

AT A RECESSED MEETING OF THE BOARD OF SUPERVISORS OF THE
COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 3RD DAY OF
FEBRUARY NINETEEN HUNDRED EIGHTY-SIX AT 5:00 P.M. IN THE COUNTY
GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES
CITY COUNTY, VIRGINIA.

A. ROLL CALL

William F. Brown, Chairman, Roberts District
Stewart U. Taylor, Vice-Chairman, Stonehouse District
Jack D. Edwards, Berkeley District
Thomas D. Mahone, Jamestown District
Perry M. DePue, Powhatan District

James B. Oliver, Jr., County Administrator
Darlene L. Burcham, Assistant County Administrator
Frank M. Morton, III, County Attorney

Members of the Parks and Recreation Commission present were:
Joy Archer, Chairman, John Charles, Vice-Chairman, Doug Johnson, Harry
Marchant and John Orange. Sandi McPherson, Director of Parks and Recreation,
provided an overview of the Commission's past, present and future activities.
The status of park facilities, activity and program increases, staff needs and
resources, and the recreation center were the items covered.

Members of the Board of Supervisors indicated their desire for the
full Parks and Recreation Commission to be involved in planning the recreation
center's operation, but agreed that clarification of this role should be provided
after conversation with the City of Williamsburg as to their involvement.

Following this presentation, individual Commission members
requested Board support of specific items. Harry Marchant encouraged
implementation of the Park Shares Program. Doug Johnson urged the Board to
provide lighting for the Mid-County Park ballfields. Joy Archer reminded the
Board that conservation of green areas and acquisition of open spaces were
critical to the future of the County. John Charles urged funding of bike paths.

The Board recessed at 7:15 p.m.


James B. Oliver, Jr.
Clerk to the Board

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AT A REGULAR MEETING OF THE BOARD OF SUPERVISORS OF THE COUNTY OF JAMES CITY, VIRGINIA, HELD ON THE 3RD DAY OF FEBRUARY NINETEEN HUNDRED EIGHTY-SIX AT 7:33 P.M. IN THE COUNTY GOVERNMENT CENTER BOARD ROOM, 101 MOUNTS BAY ROAD, JAMES CITY COUNTY, VIRGINIA.

A. ROLL CALL

William F. Brown, Chairman, Roberts District
Stewart U. Taylor, Vice-Chairman, Stonehouse District
Jack D. Edwards, Berkeley District
Thomas D. Mahone, Jamestown District
Perry M. DePue, Powhatan District

James B. Oliver, Jr., County Administrator
Darlene L. Burcham, Assistant County Administrator
Frank M. Morton, III, County Attorney

B. MINUTES - January 20, 1986 - Regular Meeting

Mr. Mahone made a motion to approve the minutes as presented.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

C. PRESENTATION - Planning Commission

Mr. Fred Belden, Chairman of the Planning Commission, presented the Board with the Planning Commission's first Annual Report. Mr. Belden informed the Board that the Commission's recommendation for the Capital Improvement Program was different this year in that projects are separated into four categories. Mr. Belden reported that four members of the Planning Commission, A. G. Bradshaw, Harry Wright, Sandi Stein and himself, had recently received certification under the Virginia Certified Planning Commissioners Program. Mr. Belden commended the professionalism exhibited by the Planning Department. Mr. Belden commended the Board for televising Board and Planning Commission meetings, stating televising has improved citizen involvement and understanding.

Mr. Brown and Mr. DePue commended the Planning Commission.

Mr. Mahone thanked the Planning Commission and Victoria Gussman for doing an outstanding job.

D. PUBLIC HEARINGS - None

E. CONSENT CALENDAR

Mr. Brown asked Board members if they wished to remove any item from the Consent Calendar.

Mr. Mahone removed #E-1.

Mr. Brown made a motion to approve the remaining item on the Consent Calendar.

2. Supplemental Appropriation - Social Services

RESOLUTION

Supplemental Appropriation - Social Services

WHEREAS, the State Board of Social Services has allocated \$4,719 in additional funds to James City County; and

WHEREAS, these funds are to be used to supplement State-Local Hospitalization, to provide in-patient and out-patient hospital care for the medically indigent; and

WHEREAS, no additional appropriation of local funds is necessary.

NOW, THEREFORE, BE IT RESOLVED by the Board of Supervisors of James City County, Virginia, that \$4,719 in State Board of Social Services funds be appropriated to the County Department of Social Services account #007-082-5712 to be used for State-Local Hospitalization.

1. Updated Emergency Operations Plan

Mr. Mahone stated he had two concerns with the proposed Operations Plan. Mr. Mahone stated his first concern was that he felt the chain of command needed to be revised. Mr. Mahone stated his second concern was that in a crises situation where the emergency cannot be handled by local resources, a letter must be sent to the State requesting assistance. Mr. Mahone stated that he did not feel there would be enough time to write a letter in an emergency situation.

Mr. Oliver responded that the request must be in writing, but verbal contact could be made and the letter dispatched afterward.

Mr. DePue stated he would prefer going by the chain of command subject to residency.

Mr. Oliver encouraged the Board to approve the plan as written. Mr. Oliver stated that the nature of the emergency and who is present and available, would determine which office would be in charge.

Mr. Brown stated the County Attorney should be included in the chain of command.

Mr. Taylor made a motion to approve the plan as presented.

Mr. DePue stated he felt that philosophically it was unwise for department heads and above to live outside of the County, but in emergency situations it was even more an issue.

Mr. Taylor stated residency should not be a factor in adopting the plan.

On a roll call, the vote was AYE: Brown, Edwards, Taylor (3). NAY: DePue, Mahone (2). The motion passed on a 3-2 vote.

R E S O L U T I O N

Emergency Operations Plan

WHEREAS, the Board of Supervisors desires and Commonwealth of Virginia statutes require the adoption of appropriate planned protective measures for the safety and protection of its citizens during emergency situations; and

WHEREAS, the Board of Supervisors of James City County did on June 16, 1977 adopt the James City County Basic Emergency Operations Plan; and

WHEREAS, after eight years, revisions to the Plan are necessary.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia hereby amends and readopts the James City County Basic Emergency Operations Plan dated January 1986.

F. **BOARD CONSIDERATIONS**

1. Case No. Z-17-85. Midlands

The Planning Commission overturned a staff recommendation for denial and recommends approval of the application with proffers.

Mr. Morton presented the Board with a revised proffer.

Mr. Brown made a motion to approve the application.

Mr. Edwards stated that he felt a 100-foot buffer would be more appropriate than a 50-foot buffer along Route 199.

Mr. Edwards made a motion to amend the resolution by substituting a 100-foot buffer along Route 199 rather than a 50-foot buffer.

Mr. Frank Morton stated the Zoning Ordinance only requires a 50-foot buffer strip.

Mr. Edwards withdrew his motion.

Mr. Edwards warned the Board that the density of the project was much higher than the Board allows in R-5 zoning and he was distressed with that fact.

On a roll call, the vote was AYE: Brown, DePue, Taylor (3). NAY: Edwards, Mahone (2). The motion passed by a 3-2 vote.

RESOLUTION

Of Approval - Zoning Case

No. Z-17-85. Midlands

WHEREAS, in accord with Section 15.1-431 of the Code of Virginia, and Section 20-14 of the James City County Zoning Ordinance, a public hearing was advertised, adjoining property owners notified, and a hearing scheduled on Zoning Case No. Z-17-85 for rezoning approximately 19.22 acres from A-1, Limited Agricultural to PUD-R, Planned Unit Development/Residential on property identified as parcels (1-30) and a portion of parcel (1-29) on James City County Real Estate Tax Map No. (38-4), and;

WHEREAS, the Planning Commission following its public hearing on November 26, 1985 unanimously recommended approval of Zoning Case No. Z-17-85, and;

THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County does hereby approve Zoning Case No. Z-17-85 as described herein, accepts the voluntary proffer signed by the property owner and approves the master plan submitted with the following amendments:

1. Marginal data shall be corrected to reflect the actual acreage required. The Route 199 corridor shall be excluded from calculations.
2. All existing property lines shall be shown.
3. The phasing of the project shall be indicated.
4. Landscaped screening shall be provided in the 50-foot setback adjoining the corridor for Route 199. The type, size and amount of landscaping shall be approved by the Site Plan Review Committee.
5. A statement satisfactory to the County Attorney on the guarantees and assurances to be provided for the maintenance of common open space, recreation areas, sidewalks, parking, private streets and other privately owned but common facilities serving the project shall be shown.

6. Turn lanes shall be provided on Strawberry Plains Road as required by the Virginia Department of Highways and Transportation. These shall be indicated on the master plan.
7. The dedication of the public use area to James City County shall be indicated.

2. Satellite Dishes

Mr. Taylor stated he opposes the ordinance and stated there were too many restrictions.

Mr. Edwards made a motion to amend the ordinance by deleting the language, "and in any part of a district" from Section 20-100, first sentence.

On a roll call, the vote was AYE: Brown, Edwards, DePue (3). NAY: Mahone, Taylor (2). The motion passed by a 3-2 vote.

3. Personnel Needs

Mr. Brown made a motion to approve the resolution.

Mr. DePue requested staff to present detailed job descriptions in future position requests.

Mr. Mahone inquired as to the annual cost of these positions.

Mr. Brown, Mr. DePue and Mr. Taylor spoke in favor of the resolution stating additional personnel were needed in order to keep up with County growth.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

R E S O L U T I O N

Personnel Needs

WHEREAS, the Board of Supervisors of James City County recognizes that record growth has placed a strain on existing personnel resources; and

WHEREAS, three positions have been identified as critically needed to respond to existing workloads.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia authorizes a programmer analyst for data processing, an account clerk for accounting and a secretary for buildings and grounds and appropriates the following funds for these positions:

<u>From:</u>	Contingency	\$6,000
<u>To:</u>	Data Processing	\$6,000

G. PUBLIC AUDIENCE - None

H. REPORTS OF THE COUNTY ADMINISTRATOR

Mr. Oliver informed the Board that the Warburton case had been settled for \$40,000. Mr. Oliver requested the Board approve the acquisition of land from Mr. Warburton which would expand the County Landfill and give the County right-of-way to the Landfill.

Mr. Morton stated that a signed contract had been received this afternoon.

Mr. Brown made a motion to approve the acquisition.

Mr. Brown thanked Mr. Alvin Anderson, Mr. Frank Morton and staff for resolving this issue.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

RESOLUTION

Acquisition of Real Property

WHEREAS, James City County, Virginia, filed with the Clerk of the Circuit Court for the City of Williamsburg and County of James City, Virginia, a Certificate of Deposit dated April 9, 1985, recorded April 16, 1985 in James City County Deed Book 268, Page 829 et seq. relating to the acquisition of certain real estate ("the Real Property") for construction and expansion of the landfill owned by James City County, Virginia, for public purposes and for the preservation of the health, safety, peace, good order, comfort, convenience, morals and welfare of James City County, Virginia; and

WHEREAS, Edmond Ware Warburton and James City County, Virginia, and each of them, have now agreed that Forty Thousand and no/100 Dollars (\$40,000.00) is just compensation for the Real Property and damages resulting to the adjacent real estate of Edmond Ware Warburton, if any, beyond the peculiar benefits that will accrue to such real estate from the uses of the Real Property; and

WHEREAS, the consideration mentioned above represents the value of all interests in the Real Property and is in lieu of any and all claims to compensation for the Real Property and damages resulting to the adjacent real estate of Edmond Ware Warburton, if any, by reason of the acquisition of the aforesaid Real Property.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia, authorizes the County Administrator to execute the Agreement dated the 20th day of January, 1986, between Edmond Ware Warburton and James City County, Virginia, incorporated herein by reference, to acquire real property and authorizes and transfers the following funds for this acquisition:

From: Account # 013-030-0300	
Landfill Equipment	-\$40,000
To: Account # 013-030-0400	
Land Acquisition	+\$40,000

Mr. Oliver requested the Board recess at the appropriate time until 1:00 p.m., February 17, 1986, for a joint Work Session with the Planning Commission.

L BOARD REQUESTS AND DIRECTIVES

Due to the shortness of the Agenda, Mr. Brown suggested discussing the Capital Improvement Program FY87-92.

Mr. Brown stated that because of the uncertainty involved with future schools, he would prefer to stay with the adopted Capital Improvement Program and have staff limit projects to a total of 1 million dollars; any leftover money would then be put in the debt reserve fund.

Mr. Edwards stated that before the Board reviews the Capital Improvement Program's list, he would like the appropriate staff people to review the list and make recommendations to the Board.

Mr. Taylor stated that a decision must be made whether funding will be required for one new school or two before the Board can make budget decisions.

Mr. Mahone stated that there were basic needs to be attended to before adding new items to the list. Mr. Mahone stated he supports using the old list.

It was the consensus of the Board to give staff specific thoughts on the Capital Improvement Program FY87-92, in writing, so staff could compile a fundable Capital Improvement Program for FY87.

It was the consensus of the Board that they were not interested in the Regional Sports Authority.

Mr. Brown requested staff to leave out Corporate names in future Economic Development Reports.

Mr. Brown stated he had sent letters to the Government Committee regarding Senate Bill #5, which would remove the County's ability to regulate double wide trailers in agricultural zones. Mr. Brown encouraged citizens to write to their State Senator.

Mr. Brown requested staff to send a quarterly report to the Williamsburg City Council members on the construction status of the James City County-Williamsburg Recreation Center.

Mr. Brown suggested creating a County Financial Advisory Committee.

Mr. Taylor responded that he felt such a committee would not be beneficial to the Board.

Mr. Edwards responded that such a committee should not become a controlling factor to the Board, but if the committee advised FMS on financial matters, he felt there would not be a problem.

Mr. Brown informed the Board that he would be representing the Board at the Ruritan Club meeting. Mr. Brown stated that the County's Ruritan Club had received the National Environment Award for the last five years. Mr. Brown further stated that he would be representing the Board at a banquet held for the Foster Grandparent Program.

Mr. Taylor requested staff to inquire if the County was surveying land between Rochambeau Drive and I-64, and if they were, if they could determine who cut Mr. John Altizer's fence.

Mr. Mahone invited Board members to attend VAPTO's Legislative Reception in Richmond on February 13, 1986.

Mr. Mahone referenced the Memo in the Board Reading File on a request for an amendment to the B-1 and LB districts. Mr. Mahone stated that there were several auto parts stores in the planning stage, which indicates how quickly the County is growing.

Mr. Mahone thanked Mr. Brown for sending Mrs. LaVerne Hill a condolence letter on the death of her husband.

Mr. Edwards made a motion to recess until February 17, 1986 at 1:00 for a join work session with the Planning Commission.

On a roll call, the vote was AYE: Brown, Edwards, DePue, Mahone, Taylor (5). NAY: (0).

The Board recessed at 9:21 p.m.


James B. Oliver, Jr.
Clerk to the Board

ORDINANCE NO. 31A-94

AN ORDINANCE TO AMEND AND REORDAIN CHAPTER 20, ZONING, OF THE CODE OF THE COUNTY OF JAMES CITY, VIRGINIA, ARTICLE I. IN GENERAL, SECTION 20-2. DEFINITIONS, AND ARTICLE IV. DISTRICTS, DIVISION 1. GENERALLY, SECTION 20-100. SPECIAL REQUIREMENTS FOR DISH ANTENNAE.

BE IT ORDAINED by the Board of Supervisors of the County of James City, Virginia, that Chapter 20, Zoning, of the Code of the County of James City is hereby, amended and reordained by amending Section 20-2. Definitions, and by adding Section 20-100. Special Requirements for Dish Antennae.

Chapter 20

ZONING

ARTICLE I. IN GENERAL

Section 20-2. Definitions.

DISH ANTENNA. A dish-shaped antenna designed, used or intended to be used to receive or transmit television, radio or other electronic signals.

USABLE SATELLITE SIGNAL. A satellite signal which when viewed on a conventional television set, is at least equal in picture quality to that received from local commercial television stations by use of an outdoor antenna.

ARTICLE IV. DISTRICTS

DIVISION 1. GENERALLY

Section 20-100. Special Requirements for Dish Antennae.

Dish Antennae in all residential districts served by a cable company with a valid franchise obtained from the County shall be permitted only after the issuance of a special use permit by the board of supervisors. In all other districts, dish antennae shall be permitted as accessory uses upon the issuance of a building permit for such dish antennae subject to the following requirements:

1. **Size and Height Limitations.** Dish antennae shall not exceed ten feet in diameter and shall not exceed the height limitations for accessory structures of each district.
2. **Yard Limitations.** Dish antennae shall meet all yard requirements for accessory structures of each district. Additionally, they shall be further restricted as follows:
 - (a) **A-1 and A-2 Districts.** For lots in the A-1 and A-2 districts, dish antennae shall be permitted in side and rear yards only and on roofs as provided in Section 20-100(3).
 - (b) **R-1, R-2, R-3, R-6, and R-7 Districts.** For all lots in the R-1, R-2, R-3, R-6 and R-7 Districts, dish antennae shall be permitted in rear yards only.
 - (c) **R-4, R-5, PUD-R, LB, B-1, M-1 and PUD-C Districts.** For all lots in the R-4, R-5, PUD-R, LB, B-1, M-1 and PUD-C Districts, dish antennae shall be permitted in rear yards and on roofs as provided in Section 20-100(3).
 - (d) **M-2 District.** In the M-2 District, dish antennae shall be permitted in all yards and on roofs as provided in Section 20-100(3).
3. **Roof Location.** A dish antenna located on a roof shall be set back from all edges of the roof at least two times the height of the dish antenna. A dish antenna may be located on the roof of a public building in any district.

4. Standards. All dish antennae and the construction and installation thereof shall conform with applicable Uniform Statewide Building Code requirements. No dish antenna may be installed on a portable or moveable device. Further, all dish antennae shall be of non-combustible and corrosive-resistant materials, and be erected in a secure, wind-resistant manner located and designed to reduce visual impact from surrounding properties at street level and from public streets.

5. Exceptions. Upon a finding by the Zoning Administrator that a usable satellite signal cannot be obtained by locating a dish antenna in the rear yard or upon a roof as provided in Section 20-100(3) in the R-1, R-2, R-3, R-4, R-5, R-6, R-7, PUD-R, PUD-C, LB, B-1, and M-1 Districts or in the rear or side yard or upon a roof as provided in Section 20-100(3) in the A-1 and A-2 districts, the Board of Zoning Appeals may grant an exception to the provisions of this section to allow placement of a dish antenna in a side or front yard in the R-1, R-2, R-3, R-4, R-5, R-6, R-7, PUD-R, PUD-C, LB, B-1, and M-1 Districts or the front yard in the A-1 and A-2 Districts, if the placement will provide for the reception of a usable signal. No exception shall be granted unless it is determined that the granting of such exception will not be of substantial detriment to adjacent property and will not change the character of the District. In granting an exception, the Board of Zoning Appeals may impose conditions including, but not limited to, the following:
 - (a) Screening by architectural or landscape methods to reduce visual impact from surrounding properties and public streets.
 - (b) Placement and installation methods to limit detrimental impact upon surrounding properties and to enhance the public health, safety, and general welfare.
 - (c) Other reasonable requirements deemed necessary to make the use consistent with the character of surrounding properties.

6. Exemptions. This section shall not apply to any dish antenna used by a cable company with a valid franchise obtained from the County, or to any telephone company with an approved site plan from the County, or to any temporary installation of dish antennae of a duration of ten days or less.

