordination associated with the release of incident-specific public information during a significant event.

**Department of Fire and Rescue (FR)**

- Serves as the department with primary responsibility for creating public information related to fire, rescue, or EMS services to include search and rescue and hazardous materials.

**Department of Information Technology (DIT)**

- Serves as the department with primary responsibility for providing personnel, equipment, and facilities necessary for the establishment of the major event hotline.

**Loudoun County Sheriff’s Office (LCSO)**

- Serves as the agency with primary responsibility for creating public information related to law enforcement services.
**MISSIONS AND ASSIGNMENTS**

**Mission 1:** Manages resources necessary to monitor, craft, and disseminate public messaging during a significant event.

- **Assignment 1-1:** Identifies, prioritizes, procures, and allocates available resources and systems to deliver consistent and ongoing public information.
- **Assignment 1-2:** Establishes and operates the major event hotline to respond to public inquiries.
- **Assignment 1-3:** Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

**Mission 2:** Delivers accessible, verified, updated, and authorized information to the public by utilizing traditional and social media mechanisms.

- **Assignment 2-1:** Creates messages to inform or instruct the public regarding appropriate measures related to the significant event.
- **Assignment 2-2:** Coordinates, validates, and reviews all information from the incident scene or the EOC prior to public release.
- **Assignment 2-3:** Obtains approval from the EOC Manager for all information prior to public release.
- **Assignment 2-4:** Responds to inquiries from the public through an activated major event hotline or official social media platforms.

**Mission 3:** Coordinates all official briefings and press conferences.

- **Assignment 3-1:** Creates talking points for elected officials and County leadership.
- **Assignment 3-2:** Identifies, secures, and publicizes key information regarding briefings or press conferences.
- **Assignment 3-3:** Develops and publishes a media-briefing schedule, to include location, format, preparation, and distribution of handout materials.
- **Assignment 3-4:** Coordinates with on-scene public information officers to ensure consistent message delivery.

**Mission 4:** Establishes, maintains, and operates a JIC.

- **Assignment 4-1:** Operates a local JIC utilizing personnel and resources necessary to deliver accessible, verified, updated, and authorized messages.
Assignment 4-2: Provides representation for any regional, state, or federal JIC.
**INTRODUCTION**

**Purpose**

Emergency Support Function (ESF)-16 Finance and Administration provides guidance and direction to designated agencies responsible for coordinating fiscal and administrative services during a significant event.

**Scope**

ESF-16 Finance and Administration coordinates the resources necessary to provide fiscal and administrative services during a significant event. Activities within the scope of ESF-16 functions include: coordinates incident related procurements and acquisitions; ensures all incident related costs are monitored and tracked; and provides guidance and direction on administrative workforce matters.

**Relevant Laws, Statutes, Plans, and Policies**

- Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- Code of Virginia, Title 2.2 Administration of Government, Chapter 43 Virginia Public Procurement Act

**ORGANIZATION**

**ESF Responsibilities**

- Reports to and takes direction from the Finance and Administration Section Chief.
- Provides informational updates to the Planning Section.
- Develops plans, policies, and procedures necessary to resolve finance and administration issues during the significant event.
EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-16 FINANCE AND ADMINISTRATION

- Documents information and actions related to finance and administration missions and assignments.
- Utilizes current methods and procedures to process requests for assistance.

Agency Roles and Responsibilities

Department of Finance and Procurement (DFP)
- The agency recognized with ESF coordination and primary responsibility. DMFS is responsible for the overall ESF leadership and coordination associated with fiscal and administrative services during a significant event.

Procurement Unit
- Ensures all incident purchases, contracts, leases, and other fiscal agreements are properly documented and assists in emergency procurement.

Financial Support Unit
- Maintains record of costs and expenditures and provides cost estimates to ESFs.

Management Support Unit
- Coordinates all employee workforce-related functions during a significant event.