AGREEMENT

WHEREAS, Joseph S. Terrell and Joseph S. Terrell, Inc. (hereinafter collectively called "The Owners") own certain real property in James City County, Virginia, (hereinafter called "The Entire Property") and more particularly described as follows:

All that certain tract, piece or parcel of land now or formerly situated in Jamestown District, James City County, Virginia, containing 45.11 acres, more or less, as shown and set forth on a plat entitled: "MIDLANDS, JOSEPH S. TERRELL, OWNER/DEVELOPER JAMES CITY COUNTY, VIRGINIA" made by AES, a professional corporation, dated April, 1985 revised 6/28/85, Drawing No. 4 (hereinafter called "The Plat").

WHEREAS, the Owners have applied for rezoning of an 19.20 acre portion of The Entire Property (which portion is hereinafter called "The Property") from the Limited Agricultural District, A-2, to the Planned Unit Development District (Area Designation B); and

WHEREAS, the County of James City may be unwilling to rezone the Property from the Limited Agricultural District, A-2, to the Planned Unit Development District (Area Designation B) because the Planned Unit Development District (Area Designation B) zoning regulations may be deemed inadequate for the orderly development of the Property, because competing and incompatible uses may conflict; and

WHEREAS, more flexible and adaptable zoning methods are deemed advisable to permit the use of the Property; and

WHEREAS, the Owners are desirous of offering certain conditions for the protection of the community that are not applicable to land similarly zoned in addition to the regulations provided for in the Planned Unit Development District (Area Designation B),

NOW, THEREFORE, this agreement witnesseth that for and in consideration of the County of James City rezoning the Property from the Limited Agricultural District A-2 to the Planned Unit Development District (Area Designation B) and pursuant to Section 20-14.2 et seq of Chapter 20 of the Code of James City County, Virginia, the Owners agree that in addition to the regulations provided for in the Planned Unit Development District (Area Designation B) they will meet and comply with all of the following conditions for the development of the Property.

CONDITIONS

1. The Owners hereby offer, for a period of twenty (20) years from the date hereof, to exchange with James City County, Virginia, that portion of the Entire Property shown on the Plat and marked "PARCEL A, 5.14 AC." within the area marked "PROPOSED ROUTE 199, 200' LIMITED ACCESS RIGHT OF WAY" upon the conveyance by James City County, Virginia to the Owners of the remaining portion of the adjacent Richardson Meadows tract shown on the Plat and marked "PARCEL B, 3.9 AC." LESS AND EXCEPT that portion of said "Parcel B" necessary for the installation of all roads, ramps and cul de sacs necessitated by the installation of said Route 199 together with such structures necessary to ensure the stability of critical slopes and for storm water management facilities.

2. The Owners shall incorporate in their plans, within the seventy-five foot (75') building set back line, adjacent to Brookhaven Subdivision, an evergreen landscape buffer, fifty feet (50') in width, utilizing existing, transplanted or new evergreen trees, as needed, to effect a permanent evergreen landscape screen between the proposed project and the adjacent Brookhaven Subdivision.

This Agreement, made this 20th day of January, 1986, between EDMOND WARE WARBURTON, divorced ("the Owner"), and JAMES CITY COUNTY, VIRGINIA.

W I T N E S S E T H :

WHEREAS, James City County, Virginia, filed with the Clerk of the Circuit Court for the City of Williamsburg and County of James City, Virginia, a Certificate of Deposit dated April 9, 1985, recorded April 16, 1985 in James City County Deed Book 268, Page 829 et seq. relating to the acquisition of certain real estate ("the Real Property") for construction and expansion of the landfill owned by James City County, Virginia, for public purposes and for the preservation of the health, safety, peace, good order, comfort, convenience, morals and welfare of James City County, Virginia; and

WHEREAS, the Owner and James City County, Virginia, and each of them, have now agreed that Forty Thousand and no/100 Dollars (\$40,000.00) is just compensation for the Real Property and damages resulting to the adjacent real estate of the Owner, if any, beyond the peculiar benefits that will accrue to such real estate from the uses of the Real Property; and

WHEREAS, the consideration mentioned above represents the value of all interests in the Real Property and is in lieu of any and all claims to compensation for the Real Property and damages resulting to the adjacent real estate of the Owner, if any, by reason of the acquisition of the aforesaid Real Property.

NOW THEREFORE THIS AGREEMENT WITNESSETH:

That for and in consideration of the sum of Forty Thousand and no/100 Dollars (\$40,000.00) cash in hand paid, and other good and valuable consideration, the receipt of which is hereby acknowledged, the Owner does hereby grant and convey, with GENERAL WARRANTY and ENGLISH COVENANTS OF TITLE unto James City County, Virginia, the following described property, to-wit:

All that certain tract, piece or parcel of land, lying and being in Powhatan Magisterial District, James City County, Virginia, containing 14.6 acres, more or less, shown and designated on a plat entitled "A SURVEY OF 14.6 ACRES, ± STANDING IN THE NAME OF EDMOND WARE Warburton JAMES CITY COUNTY, VIRGINIA" dated November 24, 1984 prepared by AES, a professional corporation a copy of which is attached hereto and made a part hereof.

Together with a portion of property shown and designated as "50' Easement for Ingress and Egress" on a certain plat of survey by R. F. Pyle, Certified Land Surveyor, entitled "A PARCEL OF LAND TO BE CONVEYED TO JAMES CITY COUNTY, VIRGINIA," a copy of which said plat is recorded in the aforesaid Clerk's Office in Plat Book 28, page 68, to which said plat reference is hereby made for a more particular description of the easement herein conveyed, and shown on the said plat of survey as that strip of property running from Route No. 611 lying on the East side of the property of Old Dominion Hunt Club and on the West side of the easterly line of the property of James City County, and shown as "Enlarged Section" on the aforesaid plat.

Being all of the remainder of the property known as "Goodriches" devised to Donald E. Hayes under the Last Will and Testament of Gladys A. Hayes, recorded in the Clerk's Office of the Circuit Court of James City County, Virginia in Will Book 11, page 561, and conveyed to Edmond Ware Warburton by deed dated 12 June 1984 recorded in James City County Deed Book 249, Page 796.

EMERGENCY OPERATIONS PLAN
BASIC PLAN
AND
PART I - PEACETIME DISASTERS

COUNTY OF
JAMES CITY, VIRGINIA

FEBRUARY 1986

James City County Emergency Operations Plan

PREFACE

The James City County Emergency Operations Plan consists of a Basic Plan, a Peacetime Disaster Plan, and a Nuclear Civil Protection Plan.

The Basic Plan describes the concept of emergency operations and assigns duties and responsibilities to agency heads or organizations which are either part of, or will serve in support of, local government in time of emergency. The Basic Plan includes an official resolution which is adopted by the Board of Supervisors and thus becomes the organizational and legal basis for emergency operations--for both a peacetime disaster and a war-caused disaster.

The Peacetime Disaster Plan (Part I) covers all natural disasters and manmade disasters excluding nuclear war. It provides a basis for the development of programs and procedures to save lives and minimize disaster damage during, and to expedite recovery operations after, such a disaster.

The Nuclear Civil Protection Plan (Part II) provides guidance for developing an operational capability for emergency operations in the event of an actual or threatened nuclear war. This Plan will be published separately.

RESOLUTIONEmergency Operations Plan

WHEREAS, the Board of Supervisors desires and Commonwealth of Virginia statutes require the adoption of appropriate planned protective measures for the safety and protection of its citizens during emergency situations; and

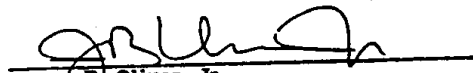
WHEREAS, the Board of Supervisors of James City County did on June 16, 1977 adopt the James City County Basic Emergency Operations Plan; and

WHEREAS, after eight years, revisions to the Plan are necessary.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors of James City County, Virginia hereby amends and readopts the James City County Basic Emergency Operations Plan dated January 1986.


William F. Brown, Chairman
Board of Supervisors

ATTEST:


James B. Oliver, Jr.
Clerk to the Board

Adopted by the Board of Supervisors of James City County, Virginia
this 3rd day of February 1986.

James City County Emergency Operations Plan

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James City County Emergency Operations Plan, Basic Plan

BASIC PLAN

I. PURPOSE

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

II. SITUATION AND ASSUMPTIONS

- A. Emergencies of various types, size, intensity, and duration may occur within or near the jurisdictional boundaries of the County with or without warning. These emergencies can develop into disasters which affect the safety, health, and welfare of the population and cause damage or destruction to private and public property.
- B. Based on a hazards analysis of the area, the primary hazards in the County are drought, hurricane/tropical storms, nuclear facility incidents, floods, tornadoes, hazardous materials incidents, severe winter weather, and essential resources shortages.
- C. The government of James City County is responsible for maintaining an emergency plan and response capability to protect the lives and property of its citizens from the effects of both manmade and natural disasters. County government must continue to function throughout a disaster or emergency situation.
- D. The Virginia Emergency Services and Disaster Law of 1973, as amended, requires that each city and county prepare and keep current an emergency operations plan. This plan should be officially adopted by the local governing body.
- E. In the event a disaster occurs which exceeds the capabilities of the local emergency services organization, outside assistance would be available through mutual support agreements with nearby jurisdictions and volunteer emergency organizations. Further assistance would be available on request from the State and Federal

James City County Emergency Operations Plan, Basic Plan

governments when local resources were fully committed and the disaster exceeds the response capabilities of the local government.

III. ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

- A. In James City County, the following organizations respond to normal day-to-day emergencies:
1. Office of Emergency Services.
 2. Police Department.
 3. Fire Department.
 4. James City Rescue Squad.
 5. James City/Bruton Volunteer Rescue Squad.
 6. Department of Public Health.
 7. James City Service Authority.
 8. Department of Social Services.
 9. Board of Education (Superintendent of Schools).
 10. Sheriff, James City County
- B. In the event of an actual or threatened large-scale emergency situation, the above organizations will be augmented by the following departments or agencies which have been assigned emergency duties in addition to their primary day-to-day functions:
1. County Administrator.
 2. James City-Williamsburg School System.
 3. Department of Social Services.
 4. Department of Public Works
 5. Other County departments.
 6. American Red Cross.
- C. The Commonwealth of Virginia Emergency Services and Disaster Law of 1973, as amended, provides that emergency services organizations and operations be structured around existing constitutional government. Following is a list of duties and assigned responsibilities for emergency operations in James City County.

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1. County Administrator/Director of Emergency Services
Coordinator of Emergency Services
 - a. Continuity of government.
 - b. Direction and control of emergency operations.
 - c. Communications.
 - d. Submission of State-required reports and records.
 - e. Emergency public information.
 - f. Receipt and dissemination of warning.
 - g. Damage assessment.
 - h. Coordination of disaster assistance and recovery.
 - i. Radiological defense and disaster analysis.
2. Police Department
 - a. Law Enforcement.
 - b. Assist with initial warning and alerting.
 - c. Security of vital facilities and supplies.
 - d. Traffic control.
 - e. Search and rescue. (Primary or assist depending on nature of operation)
 - f. Radiological monitoring for personnel protection.
 - g. Evacuation of threatened areas within the County.
3. James City County-Bruton Fire Department
James City County Fire Services
 - a. Fire prevention and suppression.
 - b. Hazardous substances incidents response training.
 - c. Radiological monitoring and decontamination.
 - d. Assist warning dissemination.
 - e. Assist with evacuation.

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- f. Search and rescue, primary or assist depending on nature of operation.
 - g. Assist with fallout shelter upgrading.
- 4. James City County/Williamsburg School System
Superintendent of Schools
 - a. Reception and care of evacuees.
 - b. Transportation.
 - c. Assist with fallout shelter upgrading.
 - d. Economic stabilization.
- 5. Department of Community Services
Department of Social Services
American Red Cross
 - a. Assist with the reception and care of evacuees.
 - (1) Provide registration and recordkeeping.
 - (2) Provide mass feeding.
 - b. Provide emergency welfare services for displaced persons.
 - c. Coordinate the services of quasi-public and volunteer relief organizations.
- 6. James City County Health Department
 - a. Epidemic control measures.
 - b. Medical support to persons in shelters.
 - c. Issue health advisories.
 - d. Establish emergency medical care centers.
 - e. Assist with radiological monitoring.
 - f. Emergency mortuary and interment coordination.
 - g. Insect and rodent control.
 - h. Inspection of food, milk, and water supply.
 - i. Coordination and control of biologicals and radiologicals.

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- j. Identification of the dead, assisted by the local and State Police.
- k. Coordination with area hospitals.
- 7. James City County Emergency Medical Services
James City Volunteer Rescue Squad
 - a. Rescue operations, to include ambulance service and first aid (Rescue Squad SOP).
 - b. Assist with the evacuation of endangered areas.
 - c. Assist with the dissemination of warnings.
 - d. Assist with radiological monitoring.
 - e. Other functions as set forth in the Virginia Association of Volunteer Rescue Squads Operations Plan.
- 8. Public Works Department and James City Service Authority
 - a. Fallout shelter upgrading.
 - b. Coordinate the maintenance and continued operation of utilities.
 - c. Assist in identifying essential facilities.
 - d. Debris removal. (Private property when required for public safety)
 - e. Assist with damage assessment.
- 9. Sheriff, James City County
 - a. Security of the Court and Williamsburg-James City County Jail.
 - b. Assist Police Department as possible at request of Police Chief.
- 10. County Maintenance Garage
 - a. Provide emergency towing and repair to county vehicles as required.
 - b. Provide additional manpower to assist other departments whenever possible.

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11. Buildings and Grounds

- a. Provide emergency assistance and manpower to insure operation of essential buildings.
- b. Assist with debris removal to provide emergency vehicle access to endangered areas.

12. Other County Departments

- a. Upon request of Emergency Services, transfer serviced radio-equipped vehicles to a designated location for emergency use.

IV. CONCEPT OF OPERATIONS

- A. The County Administrator is the Director of Emergency Services. With the support of key local officials and staff, he will direct and control emergency operations from the Emergency Operations Center (EOC) in Toano, Virginia, or from the LEC on John Tyler Highway.
- B. Succession to the Director of Emergency Services will be:
 1. Assistant County Administrator.
 2. Coordinator of Emergency Services.
 3. Police Chief
- C. The Coordinator of Emergency Services is responsible for (1) developing and maintaining an emergency response capability and (2) recommending actions to mitigate the potential effects of the most likely disasters. He may designate and be assisted by a Deputy Coordinator.
- D. A local emergency may be declared by the County Administrator/Director of Emergency Services with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance thereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

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- E. The County Administrator/Director of Emergency Services will notify the State Department of Emergency Services immediately upon the declaration of a local emergency. Periodic situation reports will be required thereafter. All appropriate locally-available forces and resources will be fully committed before requesting assistance from the State. All disaster-related expenditures must be documented in order to be eligible for post-disaster reimbursement should a Federal disaster be declared.
- F. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities. More specific conceptual and procedural guidance is contained in Part I: Peacetime Disaster Plan and in Part II: Nuclear Civil Protection Plan.

V. AUTHORITIES

- A. Commonwealth of Virginia Emergency Services and Disaster Law of 1973, Title 44, Chapter 3.2, Sections 44-146.13 through 44-146.28, Code of Virginia, as amended.
- B. The Commonwealth of Virginia Emergency Operations Plan:
 - 1. Volume I, Basic Plan, July 1982.
 - 2. Volume II, Peacetime Disasters, July 1982.
 - 3. Volume III, Operational Survival Plan, War-Caused Disasters, January 1975, as amended.
 - 4. Volume IV, Emergency Management of Resources Plan, June 1979.
- C. The Federal Civil Defense Act of 1950, Public Law 81-920, as amended.
- D. The Federal Disaster Relief Act of 1974, Public Law 93-288.
- E. Disaster and Preparedness Handbook for Local Government Officials, Virginia Department of Emergency Services, January 1984.

PEACETIME DISASTER PLAN

I. PURPOSE

The purpose of this Peacetime Disaster Plan is to recommend actions to be taken, primarily by local government, to mitigate against, prepare for, respond to, and recover from the harmful effects of a disaster or emergency situation.

II. SITUATION AND ASSUMPTIONS

- A. It is the responsibility of James City County government to protect life and property from the effects of hazardous events. Local government has the primary responsibility for emergency management activities. When the emergency exceeds the local government's capability to respond, assistance will be requested from the State government. The Federal government will provide assistance to the State, when appropriate.
- B. James City County is subjected to hurricanes, floods, tornadoes, ice and snow storms, earthquakes and droughts. Of major concern would be the influx of tourists, due to Colonial Williamsburg, Jamestown Festival Park, The Pottery and the Busch Gardens complexes. Population within the County could be tripled almost overnight. This could tax the County's ability to feed and shelter these tourists.
- C. Industrial accidents or incidents, power failures, river traffic in the James or York Rivers, along with the heavy volume of military and civilian aircraft in the area increases the possibility of a major disaster in the County.
- D. Another potential hazard to be considered is the possible emission of radiation from Virginia Power's Surry Nuclear Power generating facility. If this emission does occur, a mass evacuation problem would exist within James City County.
- E. Severe winter weather can limit travel and disrupt essential services for several days. Emergency assistance may be required, such as providing emergency transportation and the opening of an Evacuation Assembly Center to receive and care for displaced persons.
- F. The County relies on external sources of supply for certain resources, such as food and fuel, which are essential to the health and welfare of its citizens and its economic well-being. A variety of circumstances (work stoppages, interruptions of transportation, natural shortages, production planning errors, etc.) could present a requirement for emergency management of available resources.

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- G. Other potential emergency situations, such as large fires, widespread power failures, and transportation accidents, may also exceed local day-to-day emergency response capabilities requiring a coordinated emergency response and related expenditures.

III. ORGANIZATION AND FUNCTIONS

- A. The Commonwealth of Virginia Emergency Services and Disaster Law of 1973, as amended, provides that Emergency Services organizations and operations will be structured around existing constitutional government. The James City County organization for emergency operations consists of existing government departments and offices and private emergency response organizations.
- B. The County Administrator will be the Director of Emergency Services and will direct and control emergency operations. The Director of Emergency Medical Services will be the Coordinator of Emergency Services. He will be assisted by a Deputy Coordinator in developing the Emergency Operations Plan and maintaining an emergency response capability. Other duties and assigned responsibilities for emergency operations will be in accordance with the Basic Emergency Operations Plan.
- C. The heads of operating agencies will maintain plans and procedures in order to be prepared to effectively accomplish their assigned responsibilities.
- D. The Coordinator of Emergency Services will develop and maintain an Emergency Operations Center (EOC). Communications networks necessary for the control and coordination of emergency operations from the command post at the EOC will be established and maintained.
- E. The Coordinator of Emergency Services and the Director of Social Services will assure that necessary and appropriate post-disaster assistance, such as temporary housing and low-interest loans, is provided to disaster victims.

IV. CONCEPT OF OPERATIONS

A. General

1. The County must be prepared to bear the initial impact of a disaster on its own. Help may not be immediately available from the State or Federal government after a natural or manmade disaster.
2. The Director of Emergency Services, with support from key local officials, will exercise direction and control during disaster

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operations. The EOC may be partially or fully manned depending on the kind and size of the disaster.

3. Each department or agency assigned emergency tasks will prepare plans and emergency operating procedures for providing such personnel, materials, facilities, and services as are required to support this emergency plan.
4. Available warning time will be used to implement increased readiness measures which will insure maximum protection of the population, property, and supplies from the effects of threatened disasters.
5. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency. Efforts that would normally be required of those functions will be redirected to accomplish the emergency task by the agency concerned.
6. All appropriate locally-available forces and resources will be fully committed before requesting assistance from the State. Requests for assistance will be made through the DES Regional Coordinator/State EOC to the State Coordinator.
7. Declaration of a Local Emergency
 - a. Board of Supervisors, by resolution, should declare an emergency to exist whenever the threat or actual occurrence of a disaster is, or threatens to be, of sufficient severity and magnitude to require significant expenditures and a coordinated response in order to prevent or alleviate damage, loss, hardship, or suffering. See Attachment 1. A declaration of a local emergency activates the response and recovery programs of all applicable local and interjurisdictional Emergency Operations Plans and authorizes the furnishing of aid and assistance in accordance with those Plans. In the event the Board of Supervisors cannot convene due to the disaster, the Director of Emergency Services, or any member of the Board of Supervisors in the absence of the Director of Emergency Services may declare a local emergency to exist subject to confirmation of the entire Board of Supervisors within five days. The County Coordinator of Emergency Services will advise the State EOC/DES Regional Coordinator immediately following the declaration of a local emergency.
 - b. When local resources are insufficient to cope with the effects of a disaster and the local Director requests State assistance, the following procedures will apply. The local

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Director, by letter to the State Coordinator of Emergency Services, will indicate that a local emergency has been declared, the local Emergency Operations Plan has been implemented, available resources have been committed, State assistance is being requested, and, if appropriate, recommend that the Governor declare a state of emergency. A copy of the resolution declaring a local emergency to exist should accompany this letter.

8. Department and agency heads will identify sources from which emergency supplies, equipment, and transportation may be obtained promptly when required.
9. Accurate records of disaster-related expenditures will be maintained by department and agency heads. All disaster-related expenditures will be documented to provide a basis for reimbursement should Federal disaster assistance be needed.
10. The State Emergency Operations Plan requires the submission of four reports by local government in time of emergency:
 - a. Initial Damage Assessment Report.
 - b. Daily Situation Report.
 - c. Report of Disaster-Related Expenditures.
 - d. After-Action Report.

Reference Functional Appendices 1, 11, and 12.

11. In time of emergency, the heads of County offices, departments, and agencies will continue to be responsible for the protection and preservation of records essential for the continuity of government operations.
12. Support by military units may be requested through the State EOC. Military forces, when made available, will support and assist local forces and may receive from the local Emergency Services Director or his designated representative mission-type requests, to include objectives, priorities, and other information necessary to accomplish missions.
13. Department and agency heads will establish lists of succession of key emergency personnel (see Tab D to Functional Appendix 1).
14. Emergency assistance may be made available from neighboring jurisdictions in accordance with mutual aid agreements. Emergency forces may be sent from James City County to assist

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adjoining jurisdictions. Such assistance will be in accordance with existing mutual aid agreements or, in the absence of official agreements, directed by the County Director of Emergency Services when he determines that such assistance is necessary and feasible.

15. This Plan is effective as a basis for training and pre-disaster preparedness upon receipt. It is effective for execution when:

a. Any disaster threatens or occurs in the County and a local disaster is declared under the provisions of Section 44-146.21, the Commonwealth of Virginia Emergency Services and Disaster Law of 1973, as amended.

b. A state of emergency is declared by the Governor.

16. The Coordinator of Emergency Services, as assisted by the Deputy Coordinator, has overall responsibility for maintaining and updating this Plan. Responsible individuals and officials should recommend to the Coordinator of Emergency Services appropriate improvements and changes at any time.

B. Operations Periods

1. Normal Operations

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

2. Increased Readiness

When a peacetime disaster threatens, all agencies having responsibilities will take action as called for in their respective Functional Appendix checklist. Example: Severe winter storm watch.

3. Emergency Operations

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

a. Mobilization Phase

Conditions worsen requiring full-scale mitigation and preparedness activities. Example: tornado warning.

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b. Response Phase

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

4. Recovery

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

V. AUTHORITIES AND REFERENCES

- A. Authorities as listed in the Basic Plan, page vi.
- B. Disaster Preparedness and Assistance Handbook, Virginia Office of Emergency Services, January 1984.
- C. Integrated Emergency Management System: State and Local Population Protection Planning, Federal Emergency Management Agency, July 1984.

VI. DEFINITIONS

- A. Natural Disaster - Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, earthquake, drought, fire, or other natural catastrophe resulting in damage, hardship, suffering, or possible loss of life.
- B. Man-Made Disaster - Any industrial, nuclear, or transportation accident, explosion, conflagration, power failure, resource shortage, or other condition such as sabotage, oil spills, and other injurious environmental contaminations which threaten or cause damage to property, human suffering, hardship, or loss of life.
- C. Emergency - A sudden and unforeseeable occurrence or condition, either as to its onset or as to its extent, of such disastrous severity or magnitude that governmental action beyond that authorized or contemplated by existing law is required because governmental inaction for the period required to amend the law to meet the exigency would work immediate and irrevocable harm upon the citizens of the Commonwealth or some clearly defined portion or portions thereof.

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- D. Emergency Services - The preparation for and the carrying out of functions (other than functions for which military forces are primarily responsible) to prevent, minimize, and repair injury and damage resulting from natural, manmade, or war-caused disasters. These functions include fire fighting, police, medical and health, rescue first aid, warning, communications, evacuation, resource management, plant protection, restoration of public utility services, and other functions related to preserving the public health, safety, and welfare.
- E. Major Disaster - Any natural or manmade disaster in any part of the United States which, in the determination of the President of the United States, is or thereafter determined to be of sufficient severity and magnitude to warrant disaster assistance above and beyond emergency services by the Federal government to supplement the efforts and available resources of the several states, local governments, and relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby and is so declared by him.
- F. State of Emergency - The condition declared by the Governor when, in his judgement, a threatened or actual disaster in any part of the State is of sufficient severity and magnitude to warrant disaster assistance by the State to supplement local efforts to prevent or alleviate loss of life and property damage.
- G. Local Emergency - The condition declared by the local governing body when, in its judgment, the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate loss of life, property damage, or hardship. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of a local governing body, when he deems the situation to be of sufficient magnitude to warrant coordinated local government action to prevent or alleviate the hardship or suffering threatened or caused thereby.
- H. Resource Shortage - The absence, unavailability, or reduced supply of any raw or processed natural resource or any commodities, goods, or services of any kind which bear a substantial relationship to the health, safety, welfare, and economic well-being of the citizens of the Commonwealth.
- I. Emergency Operations Center (EOC) - Centrally-located government or community building, equipped with communications and emergency power, for coordination of government services, volunteer organizations, and emergency public information.

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- J. Hazardous Materials - Substances and materials in quantities and forms that may pose an unreasonable risk to health and safety or to property when transported in commerce. Hazardous materials include: explosives, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons or poisonous gases, oxidizing or corrosive materials, irritants, compressed gases, and hazardous waste (as defined in United States Department of Transportation Regulations).
- K. Severe Weather "Watch" - Atmospheric conditions indicate that severe weather is possible, but has not yet occurred (e.g., Hurricane Watch, Flash Flood Watch, Tornado Watch, etc.).
- L. Severe Weather "Warning" - Severe weather conditions which could cause serious property damage or loss of life have occurred--have been actually observed or reported. For example, a Flash Flood Warning means that heavy rains have occurred and low-lying areas are likely to be flooded.

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Attachment 1

Sample
Local Emergency Resolution

Resolution

WHEREAS, the Board of Supervisors of the County of James City does hereby find:

1. That due to the heavy rains and windstorms, the County of James City is facing dangerous flood conditions;
2. That due to the floods, a condition of extreme peril to life and property necessitates the proclamation of the existence of an emergency;

NOW, THEREFORE, IT IS HEREBY PROCLAIMED that an emergency now exists throughout said County/City; and

IT IS FURTHER PROCLAIMED AND ORDERED that during the existence of said emergency the powers, functions, and duties of the Director of Emergency Services and the Emergency Services organization of the County of James City shall be those prescribed by State law and the ordinances, resolutions, and approved plans of the County of James City in order to mitigate the effects of said emergency.

Dated: _____

Board of Supervisors
County of James City

Attest:

Clerk, Board of Supervisors/
County of James City
State of Virginia

0047P

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FUNCTIONAL APPENDIX 1: DIRECTION AND CONTROL

MISSION

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

In time of emergency, the mission is to direct and control emergency operations, assure the implementation of actions as called for in this plan, disseminate emergency information to the public, and maintain liaison with the State EOC.

ORGANIZATION

Emergency operations will be directed and controlled from the County EOC which is located in Toano, Virginia, or at the LEC on John Tyler Highway. The EOC staff will consist of the County Administrator/Director of Emergency Services, Police Chief, Coordinator of Emergency Services, Deputy Coordinator of Emergency Services, and key service chiefs/departments heads or their representatives. Support personnel to assist with communications and logistics should also be designated. See Tabs A, B, and C.

CONCEPT OF OPERATIONS

Reference the Peacetime Disaster Plan, Concept of Operations, paragraph IV.

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

The EOC support staff should include a controller, message clerk, and other support personnel. Their mission is to relieve the decision-making group of handling messages, maintaining logs, placing maps, etc. Procedures for these support operations should be established and maintained. Suggested forms are included at Tabs F and G. An EOC wall map should also be prepared; see Tab H.

EMERGENCY MANAGEMENT ACTIONS - DIRECTION AND CONTROL

1. Normal Operations

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

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- b. Develop and maintain an operational capability for emergency operations and reflect same in the local Emergency Operations Plan.
 - (1) Make individual assignments of duties and responsibilities to staff an EOC and implement emergency operations. Maintain a roster of key personnel.
 - (2) Assure that adequate facilities and resources are identified to conduct emergency operations at the local EOC and the local evacuation assembly center.
 - (3) Develop mutual support agreements with adjacent jurisdictions and relief organizations, such as the American Red Cross and the Salvation Army.
 - (4) Develop plans and procedures for providing timely information and guidance to the public in time of emergency.
 - (5) Test and exercise plans and procedures with periodic exercises and drills. Revise plans and provide training as required.
- c. Develop accounting and record keeping procedures for expenses incurred during an emergency. Become familiar with Federal Disaster Assistance procedures (see Functional Appendix 13), the Disaster Preparedness and Assistance Handbook, and the State Emergency Services Law of 1973.
- d. Define and encourage hazard mitigation activities which will reduce the probability of the occurrence of a disaster and/or reduce its effects.
- e. Identify and maintain a list of essential services and facilities which must continue to operate and may need to be protected during an emergency.

2. Increased Readiness

A natural or manmade disaster is threatening the local area. Example: severe winter storm watch.

- a. Update emergency operations plans and procedures, if necessary. Insure the operational capability of the EOC facility and alert on-duty personnel.
- b. Alert service chiefs of the situation and assure that appropriate mitigation and preparedness measures are being taken, as appropriate.
- c. Implement record keeping of all incurred expenses, if applicable.

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- d. Prepare to provide emergency information to the public (see Functional Appendix 2).

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities. Example: severe winter storm warning.

- (1) Direct and control emergency operations. Complete all checklist items listed above. Staff the EOC, as required.
- (2) Brief the County Administrator and Board of Supervisors as appropriate.
- (3) Call a meeting of service chiefs. Review actions already taken and expedite those necessary to conduct in-the-field mitigation and preparedness activities. Assure the completion of checklist items in each Functional Appendix.
- (4) Disseminate emergency information and protective action guidance to the public. Advise individuals to evacuate from danger areas, if appropriate.
- (5) Establish and maintain liaison with the State EOC and adjacent jurisdictions. Provide daily situation reports to the State EOC (see Tab E).
- (6) Continue to maintain records for all expenses incurred. Coordinate daily with each service chief.

b. Response Phase

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

- (1) Direct and control emergency operations. Insure that previous checklist items have been completed or initiated.
- (2) Provide emergency information and protective action guidance to the public.
- (3) Declare a local emergency if the situation warrants.
- (4) Provide periodic situation reports and requests for assistance to the State EOC as the situation requires.
- (5) Insure that an accurate record of expenses is maintained.

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- (6) Make an Initial Damage Assessment and forward to the State EOC.
Reference Functional Appendix 12: Damage Assessment.

4. Recovery

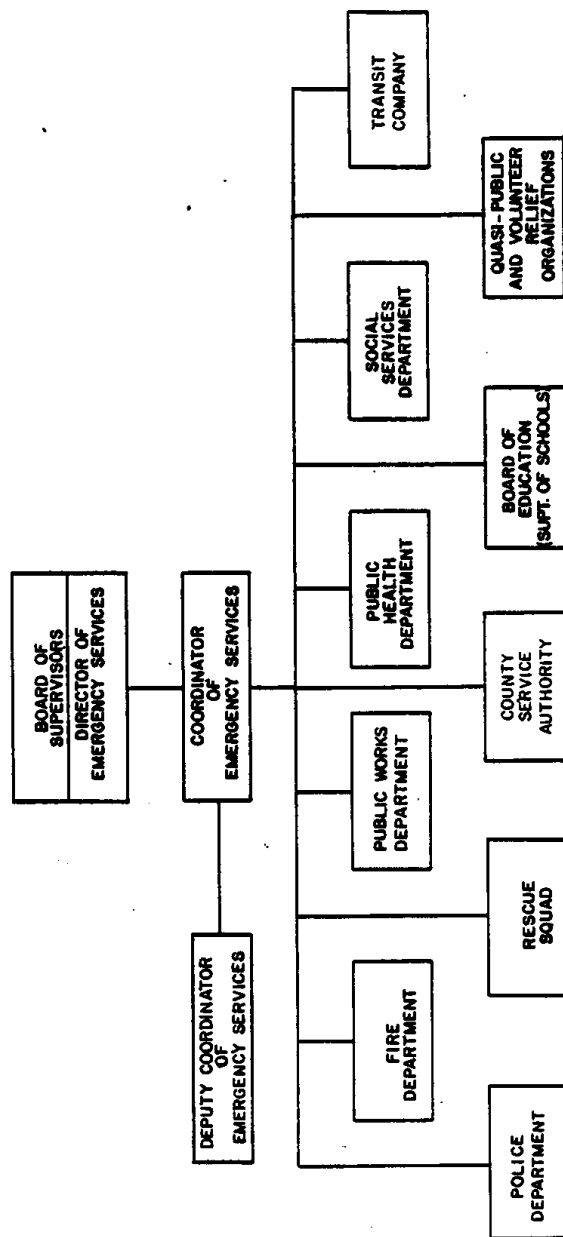
This phase requires that priority attention be given to the restoration of essential facilities and an assessment of damage effects.

- a. Restore essential facilities and services. Provide temporary housing and food as required.
- b. Continue to maintain a record of disaster-related expenditures.
- c. Coordinate with the State EOC. Provide supplementary damage assessment information as required. Request post-disaster assistance if appropriate. See Functional Appendix 12.

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Tab A to Functional Appendix 1

EMERGENCY SERVICES ORGANIZATION



NOTE: SEE ANNEX A FOR ASSIGNED RESPONSIBILITIES AND FUNCTIONS

James City County Emergency Operations Plan, Part I

Tab B to Functional Appendix 1

MATRIX OF RESPONSIBILITIES

● - Primary

○ - Assist or Support

	County Administrator/Director of Emergency Services	Emergency Med. Svcs./Coordinator of Emergency Services	Police Department	James City County Fire Department	James City County-Bruton Volunteer Fire Department	Superintendent of Schools	Department of Social Services	American Red Cross	James City County Health Department	James City County Rescue Squad	Public Works Department	County Health Department	WPA/US Extension Agency	Code Compliance	Commonwealth's Attorney
Direction and Control	●	○													○
Emergency Public Information	●	○													
Law Enforcement			●												
Traffic Control			●						○	○					
Communications		●	○												
Warning and Alerting		●	○	○					○	○					
Fire Response			●	●					○						
Hazardous Materials Response		○	●	●											
Search and Rescue		●	●	●					○	○					
Evacuation		●	○	○					○	○					
Radiological Incident Response			●	●					○	○	○				
Reception and Care					●	○	○								
Emergency Medical Transport									●	●					
Mass Feeding					○	●	○								
Welfare Services						●	○								
Health Services							●								
Utilities Services										○	●				
Street Maintenance										○	○				
Debris Removal										○	○				
Damage Assessment		●										○	○		
Resource and Supply										●					
Economic Stabilization				●											○
Medical Services						○	●	○	○						
Mortuary Services							●	○	○						

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Tab C to Functional Appendix 1

EMERGENCY SERVICES ORGANIZATION AND TELEPHONE LISTING

<u>Position</u>	<u>Name</u>	<u>Work</u>	<u>Home</u>
County Administrator/Director of Emergency Services	James B. Oliver, Jr.	253-6605	220-3879
Coordinator of Emergency Services	Russell Lowry	220-0242	564-8191
Deputy Coordinator of Emergency Services	Franklin G. Tate	220-0242	229-6441
Police Department/Traffic Control	Robert Key	253-1800	220-2440
Fire Department Chief	Garland Wooddy	220-0626	566-1160
Superintendent of Schools	John Allen	253-6756	565-0797
Public Works/Utilities	Wayland Bass	253-6670	229-1609
Health Department	Dr. R. P. McKeogh	565-6860	220-2222
Social Services	John Holdren	565-6855	229-4488
James City Service Authority	Sandy Wanner	229-3200	229-8277
James City-Bruton Volunteer Fire Department	Lacy Banks	566-1905	566-1813
James City Transit	Richard Drumwright	220-1621	599-0896
American Red Cross		253-0228	
School Board Operations	Paul Ogg	220-1393	253-0389
State Police			

James City County Emergency Operations Plan, Part I

Tab C to Functional Appendix 1 (Continued)

EMERGENCY SERVICES ORGANIZATION AND TELEPHONE LISTING

Community Services	Anthony Conyers 565-6810	564-3824
County Maintenance Garage	Steve Stephenson 229-4988	497-2442
Buildings and Grounds	Tommy Fowler 220-2043	566-1374

James City County Emergency Operations Plan, Part I

Tab D to Functional Appendix 1

SUCCESSION OF AUTHORITY

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

<u>Organization/Service Function</u>	<u>Authority in Line of Succession</u>
Direction and Control	<ol style="list-style-type: none"> 1. Director Office of Emergency Services 2. Assistant County Administrator 3. Coordinator of Emergency Services
Emergency Public Information	<ol style="list-style-type: none"> 1. Fire Prevention Officer 2 2. Supervisor of Investigations 3.
Police Department	<ol style="list-style-type: none"> 1. Police Chief 2. Police Captain 3. Police Duty Sergeant
Fire Department	<ol style="list-style-type: none"> 1. Fire Chief 2. Assistant Fire Chief 3. Duty Fire Captain
School System	<ol style="list-style-type: none"> 1. Superintendent 2. Assistant Superintendent 3. Director of Operations
Public Works/Utilities	<ol style="list-style-type: none"> 1. Director of Public Works 2. Engineering Manager 3.
Health Department	<ol style="list-style-type: none"> 1. Medical Director 2. 3.
Social Services	<ol style="list-style-type: none"> 1. Director of Social Services 2. 3.
James City Service Authority	<ol style="list-style-type: none"> 1. Business Manager 2. Construction Manager 3. Utility Operations Superintendent

James City County Emergency Operations Plan, Part I

Tab D to Functional Appendix 1 (Continued)

SUCCESSION OF AUTHORITY

Transit Company

1. Transit Manager
2. Ridesharing Coordinator/Secretary

Shelter Manager

1. Director of Community Services
2. Director of Social Services

James City County Emergency Operations Plan, Part I

Tab E to Functional Appendix 1

FORMAT
SITUATION REPORT

Following are the seven major elements of a SITREP and the types of information that should be reported for each element:

1. Type of Emergency

- Identify the type of emergency, by name if it is due to a tropical storm or hurricane.
- Describe where and when it happened or is likely to happen.