MISSIONS AND ASSIGNMENTS

Mission 1: Coordinates the resources necessary to provide fiscal and administrative services during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to provide fiscal and administrative services.

Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.

Mission 2: Coordinates incident-related procurements and acquisitions.

Assignment 2-1: Coordinates with the Supplies Unit to ensure all incident support supply and resource purchase information is properly documented and maintains compliance with all applicable procurement laws, regulations, and policies.

Assignment 2-2: Executes, administers, and documents vendor contracts, leases, and other fiscal agreements.
Assignment 2-3: Provides assistance and support by identifying sources for procuring emergency supplies and services.

Mission 3: Ensures all incident-related costs are monitored and tracked.

Assignment 3-1: Collects, analyzes, and documents detailed record of costs and expenditures from each ESF.

Assignment 3-2: Provides usage and cost estimates based on established thresholds.

Mission 4: Provides guidance and direction on administrative workforce matters.

Assignment 4-1: Ensures proper reporting and documentation of any incident-related claims.

Assignment 4-2: Coordinates activities associated with the re-allocation of human resources.

Assignment 4-3: Collaborates with the EOC Health and Wellness Officer to ensure EOC personnel have access to relevant employee assistance programs.
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### SUPPORT ANNEXES

**SCOPE**

A support annex describes the framework through which the County, private sector, and nongovernmental organizations (NGOs) coordinate and execute common emergency management strategies. Each annex addresses operational missions identified in the Emergency Support Functions (ESFs) Annex and provides detailed actions, policies, and procedures necessary to successfully achieve operational objectives.

Each annex is designed to be a stand-alone plan and resides within the Coordinating Agency for the purposes of enhancement, maintenance, and review.

The following list of support annexes includes the title, coordinating agency, and associated ESF:

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<th>ESF</th>
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<td>Department of Animal Services</td>
<td>ESF-6 Mass Care</td>
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<td>Office of Emergency Management</td>
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<td>Plan</td>
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<td>Damage Assessment Plan</td>
<td>Office of Emergency Management</td>
<td>ESF-5 Emergency Management</td>
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<td>Family Assistance Center Plan</td>
<td>Office of Emergency Management</td>
<td>ESF-5 Emergency Management</td>
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<td>Evacuation Guide</td>
<td>Loudoun County Sheriff's Office</td>
<td>ESF-13 Law Enforcement</td>
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<td>Loudoun County Health Department All-Hazards Emergency Operations Plan (including the following plans):</td>
<td>Loudoun County Health Department</td>
<td>ESF-8 Public Health and Medical</td>
<td>February 2019</td>
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<td>Epidemiology Response Plan Isolation and Quarantine Plan Staging Site Plan</td>
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<td>Medical Material Management and Distribution Plan</td>
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<td>Medical POD Plan Modified Medical POD Plan</td>
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</tbody>
</table>
An incident annex describes the policies, situation, concept of operation, and responsibilities for a particular hazard, threat, or incident. Each annex provides detailed actions, policies, and procedures necessary to successfully respond to listed incident.

Each annex is designed to be a stand-alone plan and resides within the Coordinating Agency for the purposes of enhancement, maintenance, and review. Because these plans describe specific actions and capabilities, they are considered law enforcement sensitive and unclassified/for official use only (U/FOUO).

The following list of support annexes includes the title, coordinating agency, and associated ESF:

<table>
<thead>
<tr>
<th>Incident Annex</th>
<th>Coordinating Agency</th>
<th>ESF</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Terrorism Annex</td>
<td>Loudoun County Sheriff’s Office and Office of Emergency Management</td>
<td>ESF-13 Law Enforcement</td>
<td>June 26, 2018</td>
</tr>
<tr>
<td>Pandemic Influenza Response Plan</td>
<td>Loudoun County Health Department</td>
<td>ESF-8 Public Health and Medical</td>
<td>February 26, 2019</td>
</tr>
</tbody>
</table>