2. Damage

- Casualties; number of dead and injured and locations(s) of these.
- Type and extent of property damage, especially as this directly affects people (e.g., damage to housing, food supplies, medical resources, water and sewage service).
- Special damage problems; such as damage to key utilities, communication facilities, medical resources, major transportation facilities (e.g., major highways, bridges, rail routes, airports, deep water ports), major military or nuclear facilities.
- Any additional damage potential as a result of the emergency.

3. State and Local Actions

- Major State and local emergency services actions, such as dissemination of warning, activation and use of EOCs, coordination of rescue operations, management of evacuations, arrangement for needed emergency supplies, working with mass media to get official information to the people, etc.
- State and local requests for assistance for Federal civil agencies.
- Military support requests, described in mission terms (e.g., search flooded area from A to B for trapped persons), and whether support actions are to be performed by National Guard or Federal active duty forces; make clear whether such requests are anticipated or actually have been made by State or local authorities.

James City County Emergency Operations Plan, Part I

SITUATION REPORT (CONT.)

4. FEMA Region III Action

- Participation by FEMA regional staff members to assist the affected states or localities; FEMA staff support to other Federal agencies involved.
- Use of Federal supported resources, such as NAWAS and other communication nets, State and local EOCs funded by FEMA, surplus or excess property used by civil defense, radio stations able to remain on the air because of FEMA emergency generators, on-site assistance preparation elements brought to bear in the emergency, etc.

5. Military Action

- State National Guard or Federal active duty forces involved, described in terms of number of troops and type of equipment committed, and the mission(s); actions by Army Corps of Engineers.

6. Other Federal Agencies

- Actions by other Federal government civil agencies in support of State and local operations.

7. Organized Volunteer Action

- Identify American National Red Cross and other volunteer agency participation in emergency actions and describe major actions they have taken.

James City County Emergency Operations Plan, Part I

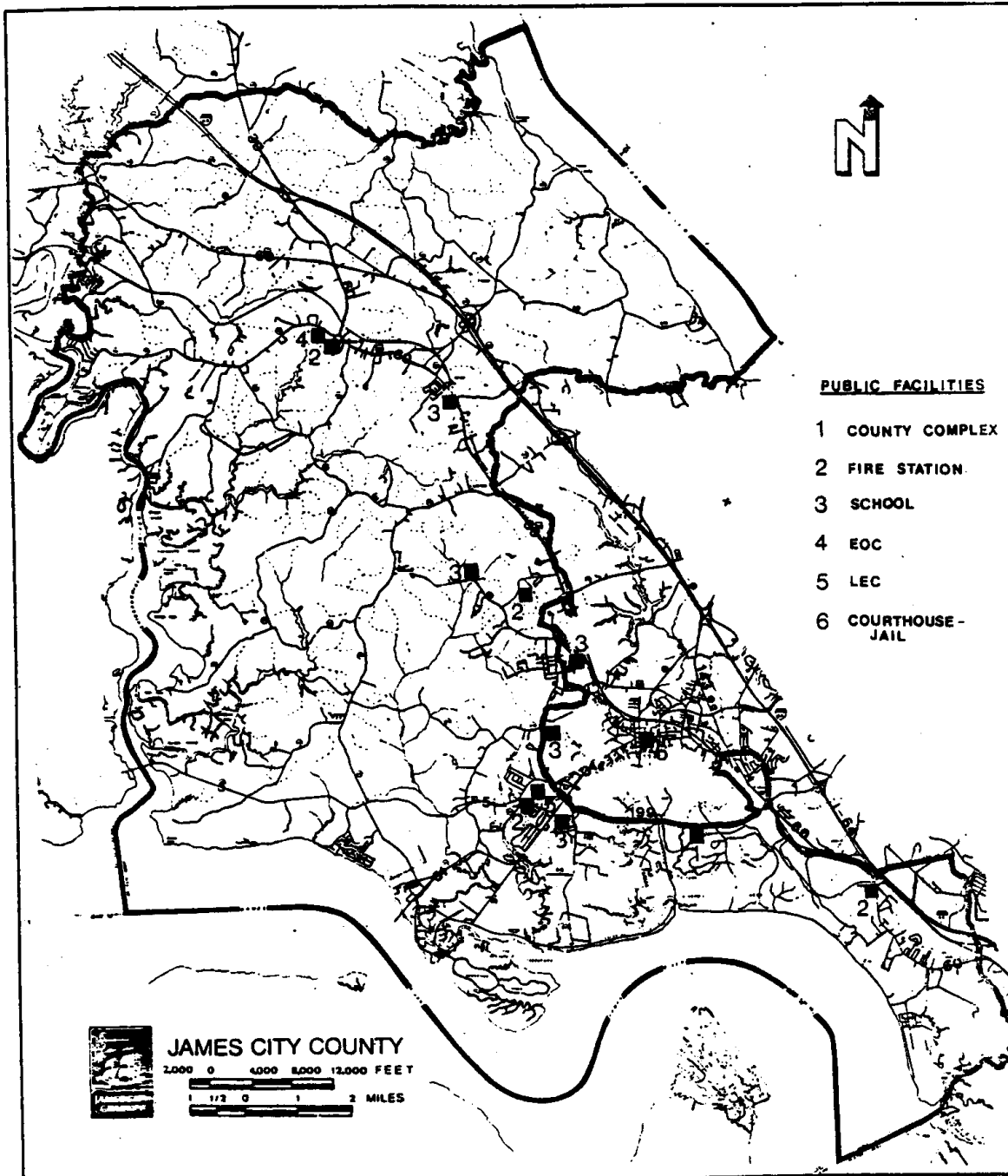
Tab F to Functional Appendix 1

<u>EOC MESSAGE</u>		Log No. _____
TO: _____	DATE: _____	
FROM: _____	TIME: _____	
SITUATION/INCIDENT DESCRIPTION:		

ACTION TAKEN:		

ACTION OFFICER: _____		

This form should be reproduced in triplicate.



James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 2: EMERGENCY PUBLIC INFORMATION

MISSION

To keep the public informed concerning the threatened or actual emergency situation and to provide protective action guidance as appropriate to save lives and protect property.

ORGANIZATION

The dissemination of emergency public information will be directed and controlled from the EOC by the Emergency Services Coordinator. The EOC will work jointly with, and have official access to, local radio stations and newspapers.

The following officials and organizations are responsible:

County Administrator/Coordinator of Emergency Services
Deputy Coordinator of Emergency Services
Public Information Officer

CONCEPT OF OPERATIONS

State-level emergency public information will be broadcast by the Emergency Broadcast System (EBS). The State EOC has the primary responsibility of keeping the public informed when the emergency affects a widespread area. This will supplement information provided by the National Weather Service. Participating radio stations in the James City County area are: WMBC, WQKS, Williamsburg; WKEZ, Yorktown; and WKGM, Smithfield. Whenever there is a public "need to know", the Coordinator of Emergency Services should also access these local stations to advise the public concerning locally unique emergency public information.

The news media must assure that confusing or conflicting information is not disseminated to the public. They will, in effect, assume a support role to local government during emergency operations.

Area newspapers should be requested to publish articles periodically in order to increase public awareness about the primary local hazards and to suggest the best protective actions for individuals in time of emergency. Reference Functional Appendix 14: Hazard Mitigation.

EMERGENCY MANAGEMENT ACTIONS - EMERGENCY PUBLIC INFORMATION

1. Normal Operations

- a. Establish a working arrangement between the local EOC and local radio stations and newspapers.

James City County Emergency Operations Plan, Part I

- b. Encourage local newspapers to periodically publish general information about those specific hazards which are most likely to occur. Emphasize citizen response and protective action.

2. Increased Readiness

A natural or manmade disaster is threatening the local area. Example: severe winter storm watch.

- a. Monitor national and State level news coverage of the situation.
- b. Prepare locally unique, supplementary public information news releases and keep them updated to reflect the current emergency situation.
- c. Evaluate the situation. Consider putting out news releases when there is a public "need to know". The content should be coordinated with adjacent jurisdictions and the State EOC.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities. Example: Winter storm warning.

- (1) After coordination with the State EOC, begin to disseminate emergency public information via news releases to the local news media.
- (2) If necessary, designate a phone number and personnel to handle citizen inquiries.
- (3) Assure the availability of back-up generators at local EBS radio stations.
- (4) Maintain a record of all expenses throughout the emergency.

b. Response Phase

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

- 1. Develop accurate and complete information regarding incident cause, size, current situation, and resources committed.
- 2. Continue to keep the public informed of the situation and of recommended protective actions.

4. Recovery

- a. Continue to keep the public informed concerning local recovery operations.
- b. Assist the Health Department in disseminating public health notices, if necessary.

James City County Emergency Operations Plan, Part I

Tab A to Functional Appendix 2

			<u>Telephone</u>
Newspapers:			
<u>Richmond Times Dispatch</u>			(804) 229-1512
<u>Daily Press/Times Herald</u>			229-3783
<u>Virginia Gazette</u>			202-1736
Radio Stations:			
WRVA	1140 AM	Richmond	(804) 643-6633
WKEZ	94.1 FM	Yorktown	898-9404
WM8G	740 AM	Williamsburg	229-7400
WQKS	96.5 FM	Williamsburg	874-3696
WGH	1310 AM	Newport News	826-1310
WKGM	940 AM	Smithfield	357-4173
Television Stations:			
WVEC	Channel 13	Hampton	722-6331
WTKR	Channel 3	Norfolk	245-4742
WAVY	Channel 10	Portsmouth	244-1711

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James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 3: LAW ENFORCEMENT AND TRAFFIC CONTROL

MISSION

Provide traffic control; prevent crimes against people and property; and provide security for vital facilities, supplies, and evacuated areas.

ORGANIZATION

Law enforcement and traffic control are the responsibility of the Police Department.

The following organizations are responsible:

Police Department
State Police

The Police Department is also responsible for effecting the evacuation of threatened areas as directed by the EOC. See Functional Appendix 6.

CONCEPT OF OPERATIONS

Procedures should be developed for each of the following: security of essential facilities and traffic control.

EMERGENCY MANAGEMENT ACTIONS - LAW ENFORCEMENT

1. Normal Operations

Develop and maintain plans to provide law enforcement, assist in warning and traffic control in time of emergency.

- (a) Identify essential facilities and develop procedures to provide for their security and continued operation in time of emergency.
- (b) Assign emergency duties and provide training, as appropriate.

2. Increased Readiness

A natural or manmade disaster is threatening the local area. Example: Winter storm watch.

- a. Monitor the situation and be prepared to mobilize, if required.
- b. Review and update plans and procedures, if necessary.

3. Emergency Operations

- a. Mobilization Phase

James City County Emergency Operations Plan, Part I

Conditions continue to worsen requiring full-scale mitigation and preparedness activities. Example: Winter storm warning.

- (1) When directed, implement evacuation procedures for threatened area (see Functional Appendix 6).
- (2) Provide traffic control and security, as required.

b. Response Phase

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

- (1) Provide traffic control and security, as required. Restrict access to evacuated areas. Provide for the security of essential facilities.
- (2) Conduct search and rescue operations, as required.

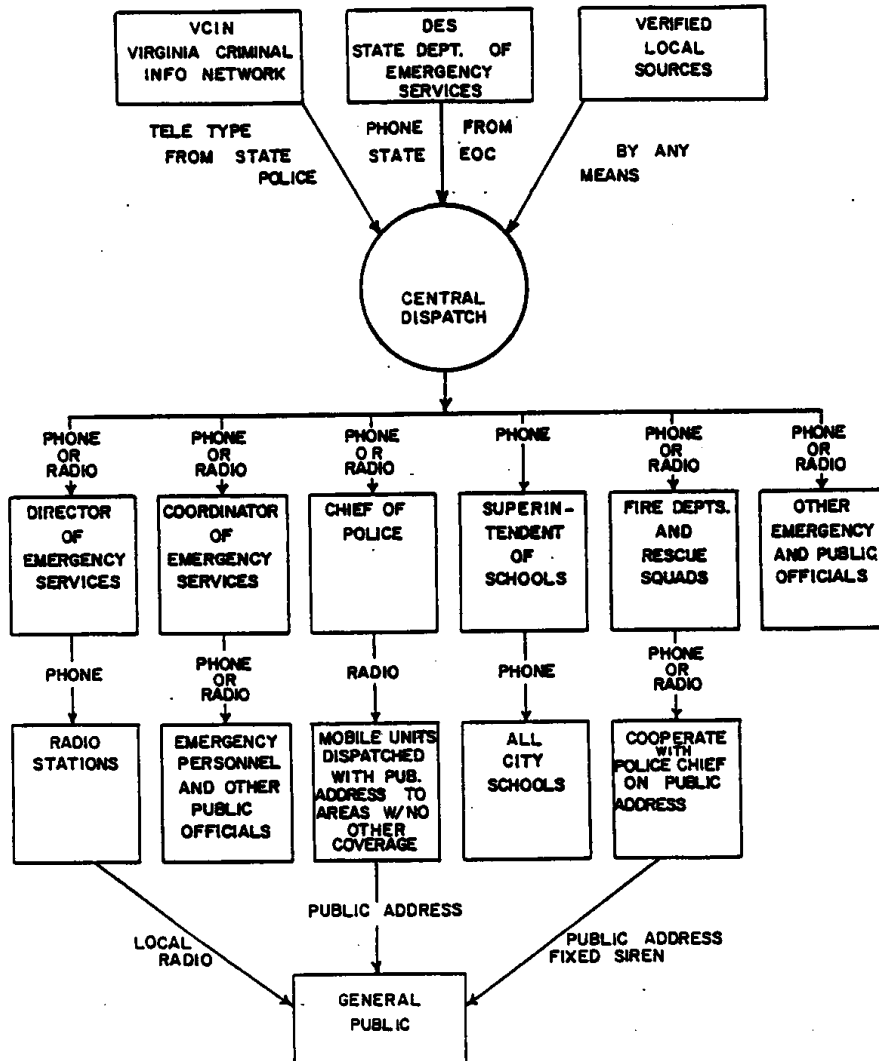
4. Recovery

- a. Continue to provide traffic control and security, as required.
- b. Assist with identification of the dead, if required.
- c. Assist with damage assessment. Compile disaster-related expense records.

James City County Emergency Operations Plan, Part I

Tab A to Functional Appendix 3

WARNING FAN-OUT SYSTEM



James City County Emergency Operations Plan, Part I:

Tab B to Functional Appendix 3

LAW ENFORCEMENT RESOURCES

Police Department

I. Personnel

- A. 1 Chief of Police.
- B. 1 Police Captain.
- C. 1 Supervisor of Investigations.
- D. 3 Investigators.
- E. 1 Desk Sergeant.
- F. 5 Shift Sergeants.
- G. 1 Crime Prevention/Training Coordinator.
- H. 1 Crime Prevention Officer.
- I. 23 Patrol Officers.
- J. 3 Clerks.

II. Equipment and Facilities

- A. 35 Patrol Cars (Radio Equipped).
- B. 1 ERT Van.
- C. 30 Portable Radios.
- D. Breathalyzer Equipment At Jail.
- E. Local Police Lock-Up, Detention Facility At Jail.
- F. 1500 Watt Portable Generator.
- G. 1 Bull Horn.
- H. 6 Gas Masks.

Sheriff, James City County**I. Personnel**

A. 1 Sheriff.

B. 4 Deputy Sheriffs.

II. Equipment and Facilities

A. 5 Patrol Cars (Radio Equipped).

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James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 4: MEDICAL, HEALTH, AND RESCUE

MISSION

To provide coordinated medical, health, and rescue services to save lives in time of emergency.

ORGANIZATION

Emergency health services will be provided by the Director of the County Health Department assisted by a staff of approximately 15.

The Williamsburg Community Hospital provides emergency medical care to all area residents. The James City County Rescue Squad and the James City-Bruton Volunteer Rescue Squad will provide emergency medical transportation, assist with the evacuation of endangered areas, and assist in land search and rescue operations. Local funeral homes will assist with mortuary operations as required.

CONCEPT OF OPERATIONS

During a threatened or actual emergency, coordinated health, medical, and rescue services will be provided from the EOC by the Director of Health or his designated representative. Should the disaster area extend into the other jurisdictions, coordination will be effected with their EOC's.

Should a disaster substantially overwhelm local medical and rescue resources, support and assistance will be requested from medical institutions and rescue squads in neighboring jurisdictions.

Essential public health services, such as food and water inspections, will be provided by the local Health Department as augmented by State-level resources and manpower. Public health advisories will be issued only after coordination with the local Coordinator/Public Information Officer at the EOC.

It may become necessary to set up a temporary medical aid station at the designated Evacuation Assembly Center to supplement the hospital. In the beginning, staffing should consist of one medical doctor, two registered nurses, four EMTs, and eight aids, and then expanded later as needed.

In disasters involving a large number of casualties, assistance will be requested from local funeral directors. The deceased must be identified before being released to funeral homes. A large building may need to be designated to serve as a temporary morgue. The Virginia Funeral Directors Association will provide equipment, supplies, and manpower as needed for such a localized disaster.

During periods of threatening or actual emergency situations, the Health Department is responsible for:

James City County Emergency Operations Plan, Part I

1. Issuing Health Advisories

As a routine function, each member of the Health Department will be alert to health-threatening disasters of potential emergency situations. Any knowledge of such events shall be reported to the Coordinator of Emergency Services so that the public may be warned and precautionary actions taken.

2. Epidemic Control Measures

- a. Maintain records of diseases reported and remain aware of conditions which could lead to a disease outbreak.
- b. Establish liaison with the State Department of Health and establish procedures for immunization teams and a pooling of drugs and medications.
- c. Establish liaison with neighboring hospitals and pharmacists to coordinate emergency use of available drug supplies.

3. Sanitary Engineering of Sewage and Waste Disposal

- a. Provide information, assistance, and standards for emergency waste water treatment problems.
- b. Provide information, assistance, and standards for emergency disposal of materials affecting air quality (burning).

4. Inspection of Food, Milk, and Water Supplies

- a. During and after emergencies, test water supplies for potability, including municipal systems and wells.
- b. Assist in assessing damage to water treatment facilities.
- c. Issue guidelines on the maintenance of a safe water supply and request, through the Coordinator of Emergency Services, the acquisition of portable distribution and disinfecting equipment, if required.
- d. Determine the safety and wholesomeness of available food and milk supplies.
- e. Embargo damaged and contaminated food supplies and coordinate with the State Department of Agriculture and Consumer Services on their destruction or disposal.
- f. Request assistance through the Coordinator of Emergency Services for laboratory analysis by the State Division of Consolidated Laboratory Services to determine any chemical or microbiological contamination.

5. Control of Hazardous Substances (See Functional Appendix 8)

- a. Identify affected (or suspected) contamination area(s) and request the Police Department to cordon off the area(s) to protect citizens.

James City County Emergency Operations Plan, Part I

- b. Request special assistance through the Coordinator of Emergency Services if the situation caused by hazardous materials is of the magnitude and seriousness which exceeds the capability of available instrumentation and technical proficiency of local Health Department personnel.

6. Identification of the Dead and Mortuary Operations

- a. Provide overall direction of the identification of the dead, through the State Medical Examiner's Office, if required.
- b. Arrange with local funeral homes, through the Virginia Funeral Directors Association, for the emergency use of their services and facilities for mortuary operations.
- c. Obtain a suitable facility for use as a temporary morgue, if required.

EMERGENCY MANAGEMENT ACTIONS - MEDICAL, HEALTH, AND RESCUE

1. Normal Operations

- a. Designate an individual to coordinate medical, health, and rescue services.
- b. Develop and maintain procedures for providing a coordinated response. Maintain a roster of key officials in each medical support area.
- c. Establish a working relationship and review emergency roles with the local hospital and rescue squads.

2. Increased Readiness

A natural or manmade disaster is threatening the local area. Example: severe winter storm.

No action required.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities. Example: severe winter storm.

- (1) Review and update plans and procedures.
- (2) Alert personnel.

b. Response Phase

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

- (1) The Director of the local Health Department or his representative should report to the EOC.

James City County Emergency Operations Plan, Part I

- (2) Coordinate medical, health, and emergency medical transportation services.
- (3) Provide health services, such as testing food and water supplies and controlling communicable diseases, as required.
- (4) Maintain a record of disaster-related expenses.

4. Recovery

- a. Continue to provide health services and to coordinate medical services. Assist the State Medical Examiner's Office in the identification and disposition of the deceased.
- b. Assist with damage assessment. Consolidate and submit a record of disaster-related expenses incurred by Health Department personnel. Also, assist with the damage assessment of water and sewage facilities, as required.

James City County Emergency Operations Plan, Part I

Tab A to Functional Appendix 4

RESCUE SERVICES RESOURCES

James City County and James City Volunteer Rescue Squads

A. Personnel

3 EMT - Cardiac Shift Supervisors Paid
9 EMT - Cardiac Aid Paid
14 EMT - Volunteers

B. Equipment

1. 6 Ambulances.
2. 1 Heavy Duty Rescue Truck.
3. 1 Station Wagon.
4. 2 Boats.

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James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 5: FIRE SERVICE

MISSION

To prevent and suppress fires thereby preventing or minimizing the loss of life and property, and to assist with rescue, warning, and other operations as required in time of emergency.

ORGANIZATION

The Fire Chief or a Fire Department representative will coordinate the response of the Fire Department and will be a part of the EOC staff which will assist the overall direction and control of emergency operations.

The James City County firefighting capability consists of 4 fire companies. The James City-Bruton Volunteer Fire Department, which is co-located with the Rescue Squad, is located in Toano, and the James City County Fire Department has stations on Route 60, Route 5, and Centerville Road. Personnel assigned to the James City-Bruton Volunteer Fire Department consist of 6 paid and 55 volunteer members. The James City County Fire Department has 44 paid members, including the six assigned to the James City-Bruton Volunteer Fire Department.

CONCEPT OF OPERATIONS

The Fire Department is capable of suppressing all types of fires and of responding to a hazardous substances incident (see Functional Appendix 8).

Should an emergency demand greater resources than are available within the County, fire departments in nearby jurisdictions will assist. Likewise, the James City County Fire Department will assist other jurisdictions when needed. All such assistance should be in accordance with existing mutual aid agreements.

The fire department maintains its own equipment and supplies. Fire fighting personnel may be augmented by auxiliary trained personnel.

EMERGENCY MANAGEMENT ACTIONS - FIRE SERVICE

1. Normal Operations

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

2. Increased Readiness

A natural or manmade disaster is threatening the local area. Example: flash flood watch.

Alert on-duty personnel.

3. Emergency Operations

a. Mobilization Phase

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

- (1) Review and update plans and procedures.
- (2) Alert personnel to stand-by status.
- (3) Begin to implement record keeping of all incurred expenses and continue for the duration of the emergency.
- (4) Check firefighting and communications equipment.
- (5) The Fire Chief or his representative should report to the EOC and assist with emergency operations.
- (6) As the situation worsens, alert and assign duties to all personnel. Fire department personnel may be requested to assist with warning and evacuation.

b. Response Phase

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

- (1) Follow established procedures in responding to fires or hazardous materials incidents.
- (2) For other disasters:
 - (a) Continue to assist with evacuation as required.
 - (b) Assist with ground search and rescue, if requested.
- (3) Record disaster-related expenses.

4. Recovery

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

Tab A to Functional Appendix 5

FIRE SERVICES RESOURCES

I. James City and James City-Bruton Volunteer Fire Departments

A. Personnel

1. 1 Fire Chief
2. 1 Volunteer Fire Chief
3. 1 Assistant Fire Chief
4. 3 Captains
5. 12 Fire Lieutenants
6. 1 Fire Prevention and Safety Officer
7. 1 Fire Inspector
8. 24 Paid Fire Fighters
9. 55 Volunteer Fire Fighters
10. 20 Auxiliary Fire Fighters
11. 1 Secretary

B. Equipment

1. 4 Fire Department Buildings
2. 4 Engines, 1000 gpm pump, 750 gallon tanks
3. 3 Engines, 750 gpm pump, 750 gallon tanks
4. 2 Mini pumpers - 4-wheel drive
5. 2 4-wheel drive jeep with pump and 100 gallon tanks
6. 1 5,500 gallon water tanker
7. 2 pick-up trucks
8. 4 station wagons
9. 2 cars - sedans
10. 1 Mobile generator - Property of Public Works

- 11. 1 International fire truck -
- 12. 2 aerial ladder fire trucks
- 13. Virginia Division of Forestry Fire Plow

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James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 6: EVACUATION

MISSION

To evacuate persons from threatened areas when their lives are endangered by a potential natural or manmade disaster.

ORGANIZATION

The Director of Emergency Services is normally responsible for making the decision to order evacuation. However, in the event of a fire or hazardous materials incident, the first responder or the Fire Chief when he arrives at the scene may order evacuation. The Police Department, assisted by the Fire Department, is responsible for effecting evacuation. The Superintendent of Schools, assisted by Community Services, Social Services and the American Red Cross, is responsible for the reception and care of evacuees (see Functional Appendix 7). The Superintendent of Schools will provide school buses and drivers for the transportation of evacuees to the Evacuation Assembly Center, if required.

CONCEPT OF OPERATIONS

Based on a hazards analysis of the County, severe winter weather and hazardous substances incidents are the primary hazards. Hazards attendant to manufacturing, such as chemical spills, air pollution, and fires, may also require the evacuation of selective areas.

The Coordinator should delineate areas which may need to be evacuated, such as the 100 year floodplain and areas within one-half mile of sites with a potential for a hazardous substances incident. Such sites include industrial plants, highways and railroads upon which hazardous materials are transported, and warehouses or dump sites where such materials are stored or disposed of. See Tab A.

Should an evacuation become necessary, warning and evacuation instructions will be put out via radio and TV. Also, the Police Department, assisted as necessary by the Fire Department and Rescue Squads, will use mobile loudspeakers to insure that all residents in the threatened areas have received the evacuation warning.

In a radiological emergency, Charles City County High School has been designated as the Evacuation Assembly Center where evacuees will be received and cared for. Lafayette High School will be the Evacuation Assembly Center for all other emergencies. See Functional Appendix 7.

Evacuees should be advised to take the following items with them if time and circumstances permit; one change of clothing, special medicines, baby food and supplies, if needed, and sleeping bags or blankets.

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Evacuees will be advised to secure their homes and turn off utilities before leaving. The Police Department will provide for the security of the evacuated area.

Should an accident requiring evacuation occur at any one of the County's industrial plants, the County will provide assistance as required. Should an accident require large-scale evacuation, the County may need to coordinate with Charles City County to receive and care for evacuees in a designated Evacuation Assembly Center in the County which is well beyond the affected area.

EMERGENCY MANAGEMENT ACTIONS - EVACUATION

1. Normal Operations

- a. Delineate hazard-prone areas which may need to be evacuated.
- b. Develop plans and procedures to provide warning and effect evacuation.

2. Increased Readiness

A natural or manmade disaster is threatening the local area. Example: Tornado watch.

- a. Review and update plans and procedures.

- (1) Delineate the specific areas which may need to be evacuated and designate evacuation routes.
- (2) Make a list of potential evacuees, if feasible.
- (3) Prepare news releases.
- (4) Anticipate and resolve special problems, such as evacuating nursing homes, schools, etc.

- b. Alert personnel to stand-by status.

- c. Begin to keeping records of all expenses incurred and continue for the duration of the emergency.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities. Example: Tornado warning.

- (1) Implement evacuation. Disseminate warning via radio/TV news releases and via mobile loudspeakers.
- (2) The EOC staff should maintain a log of emergency operations, noting the time each area or family is alerted to the evacuation order.

James City County Emergency Operations Plan, Part I

- (3) Provide security for the evacuated area. Set up barricades and deny access to all but essential traffic.
- (4) Advise the State EOC of the order to evacuate and again when evacuation has been completed.
- (5) Record disaster-related expenses.

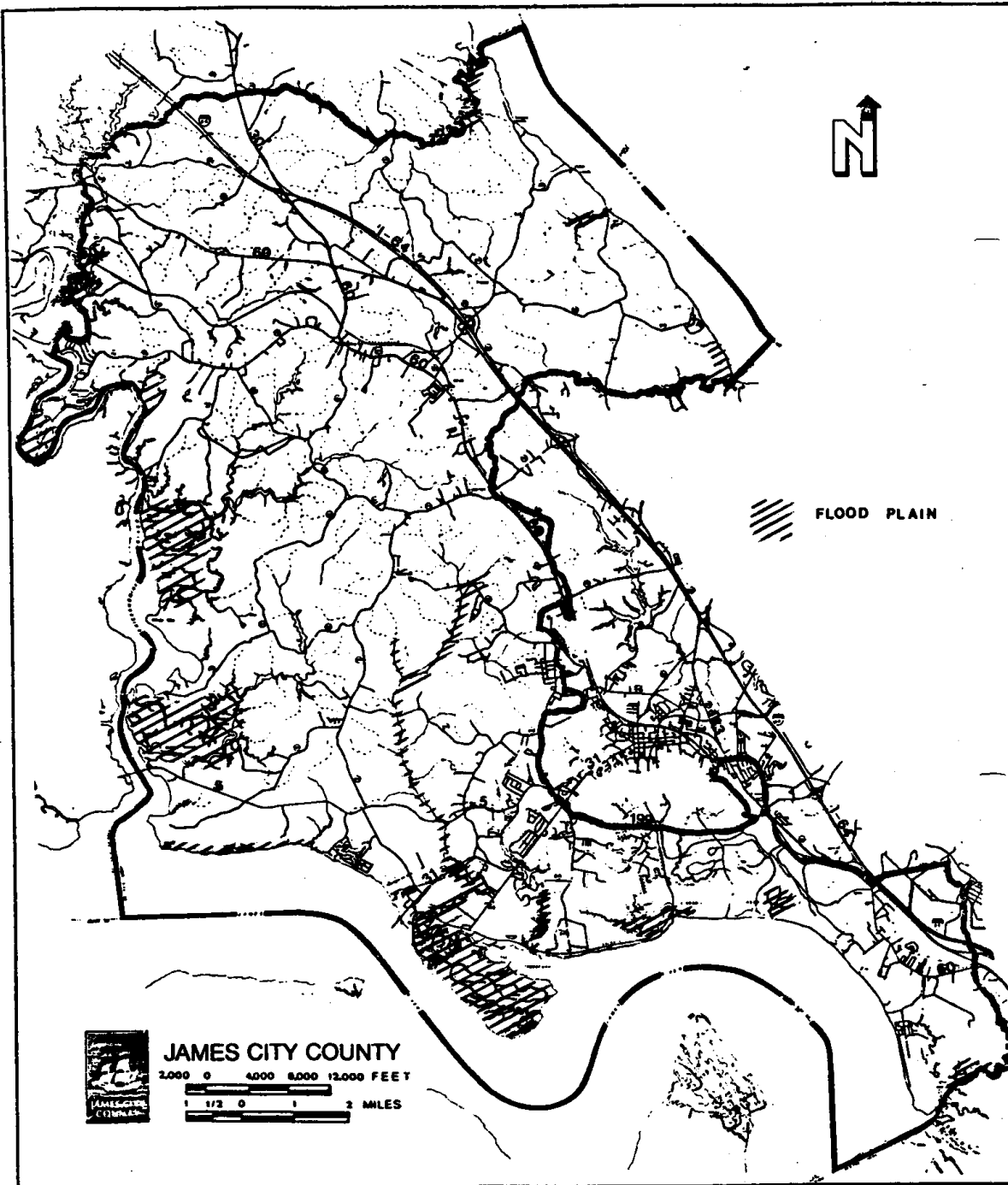
b. Response Phase

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

- (1) Complete evacuation.
- (2) Consider expanding the evacuation area, if necessary.
- (3) Continue to provide security and access control for the evacuated area.
- (4) Record disaster-related expenses.

4. Recovery

- a. Continue to provide security and access control for the evacuation area, if necessary.
- b. Compile and submit records of disaster-related expenses.



James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 7: LODGING AND CARE

MISSION

To receive and care for persons who have evacuated, either from a high risk area in anticipation of an emergency or in response to an actual emergency.

ORGANIZATION

The Superintendent of Schools, assisted by the Social Services Department and the American Red Cross, is responsible for the reception and care of evacuees. Public school employees will be assigned support tasks.

CONCEPT OF OPERATIONS

Winter storms and hazardous substances incidents are the most likely potential hazards. These and other hazards may require the evacuation of selected areas. The actual emergency situation will, of course, determine the scope of the evacuation and the number of evacuees.

In the event of a small-scale evacuation reception and care can be provided at the Fire Department Building and lodging can be obtained at local motels. In the event of a large-scale evacuation/displacement of residents, or when the Coordinator decides that a larger facility is required, he will advise the Superintendent of Schools. The Superintendent of Schools will then activate a High School as the Evacuation Assembly Center. The Director of Community Services is designated Shelter Manager to be responsible for operations at that facility. The Director of Social Services is designated Alternate Shelter Manager. The manager will, in turn, receive and care for the assigned number of evacuees. Staff assistance will be provided by the Social Services Department and the American Red Cross.

Evacuees will be advised to bring the following items with them if time and circumstances permit: one change of clothing, special medicines, baby food and supplies if needed, and sleeping bags or blankets.

Upon arrival, registration forms should be completed for each family. Records should be maintained on the whereabouts of all evacuees throughout emergency operations. Food and clothing will be provided by the American Red Cross, lodging and welfare services by the Department of Social Services. Daily situation reports should be provided to the local EOC about the status of evacuees and of operations at the Evacuation Assembly Center. Adequate records must be maintained for all costs incurred in order to be eligible for post-disaster assistance.

EMERGENCY MANAGEMENT ACTIONS - LODGING AND CARE

1. Normal Operations

Develop plans and procedures to receive and care for an indeterminate number of evacuees.

James City County Emergency Operations Plan, Part I

- a. Designate Evacuation Assembly Center(s). Determine maximum capacities for each.
- b. Designate manager(s) and other key staff personnel.
- c. Negotiate agreements with local motels/hotels or other facilities for lodging small numbers of displaced persons.

2. Increased Readiness

A natural or manmade disaster is threatening the local area. Example: flash flood watch.

- a. Review and update plans and procedures.
 - (1) Confirm task assignments and alert key personnel to stand-by status.
 - (2) Prepare the necessary forms.
 - (3) Anticipate and resolve special problems, such as receiving nursing home patients, closing of schools, etc.
- b. Begin record keeping of disaster-related expenses and continue for the duration of the emergency.

3. Emergency Operations

Mobilization Phase

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

- a. When advised of the evacuation order by the Coordinator, Police Chief or by the Fire Chief, activate the Evacuation Assembly Centers or activate agreements for other lodging, as required.
- b. Provide transportation, as required.
- c. Receive and care for evacuees/displaced persons. Register and maintain accurate records on their status. Provide mass feeding, as required.
- d. Provide periodic reports to the local EOC.

4. Recovery

- a. Continue to provide for the lodging and care of displaced persons, as required.
- b. Consolidate and report disaster-related expenses.

James City County Emergency Operations Plan, Part I

Tab A to Functional Appendix 7

EVACUATION ASSEMBLY CENTER
REGISTRATION FORM

REGISTRATION FORM						
1. FAMILY NAME		2. EMERGENCY HOUSING ADDRESS				
		3. PRE-EMERGENCY ADDRESS				
MEMBERS OF HOUSEHOLD WITH SAME FAMILY NAME				4. SOCIAL SECURITY NUMBER	5. EMPLOYER/WORKDAY LOCATION	6. PHONE #
FIRST NAME	MIDDLE NAME	SEX	AGE			
MAN		M				
WOMAN		F				
CHILDREN						
OTHER						
7. ADDITIONAL COMMENTS						
8. INFORMATION FURNISHED BY		9. FILLED IN BY		10. REGISTRATION PLACE		DATE/TIME

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James City County Emergency Operations Plan, Basic Plan

11. Buildings and Grounds

- a. Provide emergency assistance and manpower to insure operation of essential buildings.
- b. Assist with debris removal to provide emergency vehicle access to endangered areas.

12. Other County Departments

- a. Upon request of Emergency Services, transfer serviced radio-equipped vehicles to a designated location for emergency use.

IV. CONCEPT OF OPERATIONS

- A. The County Administrator is the Director of Emergency Services. With the support of key local officials and staff, he will direct and control emergency operations from the Emergency Operations Center (EOC) in Toano, Virginia, or from the LEC on John Tyler Highway.
- B. Succession to the Director of Emergency Services will be:
 1. Assistant County Administrator.
 2. Coordinator of Emergency Services.
 3. Police Chief
- C. The Coordinator of Emergency Services is responsible for (1) developing and maintaining an emergency response capability and (2) recommending actions to mitigate the potential effects of the most likely disasters. He may designate and be assisted by a Deputy Coordinator.
- D. A local emergency may be declared by the County Administrator/Director of Emergency Services with the consent of the Board of Supervisors (see Section 44-146.21, Virginia Emergency Services and Disaster Law). The declaration of a local emergency activates the Emergency Operations Plan and authorizes the provision of aid and assistance thereunder. It should be declared when a coordinated response among several local agencies/organizations must be directed or when it becomes necessary to incur substantial financial obligations in order to protect the health and safety of persons and property or to provide assistance to the victims of a disaster.

James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 8: HAZARDOUS SUBSTANCES

MISSION

To protect the public from harmful effects when a hazardous material is released into the environment.

ORGANIZATION

- A. The Fire Chief or his designated representative should be notified immediately and will assume command at the accident site upon arrival. First responders, such as State Police or County Police personnel, will assume command until the arrival of the Fire Chief. First responders or the Fire Chief should implement immediate protective action. The Police Department is responsible for traffic control and effecting evacuation. The Coordinator of Emergency Services is responsible for coordinating the response from the EOC.
- B. If the emergency is of such magnitude that local resources are inadequate, the following organizations are available to provide information and advice.
 1. Virginia Department of Emergency Services, Hazardous Materials Officer, (804) 323-2300.
 2. Chemical Transportation Emergency Center (CHEMTREC), 1-800-424-9300 (toll free).
 3. Pesticide Safety Team Network (PSTN), contacted through CHEMTREC, 1-800-424-9300 (toll free).
 4. Pesticides - Department of Agriculture and Consumer Services, (804) 786-3798.
 5. Radioactive Materials - Department of Health, (804) 786-5932, off-duty (804) 323-2300; ask for Radiological Health Specialist support.
 6. Etiological Agents - Department of Health, (804) 786-5188.
 7. Oil or other Polluting Substances in Water - Water Control Board, (804) 257-0080.
 8. Hazardous Chemicals - Division of Consolidated Laboratory Services, (804) 786-7905.
 9. Federal and State Assistance - Department of Emergency Services, (804) 323-2300.
 10. Newport News Haz Mat Team - Newport News Fire Department (804) 247-2578.

James City County Emergency Operations Plan, Part I

CONCEPT OF OPERATIONS

Immediate response to a transportation accident involving hazardous materials should be limited to aiding the injured and preventing access to the area surrounding the incident. The Hazardous Materials Incident Report form (see Tab A) should be used to record the necessary information. The incident should then be reported to the Virginia Department of Emergency Services, which will provide technical guidance and coordinate assistance as required.

The U. S. Department of Transportation "Hazardous Materials Emergency Response Guidebook" has been developed for use by firefighters, police, and other emergency services personnel when they are called to respond to an incident. It identifies the most significant hazardous materials and gives information and guidance for initial actions to be taken. The Fire Chief, the Coordinator of Emergency Services, and all potential first responders should be familiar with and have ready access to this handbook.

Receipt of notification that an accident has occurred requires immediate action to evaluate and assess the situation. Time is of the essence and dictates immediate action to employ required emergency resources to control or contain the material involved, implement evacuation procedures, if required, and isolate the accident area to all but emergency services personnel.

The legal duty for reporting, containment, and cleanup of hazardous substances incidents rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Local government has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, local government will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

A working relationship should be established and maintained between local government and the management of local industrial plants where hazardous substances are used. Materials should be identified and planned response procedures should be coordinated.

Communications networks will consist of those employed in other peacetime emergencies but must be adequate to provide effective direction, control, and coordination of emergency operations peculiar to accidents involving hazardous materials.

An accident involving radioactive materials could result in the uncontrolled release of radiation and could pose a health hazard to those exposed, including emergency services personnel. Radiation measuring and

James City County Emergency Operations Plan, Part I

detection instruments in the hands of trained personnel are the only means of gaining reasonably accurate information of the radiation level at the accident site. See Functional Appendix 10: Radiological Protection.

The heads of law enforcement and fire and rescue services will insure that all personnel are adequately trained in the procedures for responding to accidents involving hazardous materials and that peak efficiency is maintained at all times. All law enforcement patrol cars, fire and rescue, and all other emergency service vehicles should contain a copy of the Hazardous Materials Emergency Response Guidebook.

The Fire Chief and the Coordinator of Emergency Services are mutually responsible for maintaining and updating this Functional Appendix. All departments and agencies assigned duties to respond to an accident involving hazardous materials will develop and keep current procedures to insure an adequate response capability.

EMERGENCY MANAGEMENT ACTIONS - HAZARDOUS SUBSTANCES

1. Normal Operations

- a. Develop plans and procedures for hazardous materials incidents. Coordinate with local industrial plants.
- b. Provide or coordinate training for fire and police personnel so that they are prepared to recognize a hazardous materials incident and to promptly isolate and secure the accident scene.

2. Increased Readiness

(Not Applicable. Hazardous materials incidents typically occur with little or no advance warning.)

3. Emergency Operations

a. Mobilization Phase

(Not applicable.)

b. Response Phase

- (1) Assess the situation. Detect the presence of and identify hazardous material(s). Refer to the Hazardous Materials Emergency Response Guidebook.
- (2) If hazardous materials are involved, isolate and secure the accident scene.
- (3) Alert the Fire Chief to assume command on-site.
- (4) Establish and maintain direct communication between the local EOC and the Fire Chief or other on-the-scene controller.

James City County Emergency Operations Plan, Part I

- (5) Report to the State EOC. Request a technical analysis of the probability of a disaster, its likely consequences, and recommend protective actions. If the accident involves a transportation accident, establish and maintain contact with the railroad or trucking company involved.
- (6) Consider response alternatives to protect the public. Estimate potential harm without intervention. Consider evacuation.
- (7) Direct protective action, as appropriate.
- (8) Alert the hospital to be prepared to receive potential victims and of the nature of the hazard.
- (9) Conduct radiological monitoring, if appropriate. See Functional Appendix 10: Radiological Protection.
- (10) Continue to provide periodic status reports to the State EOC.
- (11) Declare the area safe for re-entry after danger has passed.

4. Recovery

Restore facilities and services. Assess damages. Request post-disaster assistance, as appropriate.

HAZARDOUS MATERIALS INCIDENT REPORT

DATE _____ TIME _____

PERSON REPORTING _____

AGENCY _____

PHONE NUMBER OF CALLER _____

LOCATION OF INCIDENT _____

_____TYPE OF INCIDENT _____

TYPE OF CONTAINER _____

SIZE OF CONTAINER _____

STATE OF MATERIAL _____

AMOUNT OF PRODUCT LEAKING _____

PLACARDS _____

PRODUCT NAME

DATA FROM DOT GUIDEBOOK FOR HAZARDOUS MATERIALS INCIDENTS

NAME OF MATERIAL: _____ DOT I.D. # _____

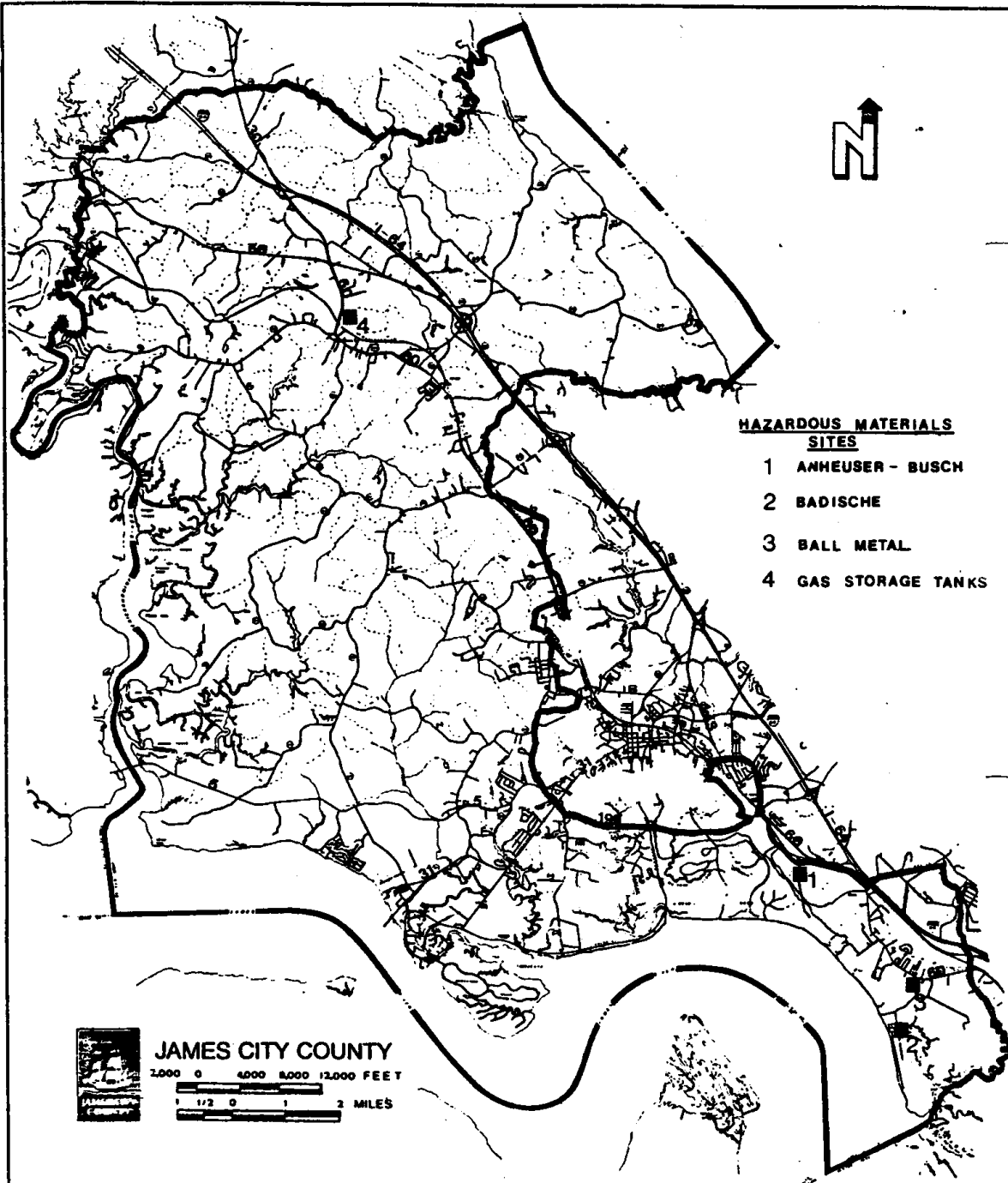
U.N. CLASSIFICATION: _____

GUIDE PAGE NUMBER: _____

ISOLATION DISTANCE _____ FEET

EVACUATION DISTANCE DOWN WIND _____ MILES X _____ MILES
WIDTH LENGTH

- This Form is provided as a guide to help Emergency Personnel report the proper information to the State Emergency Operations Center.
- Fill in as much information as possible. DO NOT Delay Report to complete form. DOT Guidebook information can be provided by the State EOC.



James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 9: AUXILIARY MANPOWER

MISSION

To provide centralized management of emergency manpower, primarily volunteers, to augment local government in time of emergency.

ORGANIZATION

The Department of Social Services, assisted by the American Red Cross, is responsible for coordinating the efforts of volunteer relief organizations and individuals.

CONCEPT OF OPERATIONS

The welfare of the people in the event of a disaster is the responsibility of local government. The emergency services organization forms the nucleus of the preparedness force around which volunteer relief agencies and religious/civic groups organize and perform their services during a disaster.

The Director of Social Services will coordinate the disaster relief actions of quasi-public and volunteer relief agencies and groups. This is necessary to insure maximum effectiveness of relief operations and to avoid duplication of effort and services.

The American Red Cross has been incorporated into the local emergency services organization providing food and clothing to displaced persons at the Evacuation Assembly Center.

The service to which personnel are assigned will provide the necessary training. Persons who already possess needed skills or have received specialized training, such as first aid or radio communications, should be assigned duties which allow for the maximum benefit of these skills.

Each individual volunteer will be registered, and a log will be maintained of man-hours worked. Food and lodging will be provided. Accurate records of all incurred expenses must be maintained.

EMERGENCY MANAGEMENT ACTIONS - AUXILIARY MANPOWER

1. Normal Operations

- a. Assign the task of coordinating auxiliary manpower.
- b. Develop procedures.

James City County Emergency Operations Plan, Part I

2. Increased Readiness.

A natural or manmade disaster is threatening the local area. Example: flash flood watch.

No action required.

3. Emergency Operations

a. Mobilization Phase

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

(1) Review and update plans and procedures.

(2) Recruit and register volunteers, as required. Provide for the lodging and care of volunteers, if necessary.

(3) Assist with emergency operations. Assign volunteers to tasks which best utilize their skills. Maintain records on volunteer man-hours.

b. Response Phase

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

Assist with emergency operations, as required.

4. Recovery

Assist as required. Compile records of volunteer man-hours. Assist with damage assessment.

James City County Emergency Operations Plan, Part I

Tab A to Functional Appendix 9
VOLUNTEER WORKER REGISTRATION FORM

- I. Name
Social Security No.
- II. Organization (if appropriate)
- III. Skill or Specialized Service (i.e., carpenter, heavy equipment operator, medical technician, etc.)
- IV. Estimated length of time services can be provided in the disaster area
- V. Special tools or equipment required to provide services
- VI. Billet or emergency shelter assignment in local area
- VII. Whether or not the group or individual is self-sufficient with regard to food and clothing

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James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 10: RADIOLOGICAL PROTECTION

MISSION

In the event of a peacetime radiological incident, the mission is to (1) detect, record, and report radiation intensity, (2) to provide for the exposure control of essential workers, (3) to provide protective action guidance to the public through the local EOC, and (4) to provide for decontamination as required.

ORGANIZATION

The Coordinator of Emergency Services should designate a Radiological Officer to develop and maintain a response capability. He must organize and train a radiological response team, secure and maintain the necessary equipment and supplies, and develop contamination control procedures.

The State Department of Emergency Services Radiological Officer and the State Department of Health, Bureau of Radiological Health will provide technical advice and assistance as required, either in the development of a program or in response to an accident/incident.

CONCEPT OF OPERATIONS

In the event of an accident/incident involving actual or suspected radiological materials, the Fire Chief or his designated representative should be notified immediately and will assume command at the accident site upon arrival. The Radiological Officer and radiological monitors will implement contamination control procedures and provide other on-the-scene assistance as required.

All accident/incidents involving radioactive materials should be reported to the Radiological Officer State Department of Emergency Services (804-323-2300) and to the State Department of Health, Bureau of Radiological Health (804-786-5932). Again, these agencies will provide technical advice and assistance with monitoring and exposure control as required.

With a radiological accident/incident, the legal duty for reporting, containment, and cleanup rests with the party responsible for the material prior to the incident. If the manufacturer, shipper, or other responsible party is unable to respond, neglects to take the proper steps, or lacks the capability to act, then local government, within its capability, must act to prevent or minimize injuries and property damage.

Local government has the primary responsibility for protecting the public. Depending upon the magnitude or severity of the situation, local

James City County Emergency Operations Plan, Part I

government will take steps necessary to provide public warnings, initiate protective actions, and isolate the general area affected.

The Radiological Officer, State Department of Emergency Services provides assistance in the development of a local radiological response capability. Radiation detection and measuring equipment has been provided to James City County. See TAB B.

The following radiation exposure control measures should be considered and implemented as required in the event of an accident/incident. These measures can be accomplished only by trained radiological personnel.

1. Control access to and egress from the area affected.
2. Monitor evacuees for radiation and decontaminate as required.
3. Provide continuous monitoring of essential workers remaining in the area and limit their total dose to safe levels insofar as possible.
4. Contain the radiation hazard. Monitor water supplies and agricultural products for contamination.
5. Remove and dispose of radioactive materials or debris in accordance with procedures established by the State Department of Health, Bureau of Radiological Health.

Separate Radiological Emergency Response plans have been developed for James City County.

EMERGENCY MANAGEMENT ACTIONS-RADIOLOGICAL PROTECTION**1. Normal Operations**

- a. Designate a Radiological Officer.
- b. Develop and maintain a local capability for a radiological emergency response.
 1. Designate and provide training for radiological monitors.
 2. Maintain equipment and supplies.
 3. Develop plans and procedures to respond in time of emergency.

2. Increased Readiness

(Not applicable. Radiological incidents typically occur with little or no advance warning.)

James City County Emergency Operations Plan, Part I

3. Emergency Operations

a. Mobilization Phase

(Not applicable).

b. Response Phase

1. Assess the situation. Detect the presence of and measure radioactivity.
2. Alert the Fire Chief to assume command on-site. The Radiological Officer will provide technical advice on-site as required.
3. Isolate and secure the affected area. Implement contamination control and decontamination procedures as required. Records must be maintained for all persons entering or leaving.
4. Establish and maintain communication between the local EOC and the on-the-scene controller.
5. Report to the State Department of Health, Bureau of Radiological Health and to the State EOC. Request a technical analysis and recommended protective actions.
6. If the accident/incident involves a transportation accident, establish and maintain contact with the trucking company or shipper involved.
7. Consider response to protect the public. Estimate potential harm without intervention. Consider evacuation.
8. Direct protective action as appropriate.
9. Maintain records of accumulated exposure to evacuees and essential workers. Do not exceed protective action guides.
10. Provide periodic status reports to the State EOC.
11. Declare the area safe for re-entry after danger is passed.

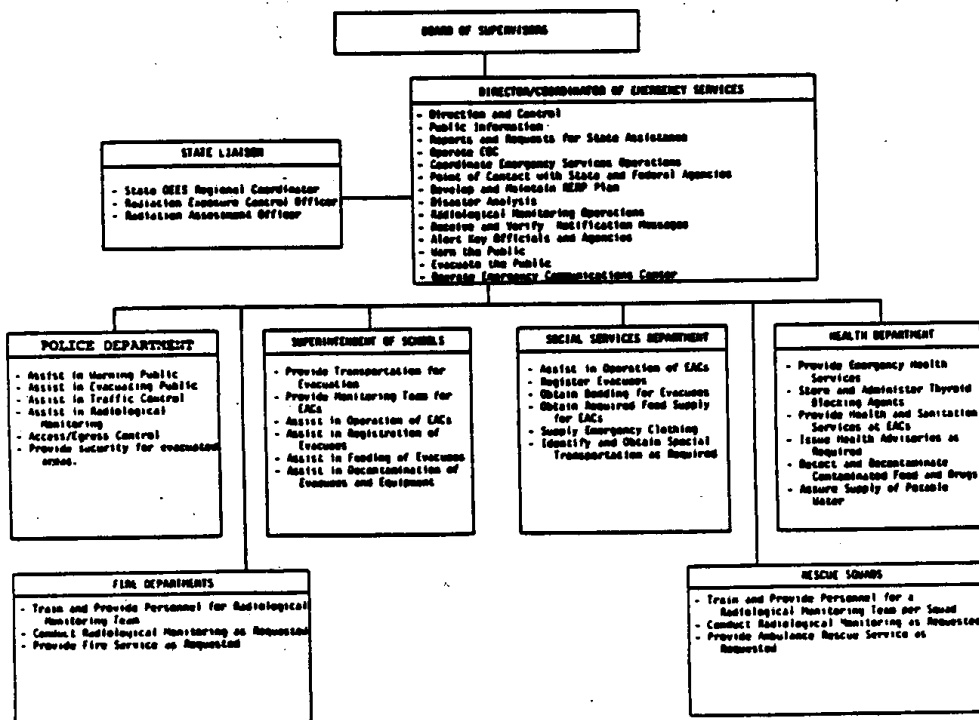
4. Recovery

Restore services. Assess costs associated with incident response.

James City County Emergency Operations Plan, Part I

Tab A

RADIOLOGICAL EMERGENCY RESPONSE FUNCTIONAL ORGANIZATION, JAMES CITY COUNTY



James City County Emergency Operations Plan, Part I

TAB B

LOCAL RADIOLOGICAL EQUIPMENT

1. 10 CDV-700 Kits - Low Range
2. 19 CDV-715 Shelter Kits - High Range
3. 50 Dosimeters
4. 2 Dosimeter Charges

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James City County Emergency Operations Plan, Part I

FUNCTIONAL APPENDIX 11: ESSENTIAL RESOURCES AND SUPPLIES

MISSION

To minimize the impact of a severe resource shortage.

ORGANIZATION

The Coordinator of Emergency Services will coordinate the local government response in the event of a critical resource shortage. Conservation measures in the event of fuel or other resource shortages are likely to be directed by the State. State-level "Commodity Managers" have been designated for each type of resource (see Tab A). The Department of Social Services will coordinate emergency assistance to individuals.

CONCEPT OF OPERATIONS

A resource shortage can affect the economic well-being of the area by increasing unemployment, reducing farm or industrial production, or adversely affecting travel and tourism. Shortages can also impose physical and economic hardship on private citizens, particularly those on low or fixed incomes and the elderly.

The Coordinator of Emergency Services should analyze the local situation and determine the potential impact of specific resource shortages. This should include a survey of major suppliers and users.

A temporary loss of electric power or heating fuel during extremely cold weather could displace or endanger families and individuals. They must be provided with lodging and care. They may need transportation to the lodging and care facility.

The public should be kept informed concerning any resource shortage and how to obtain assistance. See Functional Appendix 2.

Problems pertaining to a specific source will be referred to the resource Commodity Manager. Problems relating to individual assistance will be referred to the local Department of Social Services. All other problems which are beyond the local government's capability to resolve will be referred to the State Department of Emergency Services.

EMERGENCY MANAGEMENT ACTIONS - RESOURCE SHORTAGE

1. Normal Operations

- a. Monitor the status of all essential resources to anticipate shortages. Maintain liaison with fuel distributors and local utility representatives.

James City County Emergency Operations Plan, Part I

- b. Identify, quantify, and prioritize the supply of fuel and other resources needed to maintain essential services. Coordinate with the electric power company, fuel oil distributors, etc.

2. Increased Readiness

A resource shortage disaster is threatening the local area.

- a. Advise the State Commodity Manager of the local situation.
- b. Maintain liaison and exchange information with local resource suppliers.
- c. Review and update procedures for providing resource and financial aid to individuals based on the specific type of shortage which is threatening. In the event of a fuel shortage, establish procedures for local fuel suppliers/distributors to serve customers referred to them by local government.

3. Emergency Operations

a. Mobilization Phase

Conditions continue to worsen requiring full-scale mitigation and preparedness activities.

- (1) Prepare to implement local conservation measures and emergency management programs as directed by the State Commodity Manager or the State EOC.
- (2) Keep the public fully informed. Supplement State-level broadcasts with local ones as required. Direct or request voluntary conservation as appropriate.
- (3) Establish procedures for determining need and for distribution of aid, whether in money or the commodity in short supply. Begin to provide emergency assistance to individuals as required.
- (4) Begin to maintain a record of all expenditures and continue throughout emergency operations.
- (5) Review procedures for providing lodging and care for displaced persons (see Functional Appendix 7).
- (6) Maintain contact and exchange information with major suppliers. Keep the State Commodity Manager advised of the local situation.

b. Response Phase

Major shortage is affecting the local area causing severe hardship and economic disruption.

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- (1) Make the public aware of the extent of the shortage, the need to conserve the resource in short supply, and the location and availability of emergency assistance.
- (2) If necessary, allocate available resources to assure the maintenance of essential services.
- (3) Consider opening an individual Emergency Assistance Center to provide help for those who are unable to otherwise obtain essential services.
- (4) Assist citizens having difficulty in obtaining scarce essential resources by referring them to local agencies which may have available supplies.
- (5) Notify the appropriate State resource Commodity Manager of the extent of the shortage and request assistance in obtaining additional supplies or relief.
- (6) Implement State and local government conservation programs.
- (7) Consider declaring a local emergency. Petition the Governor to declare an emergency to exist when the shortage is of such severity that local government cannot provide an adequate response.

4. Recovery

Assist as required.

James City County Emergency Operations Plan, Part I

Tab A to Functional Appendix 11

STATE-LEVEL COMMODITY MANAGERS

<u>Commodity</u>	<u>Manager</u>	
Natural Gas	State Corporation Commission Division of Energy Regulation	(804) 786-4264
Electric Power	State Corporation Commission Division of Energy Regulation	(804) 786-2766
Petroleum Products	Department of Emergency Services	(804) 323-2300
Solid Fuels	Department of Emergency Services	(804) 323-2300
Potable Water	Department of Health	(804) 786-4063
Transportation	Department of Highways and Transportation	(804) 786-5350
Health and Medical	Department of Health	(804) 786-6970
Food	Department of Agriculture and Consumer Services	(804) 786-3523

James City County Emergency Operations Plan, Part I

Tab B to Functional Appendix 11

MAJOR SUPPLIERS AND USERS OF RESOURCES

To monitor the local situation, it is necessary to have a listing of the major suppliers and users of those resources considered to be essential to the health, welfare, and economic well-being of the local citizens. Information obtained from these major suppliers and users will be used to estimate the impact of shortages on the economy and health of the local community.

This information should be obtained and then updated at least once a year.

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FUNCTIONAL APPENDIX 12: DAMAGE ASSESSMENT

MISSION

To assess the overall damage to public and private property, thereby providing a basis for an emergency declaration and/or disaster assistance. The completion of specific information using designated forms is required in order to be eligible for post-disaster assistance.

ORGANIZATION

The Coordinator of Emergency Services, assisted by the VPI&SU Extension Agent and the Building Inspector, is responsible for damage assessment. Department heads will assess damage to their resources and in their area of expertise (see Tab B). All reports are compiled, consolidated, and submitted to the State as required by the Coordinator.

CONCEPT OF OPERATIONS

Initial Damage Assessment Reports will be compiled and submitted following any disaster or emergency which causes damage to public or private property of a magnitude which requires expenditure of local government funds or which might be eligible for or require a request for State or Federal assistance. Part I should be submitted telephonically to the State EOC within 24 hours. An updated Part I and Part II should be completed and forwarded within 72 hours. See Tab A.

Designated teams will assess damage within the limits of capability. See Tab B. Damage to State-owned roads and bridges will be assessed by the Department of Highways and Transportation. If the nature of the emergency is such that local resources are incapable of assessing the damage, then State assistance will be requested by the Director of Emergency Services to the State Damage Assessment Coordinator.

The "Report of Disaster-Related Expenditures" reflects the disaster-related expenditures and obligations of local government and State agencies for which no reimbursement will be requested. It is required to support the Governor's request for Federal disaster assistance. See Tab A to Functional Appendix 13.

EMERGENCY MANAGEMENT ACTIONS - DAMAGE ASSESSMENT

1. Normal Operations

Develop plans and procedures. Make task assignments; see Tab B. Review forms.

2. Increased Readiness

A natural or manmade disaster is threatening the local area. Example: flash food watch.

No action required.

James City County Emergency Operations Plan, Part I**3. Emergency Actions****a. Mobilization Phase**

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

- (1) Prepare to make an initial damage assessment. Alert teams to stand-by status.

b. Response Phase

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

- (1) Submit an Initial Damage Assessment Report, Part I telephonically to the State EOC within 24 hours.
- (2) Complete and submit an official Initial Damage Assessment Report (Parts I and II) to the State EOC within 72 hours.
- (3) Continue to provide damage assessment and assist with record keeping, as required.

4. Recovery

Continue to assist with damage assessment and request for post-disaster assistance as required.

0059P

INITIAL DAMAGE ASSESSMENT REPORT FORM
PART I

Caller _____ Telephone _____

Date _____ Time _____

Point of Contact _____ Telephone _____

(To be submitted telephonically within 24 hours following a disaster to the State EOC, phone 804-323-2300. An updated Part I will be submitted with Part II through the Extension Service.)

A. DESCRIPTION

1. Name of Jurisdiction (county, city, town) _____

2. Time and date of disaster _____

3. Nature of disaster (hurricane, flood, etc.) _____

4. Has your jurisdiction declared a local emergency? _____

5. General description of damage:

Areas affected _____

Number of homes affected _____

Roads affected _____

Public Facilities _____

Businesses/Industry _____

Utilities _____ Power Failure _____

Schools/Hospitals _____

Farms _____

B. PEOPLE AFFECTED

	Dead	Injured	Missing	Hospitalized
1. Casualties				

2. Evacuees

Number _____ Have they been put in public shelters? _____

Number and locations of shelters _____

**INITIAL DAMAGE ASSESSMENT FORM
PART II**

(To be submitted as soon as accurate data can be obtained, within 72 hours if possible, through Extension Service. Include an update Part I.)

Person calling in report _____ Telephone _____ Date _____
Time _____

Initial Damage Assessment Coordinator _____
(Name/Title)

Agency _____ Telephone _____

I. PRIVATE PROPERTY

Line Number	Type Property	Number Destroyed	Number Major Damage	Number Minor Damage	Dollar Loss	Dollar Loss not covered by insurance	Remarks
	Category A						
	RESIDENTIAL/PERSONAL						
1	Houses						
2	Mobile Homes						
3	Apartments/Duplexes-- No. of family units affected						
4	Personal vehicles						
5	Recreational boats						
6	Private piers, docks, seawalls						
7	Private bridges (maintained by homeowner)						
3	Other (specify)						
9	TOTAL LOSS -Category A	XXXXXX	XXXXX	XXXXX			

(I. PRIVATE PROPERTY - CONTINUED)

Line Number	Type Property	Number Destroyed	Number Major Damage	Number Minor Damage	Dollar Loss	Dollar Loss not covered by insurance	Remarks
	Category B						
	BUSINESS & INDUSTRY						
10	Industrial Plants						
11	Businesses						
12	Commercial vehicles						
13	Commercial boats						
14	Piers, docks, seawalls, etc.						
15	Equipment/Inventory						
16	Utilities (Electricity, gas, phone, etc.)						
17	Other (specify)						
18	TOTAL LOSS -Category B	XXXXXX	XXXXXX	XXXXXX			

(I. PRIVATE PROPERTY - CONTINUED)

Line Number	Type Property	Number Destroyed	Number Major Damage	Number Minor Damage	Dollar Loss	Dollar Loss not covered by insurance	Remarks
	Category C						
	AGRICULTURE						
19	Houses						
20	Mobile Homes						
21	Crops (type & acres)						
22	Farm buildings						
23	Equipment (pieces & type)						
24	Livestock & poultry (number & type)						
25	Fencing (miles)						
26	Other (specify)						
27	TOTAL LOSS -Category C	XXXXX	XXXXX	XXXXX			

II. PUBLIC PROPERTY (INCLUDES PRIVATE NON-PROFIT FACILITIES)

Line Number	Type Property	Number Destroyed	Number Major Damage	Number Minor Damage	Dollar Loss	Dollar Loss not covered by insurance	Remarks
	Category A						
	DEBRIS CLEARANCE						
28	On Public Roads/Streets	XXXXX	XXXXX	XXXXX			
29	On Other Public Property	XXXXX	XXXXX	XXXXX			
30	On Private Property	XXXXX	XXXXX	XXXXX			
31	Structure Demolition	XXXXX	XXXXX	XXXXX			
32	Other (specify)	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX			
33	TOTAL LOSS -Category A	XXXXX	XXXXX	XXXXX			
	Category B						
	PROTECTIVE MEASURES						
34	Life & Safety (Police, Fire, Rescue Costs)	XXXXX	XXXXX	XXXXX			
35	Property (barricading and sandbagging)	XXXXX	XXXXX	XXXXX			
36	Health (pumping, rodent/insect control)	XXXXX	XXXXX	XXXXX			
37	Stream Drainage Channels	XXXXX	XXXXX	XXXXX			
38	Other (specify)	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX	XXXXX XXXXX XXXXX			
39	TOTAL LOSS -Category B	XXXXX	XXXXX	XXXXX			

(II. PUBLIC PROPERTY - CONTINUED)

Line Number	Type Property	Number Destroyed	Number Major Damage	Number Minor Damage	Dollar Loss	Dollar Loss Not Covered by Insurance	Remarks
	Category C				NOTE: State Road Damage Reported by State Department of Highways and Transportation on separate forms.		
	ROAD SYSTEMS (Maintained by Local Government)						
40	Roads, Streets (miles)						
41	Bridges (Locally maintained)						
42	Culverts						
43	Sidewalks (feet)						
44	Traffic Control (road signs, street lights, etc.)						
45	Other (specify)						
46	TOTAL LOSS -Category C	XXXXX	XXXXX	XXXXX			
	Category D						
	WATER CONTROL FACILITIES						
47	Dams						
48	Dikes, Levees						
49	Drainage Irrigation						
50	Other (specify)						
51	TOTAL LOSS -Category D	XXXXXX	XXXXX	XXXXX			

(II. PUBLIC PROPERTY - CONTINUED)

Line Number	Type Property	Number Destroyed	Number Major Damage	Number Minor Damage	Dollar Loss	Dollar Loss not covered by insurance	Remarks
	Category E						
	PUBLIC BUILDINGS AND EQUIPMENT						
52	Publicly-owned Buildings						
53	Supplies/Inventory						
54	Vehicles/other Equipment						
55	Transportation systems (Local buses, vans, etc.)						
56	Other (specify)						
57	TOTAL LOSS -Category E	XXXXX	XXXXX	XXXXX			
	Category F						
	PUBLIC UTILITY SYSTEM						
58	Water						
59	Sanitary/Sewage						
60	Storm Drainage						
61	Electric Power (Owned by local Govt.)						
62	Other (specify)						
63	TOTAL LOSS -Category F	XXXXX	XXXXX	XXXXX			

(II. PUBLIC PROPERTY - CONTINUED)

Line Number	Type Property	Number Destroyed	Number Major Damage	Number Minor Damage	Dollar Loss	Dollar Loss not covered by insurance	Remarks
	Category G						
	FACILITIES UNDER CONSTRUCTION						
64	Public Facilities						
65	Private Non-Profit Facilities						
66	Other (specify)						
67	TOTAL LOSS -Category G	XXXXX	XXXXX	XXXXX			
	Category H						
	PRIVATE NON-PROFIT FACILITIES						
68	Educational - Private Schools (for Public Schools, See Section III)						
69	Emergency (Rescue & Fire)						
70	Utility (Co-ops)						
71	Medical (Nursing Homes)						
72	Homes for Adults						
73	Other (specify)						
74	TOTAL LOSS -Category H	XXXXX	XXXXX	XXXXX			

(II. PUBLIC PROPERTY - CONTINUED)

Line Number	Type Property	Number Destroyed	Number Major Damage	Number Minor Damage	Dollar Loss	Dollar Loss not covered by insurance	Remarks
	Category I						
	PARK AND RECREATIONAL FACILITIES (Owned and maintained by local government)						
75	Park Facilities						
76	Recreational Facilities						
77	Other (specify)						
78	TOTAL LOSS -Category I	XXXXXX	XXXXXX	XXXXXX			

TOTALS

	TOTAL DOLLAR LOSS	DOLLAR LOSS NOT COVERED BY INSURANCE
PRIVATE PROPERTY (Sum of Part I - A, B, C)	\$	\$
PUBLIC PROPERTY (Sum of Part II - A-I)	\$	\$
GRAND TOTAL	\$	\$

III. ADDITIONAL INFORMATION REQUIRED

1. How many people were evacuated? _____
2. How many public shelters were opened? _____ How many people were sheltered? _____
3. How many people require temporary housing (more than 30 days)? _____
4. How many people are unemployed as a result of the disaster? _____
What is the current unemployment rate in your jurisdiction? _____
5. How many farmers were affected? _____
6. Was there damage to public primary and secondary schools?
Number of Schools _____ Total dollar loss \$ _____
IMPORTANT: DAMAGE TO PUBLIC SCHOOLS SHOULD BE REPORTED BY SCHOOL OFFICIALS TO THE
STATE DEPARTMENT OF EDUCATION.
7. What is the median family income in the affected area? \$ _____
8. What is your jurisdiction's total budget for the current year? \$ _____
9. Provide an estimate of the number of families that will require Individual and Family Grants. _____
10. Estimate your jurisdiction's expenditures to alleviate the hardships and damage caused by the disaster. \$ _____
(Do not include costs noted in Part II. Public Assistance, A-I.)
For what portion of these expenditures will federal reimbursement be requested? \$ _____

Approved by _____
Local Director/Coordinator of Emergency Services

Submitted by: _____
Extension Agent

NOTE: Submit report telephonically to the Northeast District Extension Office, 804-225/2273. Follow up by mailing completed report to the Northeast District Extension Office, address:

James Monroe Building, 10th Floor
101 North 14th Street
Richmond, Virginia 23219

LOCALITY	PRIMARY	SECONDARY	
	FEDERAL AID SYSTEM	FEDERAL AID SYSTEM	NON-FEDERAL AID SYSTEM

1. Federal Aid System (Title 23) are those roads (primary and secondary) designated by the State and approved by FHA. Only those roads in the Federal Aid System are eligible for expenditure of FHA funds for construction (designing, right of way acquisition). If damaged/destroyed by a disaster, under PL 23, FHA will provide funds for their repair.
2. FEMA (PL 93-288) provides funds to repair roads in the non-Federal Aid System (which have been damaged or destroyed during a disaster).

James City County Emergency Operations Plan, Part I

Tab B to Functional Appendix 12

DAMAGE ASSESSMENT TEAMS

I. AGRICULTURE

Team Leader:

II. BUSINESS AND INDUSTRY

Team Leader:

III. RESIDENCE AND OTHER PRIVATE PROPERTY

Team Leader:

IV. WATER CONTROL FACILITIES AND PUBLIC UTILITY SYSTEMS

Team Leader:

V. PUBLIC BUILDINGS AND EQUIPMENT

Team Leader:

VI. PRIVATE, NON-PROFIT FACILITIES, PARKS AND RECREATIONAL FACILITIES,
AND FACILITIES UNDER CONSTRUCTION

Team Leader:

VII. LOCALLY-MAINTAINED ROADS AND BRIDGES

Team Leader:

VIII. STATE-MAINTAINED ROADS AND BRIDGES

Team Leader: (To be designated by the State Department of
Highways and Transportation)

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FUNCTIONAL APPENDIX 13: FEDERAL DISASTER ASSISTANCE

MISSION

To identify the types of assistance the County may be eligible to receive and the procedures required for requesting such assistance.

ORGANIZATION

The City Coordinator of Emergency Services, as assisted by the VPI&SU Extension Agent and the Building Inspector, is responsible for the preparation and submission of all requests for post-disaster assistance.

CONCEPT OF OPERATIONS

Should the County experience a disaster of such severity and magnitude that the combined resources of the City and State are insufficient to cope with the effects of the disaster, Federal disaster assistance may be provided.

Federal disaster assistance is authorized (1) under the provisions of the Disaster Relief Act of 1974, Public Law 93-288, when the Governor requests and the President declares an emergency or a major disaster to exist in the State and (2) under Federal agencies' own statutory authority (prior to or in the absence of an emergency or a major disaster declaration by the President), when damage sustained by individuals or communities meets the eligibility criteria established by the various Federal agencies.

The Disaster Relief Act of 1974, PL 93-288, authorizes two types of assistance--individual assistance and public assistance.

1. Individual Assistance

In the event a major peacetime disaster declared by the President occurs in an area of Virginia, the provisions of PL 93-288 become effective and as such authorize the establishment of Disaster Assistance Centers (DACs) to administer aid and assistance to disaster victims. A DAC will house, in one central location, all Federal, State, and local agencies and participating quasi-public and volunteer activities that deal directly with the needs of the individual disaster victims. Local government will provide space for DACs and supporting personnel as requested and as available. Types of assistance are:

- a. Emergency needs - Immediate shelter, food, clothing, medical aid, minor repairs, home cleanup, etc. are provided by volunteer agencies, such as the American Red Cross, the Salvation Army, the Mennonite Disaster Service, and other private relief agencies.
- b. Temporary housing for disaster victims whose homes are damaged and unlivable until alternative housing is available. No rental will

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be charged during the first year of occupancy. (U.S. Department of Housing and Urban Development (HUD) or as assigned) (State Department of Housing and Community Development)

- c. Minimal repair program - A temporary housing program that provides minimum essential repairs to owner-occupied dwellings in lieu of other forms of temporary housing. (State Department of Housing and Community Development)
- d. Mortgage or rental assistance - Assistance for up to one year for persons faced with loss of their residences because of certain disaster-created financial hardships. (U.S. Department of Housing and Urban Development) (State Department of Housing and Community Development)
- e. Disaster unemployment assistance (DUA) and job placement assistance - For those who lost their jobs because of the disaster. (Department of Labor and Industry, through the State Employment Commission)
- f. Distribution of food stamp allotments - Allotments to eligible victims. (U.S. Department of Agriculture (USDA), through the State or County Social Services agency)
- g. Disaster Loans - For refinancing, repair, replacement, or rehabilitation of damaged real and personal property not fully covered by insurance. There are several types:
 - (1) Farmers, ranchers, and oyster planters should apply to the Farmers Home Administration (FmHA).
 - (2) All others, including homeowners, businessmen, churches, and certain non-profit organizations should apply to the Small Business Administration (SBA).
 - (3) Agricultural enterprises which were a major source of employment but no longer in substantial operation because of the disaster should apply to the FmHA.
 - (4) Industries and businesses which were a major source of employment but no longer in substantial operation because of the disaster should apply to the SBA.
- h. Financial assistance to farmers - Assistance to farmers who perform emergency conservation measures on farmlands damaged by natural disaster, in the form of maximum 80 percent funding by the Agricultural Stabilization and Conservation Service (ASCS), USDA with remaining costs borne by the farmer.
- i. Tax assistance - Assistance in computing credits based on disaster casualty losses. (U. S. Internal Revenue Service (IRS)).
- j. Veterans Administration (VA) assistance - Assistance, such as VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages.

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- k. Social Security assistance - Assistance for recipients in expediting delivery of checks delayed by the disaster; assistance in applying for disability, death, and survivor benefits. (U.S. Social Security Administration, Department of Health and Human Services (HHS)) (State Department of Social Services)
- l. Emergency assistance - Assistance and services to families under the Social Security Act, including funds up to \$500 for repair of homes owned by public assistance recipients, other shelter, and medical care. (U. S. Department of Health and Human Services (HHS)) (State Department of Social Services)
- m. Legal services - Legal services to needy individuals who are unable to secure such services. (Young Lawyers Section, Virginia Bar Association; other lawyers as assigned)
- n. Individual and family grants - Grants to meet necessary expenses or serious needs of individuals or families adversely affected by a major disaster; this assistance program is funded in part by the Federal government and is administered by the State. (State Department of Social Services)
- o. Crisis counseling - Referrals to appropriate mental health agencies to relieve mental health problems related to a disaster. (State or County mental health agencies, supported by the National Institute of Mental Health (NIMH), U. S. Department of Health and Human Services) (State Department of Mental Health and Mental Retardation)
- p. Debris removal - Debris removal from private property when in the public interest. (Local authorities for other-than-agricultural property; ASCS for agricultural property) (State Department of Emergency Services (DES), State Department of Highways and Transportation) (Local governments)
- q. In addition, other State and local agencies and private organizations may be asked to provide assistance, such as:
 - (1) Adjustment of local property taxes.
 - (2) State income tax assistance.
 - (3) Health and safety inspections.
 - (4) Insurance claims counseling. (American Insurance Association and/or State Insurance Agency)
 - (5) Consumer protection services. Individuals should be warned that disaster victims may be susceptible to unscrupulous business practices during the early stages of a disaster; victims should be advised of the Consumer Protection Agency or other local authority to contact should they encounter this type of problem.

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r. Procedures

- (1) When a disaster victim reports to the DAC, he will be greeted by a receptionist who will provide him with a registration form and will make certain the victim understands the use of the form.
- (2) The victim is then directed to a registrar where he is interviewed using the registration form he has been given; once the registrar determines the client's problems and needs, he will be directed to the appropriate agencies.
- (3) Once the client has completed his circuit through the agencies, he will receive an exit interview to insure that he has seen the proper agencies; that he is satisfied with the assistance being offered; and that he is clear as to the next steps to take.

2. Public Assistance

As soon as practicable following the President's declaration of an emergency or a major disaster, FEMA personnel conduct briefings for State and local officials to inform them of the types of assistance available under the declaration and which funds are provided for eligible disaster assistance projects. Normally, the grant involving cost-sharing will be 75 percent of eligible costs. The remaining 25 percent (non-Federal share) will be the responsibility of the owning party with some exceptions (see Appendix 4 to Annex II-J, Repair and Restoration of Damaged Facilities, Commonwealth of Virginia Emergency Operations Plan, Volume II, Peacetime Disasters). The State Department of Emergency Services has been designated as the agency responsible for administering this program. Types of public assistance are:

- a. Clearance of debris on public or private lands or waters.
- b. Emergency protective measures for the preservation of life and property.
- c. Repair or replacement of water control facilities (dikes, levees, irrigation works, and drainage facilities).
- d. Repair or replacement of roads, streets, and bridges.
- e. Repair or replacement of public buildings and related equipment.
- f. Repair or replacement of public utilities.
- g. Repair or restoration to pre-disaster condition of public facilities damaged while under construction.
- h. Repair or restoration of recreational facilities and parks.

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- i. Repair or replacement of private, non-profit educational, utility, emergency, medical, and custodial care facilities, including those for the aged and disabled and facilities on Indian reservations.
- j. Disaster loans from FEMA for those communities that may suffer a substantial loss of tax and other revenues and have demonstrated a need for financial assistance in order to perform their governmental functions.
- k. Repairs and operating assistance to public elementary and secondary schools by the Office of Education, U. S. Department of Health and Human Services.
- l. Use of Federal equipment, supplies, facilities personnel, and other resources (other than the extension of credit) from various Federal agencies.
- m. Procedures

A Project Application must be submitted, through the State Coordinator of Emergency Services, to the Regional Director, FEMA within 90 days of the date of the President's declaration of an emergency or a major disaster, unless the Regional Director specifically shortens or extends that period.

In addition to the Disaster Relief Act of 1974, assistance is available under Federal agencies' own statutory authority without a Presidential declaration of an emergency or a major disaster. Examples of this assistance are:

1. Search and rescue - U. S. Coast Guard.
2. Flood protection - U. S. Army Corps of Engineers.
3. Fire suppression - Regional Director, FEMA.
4. Health and human services - U. S. Department of Health and Human Services.
5. Emergency conservation measures - U. S. Department of Agriculture.
6. Emergency loans for agriculture - Farmers Home Administration.
7. Disaster loans for homeowners and businesses - Small Business Administration.
8. Repair to Federal Aid System roads - U. S. Department of Transportation.
9. Tax funds - U. S. Internal Revenue Service.

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The Governor must request that the President declare an emergency or a major disaster. The Governor will base his decision on whether to request a Presidential declaration primarily on the information submitted by local government in the Initial Damage Assessment Report (Tab A to Functional Appendix 1) and the Report of Disaster-Related Expenditures (see Tab A to this Appendix). However, it may be necessary to request additional information from the County, as required, to support the Governor's request.

If a Presidential declaration is approved, the County will submit Project Applications for public assistance under the guidance outlined in FEMA DR and R-1, Federal Disaster Assistance Program Handbook for Applicants.

The authorities for Federal disaster assistance in the absence of a Presidential declaration cover a wide variety of interests and vary with changing Federal laws, regulations, and policies. Requests for this type of assistance will be forwarded, through the DES Regional Coordinator, to the State Coordinator. The State Coordinator consolidates such requests for the Governor and coordinates them through the appropriate State agency and the Director, FEMA Region III. FEMA coordinates the State's request with the appropriate Federal agency.

The State requires an After-Action Report no later than 20 days after the termination of relief operations. The purpose of this Report is to summarize and recommend improvements for observed State and Federal disaster assistance.

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Tab A to Functional Appendix 13

FORMAT AND INSTRUCTIONS
 REPORT OF DISASTER-RELATED EXPENDITURES
 (See Instructions on Reverse Side)

Approximately \$ _____ have been expended by _____

(Applicant)

for repair of damages and/or other disaster related expenditures or
 obligations as a result of _____ on _____

(Incident)

(Date)

Reimbursement will not be requested for these expenditures in the event of a
 Major Disaster Declaration:

Categories of expenditures are as follows:

Approximate Amount

Labor:	\$ _____
Equipment:	\$ _____
Supplies:	\$ _____
Payroll Additives:	\$ _____
Other:	\$ _____

Damaged Locations:

These expenses are identifiable in the financial records of the applicant.

 Authorized Agent or Other Official

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REPORT OF DISASTER-RELATED EXPENDITURES (CONT.)

INSTRUCTIONS

1. The purpose of Federal Disaster Assistance under a Major Disaster Declaration is to supplement and not to substitute for State and local government capabilities. Public Law 93-288 requires that when requesting a Major Disaster Declaration, the Governor must certify that the State and each affected local government will expend a reasonable amount (dollar amounts must be specified) to alleviate the situation for which no Federal reimbursement will be requested.
2. This form will be used by State agencies and the local governments to report such obligations and expenditures for the current disaster when it becomes necessary to request a Major Disaster Declaration by the President.
3. The types and categories of expenses deemed acceptable as a commitment are as follows:
 - a. Cash commitment
 - b. Treasurer or auditor fees
 - c. Applicant's meeting expenses, such as travel and salaries of attendees
 - d. Inspection costs, such as travel, salaries of local inspectors, engineering firms, etc.
 - e. Costs of advertising of bids, contract preparation, printing or reproduction
 - f. Special meetings for citizens, lighting, heating, telephone bills, etc.
 - g. Salaries of officials for the management and direction of disaster activities such as warning and communications personnel, individuals preparing applications and supervisors not listed on Damage Survey Reports. Also, regular pay of firemen used on clean-up operations.
 - h. Expenditures for overtime payment to emergency services personnel, personnel benefits listed on payrolls, and for emergency work (debris removal, hazard mitigation, etc.)
 - i. Mass care costs, including food, lodging and other expenses
 - j. Pumping operations, other than eligible costs listed on the Damage Survey Reports
 - k. Emergency equipment and supplies, other than eligible costs listed on Damage Survey Reports
 - l. Costs for use of private vehicles or public vehicles not otherwise eligible
4. Documentary Proof of Expenditures
 - a. It is imperative that all expenditures reported in this report be readily identifiable in the financial records of the applicant, since these expenditures will be subject to State and Federal audit.
 - b. All payrolls, time records, equipment usage records and invoices supporting the information contained in this report should be appropriately annotated and cross referenced to reflect the date of the disaster-related activity to which each expenditure pertains.
5. The report, when requested by the State Office of Emergency Services should be prepared in triplicate; one copy to be submitted to the State OES, one copy to the OES Regional Coordinator, and one copy should be retained by the reporting local government or State agency for record purposes.

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FUNCTIONAL APPENDIX 14: HAZARD MITIGATION

MISSION

The mission of James City County is to identify the hazards which pose a threat to its citizens and develop, implement, and enforce mitigation management measures which will prevent a disaster or reduce its effects.

ORGANIZATION

The organization for developing and implementing effective hazard mitigation measures in James City County is much the same as the organization for disaster preparedness and response. However, the regulatory agencies and governing bodies play a more important role as they must pass and implement the rules, regulations, codes, and ordinances which would reduce the impact of a disaster. The Coordinator of Emergency Services is charged with the overall responsibility of coordinating the development and implementation of hazard mitigation plans. The chiefs of regulatory agencies are responsible for enforcing compliance with rules, codes, regulations, and ordinances.

Departments and agencies of County government and volunteer emergency response organizations assigned disaster response duties are responsible for maintaining plans and procedures and the capability to perform their function in response to an emergency or disaster. They are also responsible for bringing to the attention of the governing body any areas where codes, regulations, and ordinances may mitigate a particular hazard.

Private businesses are responsible for:

- A. Adhering to codes, ordinances, and accepted procedures as may apply to them.
- B. Applying technical expertise to develop and use new technologies that further hazard mitigation.
- C. Keeping public officials informed of self-generated technological hazards and methods of mitigating emergencies emanating from them.
- D. Providing technical expertise in drafting regulations and standards to design monitoring systems and monitor compliance with such standards.

The public responsibilities in hazard mitigation are to:

- A. Support mitigation measures and initiatives, provide alternative proposals, and bring pressure on those who do not comply with codes, ordinances, and regulations.

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- B. Be aware of the hazards to which they are vulnerable and knowledgeable of personal mitigation measures.

CONCEPT OF OPERATIONS

The government of James City County has the responsibility for developing specific mitigation measures to reduce the effects of each natural or manmade hazard identified in Tab B and to identify and develop mitigation measures for other hazards that may develop. These measures include, but are not limited to, the development of zoning laws and land use ordinances, building codes, regulations, and licensing for handling and storage of hazardous materials, and the inspection and enforcement of such ordinances, codes, and regulations.

The Director of Emergency Services has overall responsibility for emergency management which involves hazard mitigation and disaster preparedness, response, and recovery. He must work closely with State and local government offices, local businesses, civic leaders, volunteer groups, and the Board of Supervisors to develop codes, ordinances, regulations, and plans to carry out an effective mitigation and disaster response program. This program encompasses far more than natural hazards. It includes industrial and transportation accidents involving hazardous materials, building collapses, nuclear attack, acts of terrorism, civil disorder, etc.

The Director of Emergency Services should be aware of the hazards which have the greatest potential for a local disaster and which are most likely to occur. He will insure that the jurisdiction has developed programs and allocated resources, within its capabilities, to mitigate these hazards; that is, for the avoidance, reduction, prevention, or elimination of hazards over the long term, where feasible, and preparedness and response capabilities for hazards that cannot realistically be avoided.

A public information program should be initiated to increase the citizens' awareness of local hazards, what is being done to mitigate their effects, and what is expected of the citizens. It should provide them with mitigation measures they can take as individuals to protect themselves and their property from the effects of identified hazards.

The recovery period in the aftermath of an emergency response or a disaster is frequently an excellent time to implement certain kinds of mitigation efforts, such as increasing the size of road culverts or implementing land use ordinances. The Director of Emergency Services will direct an assessment of the disaster emergency incident to determine what actions can be taken to mitigate future disaster effects. He will direct the implementation of those actions that can be accomplished through repairs or reconstruction during the recovery phase. He will present to the Board of Supervisors for their consideration those actions which require the passage of an ordinance or regulation. Advantage will be taken of each opportunity to mitigate the effects of any future disaster.

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AUTHORITIES AND REFERENCES

In addition to those listed in the Basic Plan:

A. Authorities

Public Law 90-448, National Flood Insurance Act of 1968, as amended.

B. References

"A Mitigation Strategy for Integrated Emergency Management System,"
FEMA, CPG 1-104 (Draft), February 1984.

DEFINITIONS

- A. Mitigation - Any action taken to eliminate or reduce the degree of long-term risk to human life and property from natural and manmade hazards.
- B. Hazard Mitigation Manager - The local government department/activity head, given the authority and resources, charged with the responsibility to establish and carry out an effective hazard mitigation program.

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Tab A to Functional Appendix 14

TASK ASSIGNMENTS

1. Board of Supervisors (Local Governing Body)

As in all emergency-related activities, the ultimate responsibility to the public for effective hazard mitigation rests with the elected officials. They must promulgate the codes, regulations, ordinances, and provide the funds required to implement and enforce an effective mitigation program.

2. Director of Emergency Services Coordinator of Emergency Services

The Director of Emergency Services has overall management responsibility of the hazard mitigation program. The Coordinator is responsible to the Director of Emergency Services and the governing body for administering an effective hazard mitigation program through the appropriate department or agency heads. His responsibilities include, but are not limited to, the following:

- a. Hazards analysis.
- b. Development, maintenance, and implementation of a Hazard Mitigation Plan.
- c. Development, maintenance, and exercise of the Emergency Operations Plan.
- d. Preparation, in coordination with the departments and agencies, of mitigating codes, ordinances, and regulations for action by the Board of Supervisors.

3. Department of Health

- a. Enforce existing codes, ordinances, and regulations for the treatment of water and sewage and the handling and storage of food.
- b. Develop plans for the prevention or spread of disease during a disaster.
- c. Develop procedures for crisis monitoring of water sources and food supplies during a disaster.

4. Director, Planning and Community Development

- a. Administer and enforce land use or zoning ordinances.

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- b. Survey areas that may require rezoning and make recommendations, as required.
- 5. Director, Code Compliance
 - a. Enforce existing building codes and zoning ordinances.
 - b. Make recommendation for mitigating codes or ordinances, where applicable.
 - c. Advise the public of private actions that could mitigate individual loss.
- 6. Law Enforcement
 - a. Enforce hazardous materials transportation regulations.
 - b. Develop, maintain, and exercise disaster response SOPs required by other appendices of this Plan.
- 7. Fire Department(s) and Rescue Squad(s)
 - a. Develop, maintain, and exercise disaster response standing operating procedures required by other appendices of this Plan.
 - b. Develop, maintain, and exercise specific response plans for hazardous materials.
 - c. Obtain training and special equipment that may be required for hazardous materials sites located in the jurisdiction.
- 8. Superintendent of Schools

Insure school administrators have a plan to cope with natural hazards to mitigate losses. Procedures should be developed for evacuation or seeking shelter within school buildings (areas).
- 9. James City Service Authority

James City County Emergency Operations Plan, Part I

Tab B to Functional Appendix 14

HAZARDS ANALYSIS

A hazards analysis is shown on page 14-8.

HAZARDS ANALYSIS SUMMARY TABLE/SCORE

INSTRUCTIONS

Each of the four criteria identified for describing and assessing potential hazards is to be assigned a descriptive term and number as follows:

Low	-	1
	-	2
Medium	-	3
	-	4
High	-	5

The criteria for each hazard is assigned one of the five ratings above and then totalled to determine a "score". All listed situations refer to major disasters causing loss of life, human suffering, and property damage. Day-to-day emergencies or accidents that are routinely responded to by local emergency organizations are not included.

1. The HISTORY rating is derived by the number of occurrences of the type of disaster under study over the past 25 years. If it has not occurred and if conditions have not changed to increase the hazard, the rating is "low"; once in 25 years - "medium"; and two or more times - "high".
2. Estimates of VULNERABILITY can be derived by comparing the area at risk to the population and property density. For example, thinly populated rural jurisdictions near nuclear power plants are considered less "vulnerable" than more heavily populated urbanized ones.
3. The MAXIMUM THREAT is the greatest destruction that could occur for the disaster under study. For example, with a nuclear attack, jurisdictions within a high-risk or target area receive a "high" rating; those within 30-40 miles - "medium"; and other, more remote jurisdictions - "low".
4. The PROBABILITY of a disaster is a subjective judgment to be made primarily by local officials. The following guide may be used:
 - a. Chances per year greater than 1 in 10 - "high"
 - b. Chances per year between 1 in 10 and 1 in 1,000 - "medium"
 - c. Chances per year less than 1 in 1,000 - "low"

HAZARDS ANALYSIS SUMMARY TABLE/SCORE

James City County
(Name of Jurisdiction)

	<u>HISTORY</u>	<u>VULNERABILITY</u>	<u>MAXIMUM THREAT</u>	<u>PROBABILITY</u>	<u>SCORE</u>
Air Pollution	4 +	1 +	1 +	4 =	10
Airplane Crash	1 +	1 +	1 +	3 =	6
Civil Disturbance	0 +	0 +	0 +	1 =	1
Dam Failure	0 +	1 +	1 +	1 =	3
Drought	4 +	1 +	1 +	3 =	9
Earthquake	0 +	0 +	0 +	0 =	0
Electric Power Outage	4 +	3 +	3 +	5 =	15
Fire/Explosion	0 +	1 +	0 +	0 =	1
Flash Flood	0 +	0 +	0 +	1 =	1
Flood, Major	0 +	0 +	0 +	1 =	1
Fuel Shortage, Major	1 +	1 +	2 +	1 =	5
Hazardous Materials/ Stationary	0 +	2 +	4 +	1 =	7
Highway Accident/ Hazardous Materials	5 +	4 +	4 +	5 =	18
Hurricane/Tropical Storm	5 +	2 +	3 +	3 =	13
Nuclear Attack	0 +	2 +	4 +	2 =	8
Nuclear Power Plant Accident	0 +	4 +	2 +	0 =	6
Pipeline Accident	0 +	4 +	2 +	2 =	8
Railroad Disaster	0 +	2 +	4 +	3 =	9
Structural Collapse	0 +	0 +	0 +	1 =	1
Water Supply Shortage/ Contamination	5 +	1 +	1 +	5 =	12
Windstorm/Tornado/ Severe Thunderstorm	5 +	3 +	3 +	3 =	14
Winter Storm	5 +	3 +	3 +	3 =	14

Completed by:

(Regional Coordinator)

(Local Coordinator)

(Date)

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