



# EMERGENCY SUPPORT FUNCTIONS ANNEX

## SECTION THREE

# 3

### INTRODUCTION

#### **Background**

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

#### **Purpose**

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

#### **Scope**

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

## EMERGENCY SUPPORT FUNCTIONS ANNEX: INTRODUCTION

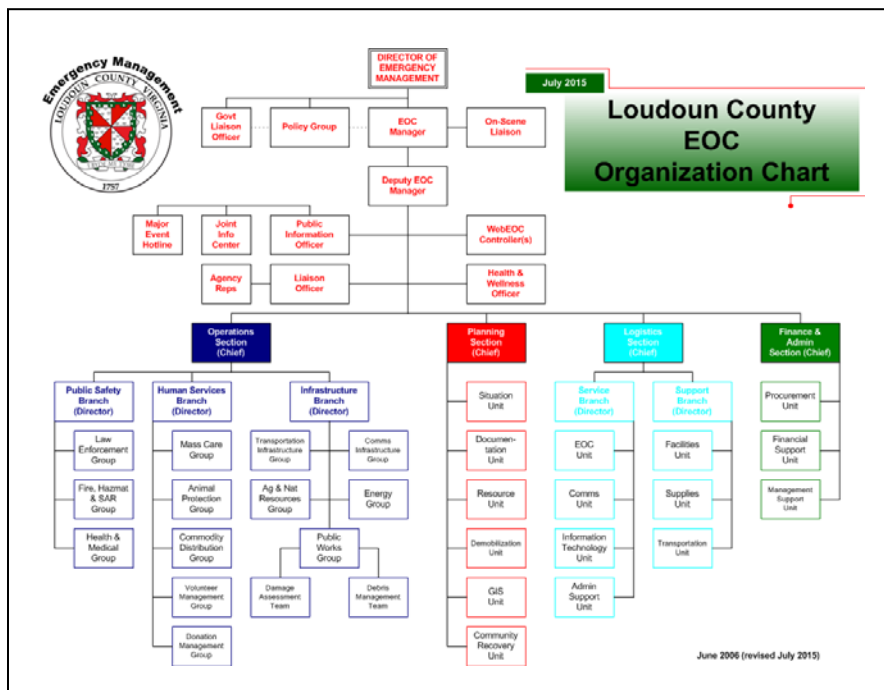
An ESF may have more than one primary agency with significant roles and responsibilities. The primary agency may have additional authorities, resources, and/or capabilities for that particular function. Responsibilities of the primary agency include: Supports the ESF coordinator and collaborates with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

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

### Concept of Operations

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

ESFs are organized and managed utilizing the principles of ICS as part of the County's compliance with the National Incident Management System (NIMS). Through ICS, the EOC and the ESFs benefit from a structure that provides unity of command, manageable span of control, incident action planning, and management by objectives. Figure ESF1 is the EOC Organization Chart:



Graphic 3-1: Loudoun County EOC Organization Chart

To assemble a workforce to staff and successfully operate ESFs during an EOC activation requires the cooperation and collaboration of numerous County agencies and partners. On several occasions, a single organization may be associated with multiple functions either as a primary or support agency. Figure ESF2 is a chart displaying primary and secondary agencies by ESF:

	ESF-1 Transportation	ESF-2 Communications	ESF-3 Public Works and Engineering	ESF-4 Firefighting	ESF-5 Emergency Management	ESF-6 Mass Care	ESF-7 Logistics	ESF-8 Public Health and Medical	ESF-9 Search and Rescue	ESF-10 Hazardous Materials Response	ESF-11 Agriculture and Natural Resources	ESF-12 Energy	ESF-13 Law Enforcement	ESF-14 Community Recovery	ESF-15 External Affairs	ESF-16 Finance and Administration
Amateur Radio Emergency Services		S				S										
American Red Cross National Capital Region					S											
Columbia Gas										S						
Department of Animal Services					S				S							
Department of Building and Development		S		S					S							
Department of Family Services					P											
Department of Fire, Rescue and Emergency Management		S	S	P	P	S		P	P		P	S	P	S		
Department of General Services			P			S				S						
Department of Information Technology		P				S								S		
Department of Management and Financial Services						S										P
Department of Mental Health					S		S									
Department of Parks, Recreation and Community Services			S		S	S										
Department of Transportation and Capital Infrastructure	P															
Dominion Power										S						
Emergency Management Executive Committee				S									S			
Health Department			S		S		P		S							
Inova Loudoun Hospital Center							S									
Juvenile Court Service Unit												S				
Loudoun Cooperative Extension									P							
Loudoun County Public Schools		S			S											
Loudoun Water			S													
Northern Virginia Electric Cooperative										S						
Office of the County Administrator					P	S							P	P		
Office of Mapping and Geographic Information					S											
Sheriff's Office		S				S		P				P		S		
StoneSprings Hospital Center							S									
Town of Hamilton Public Works			S													
Town of Hillsboro Public Works			S													
Town of Leesburg Police Department												S				
Town of Leesburg Public Works	S		S													
Town of Lovettsville Public Works			S													
Town of Middleburg Police Department												S				
Town of Middleburg Public Works			S													
Town of Purcellville Police Department												S				
Town of Purcellville Public Works	S		S													
Town of Round Hill Public Works			S													
Virginia Department of Health							S									
Virginia Department of Transportation	S		S													
Virginia State Police												S				
Washington Gas										S						

Graphic 3-2: Loudoun County ESF Agencies

**GENERAL PLANNING ASSUMPTIONS**

This section identifies global, overarching planning assumptions that require consideration when executing the Emergency Operations Plan (EOP). Unique and individual planning assumptions are addressed in each ESF, as applicable.

## Coordination

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

## Situational Awareness

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

## Impacts

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

## Administration

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

## ESFs

The following list designates the ESFs and associated Coordinating Agencies that are described within this annex. In an effort to minimize confusion, the roles and responsibilities described in the Loudoun County ESFs are generally consistent with the Commonwealth of Virginia Emergency Operations Plan (COVEOP) and the National Response Framework (NRF).

<b>Emergency Support Function</b>	<b>ESF Coordinator</b>
ESF-1 Transportation	Department of Transportation and Capital Infrastructure – <i>Office of Transportation Services</i>
ESF-2 Communications	Department of Information Technology
ESF-3 Public Works and Engineering	Department of General Services
ESF-4 Firefighting	Department of Fire, Rescue and Emergency Management
ESF-5 Emergency Management	Department of Fire, Rescue and Emergency Management – <i>Office of Emergency Management</i>
ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services	Department of Family Services
ESF-7 Logistics Management and Resource Support	Department of Fire, Rescue and Emergency Management – <i>Office of Emergency Management</i>
ESF-8 Public Health and Medical	Health Department
ESF-9 Search and Rescue	Department of Fire, Rescue and Emergency Management
ESF-10 Hazardous Materials Response	Department of Fire, Rescue and Emergency Management
ESF-11 Agriculture and Natural Resources	Loudoun Cooperative Extension
ESF-12 Energy	Department of Fire, Rescue and Emergency Management – <i>Office of Emergency Management</i>
ESF-13 Law Enforcement	Sheriff's Office
ESF-14 Community Recovery	Department of Fire, Rescue and Emergency Management – <i>Office of Emergency Management</i>
ESF-15 External Affairs	Office of the County Administrator – <i>Public Affairs and Communications Division</i>
ESF-16 Finance and Administration	Department of Management and Financial Services

THIS PAGE INTENTIONALLY LEFT BLANK

# Emergency Support Functions Annex

## ESF-1 TRANSPORTATION



### ESF Coordinator:

Department of Transportation  
and Capital Infrastructure

### Primary Agency:

Department of Transportation  
and Capital Infrastructure  
*Office of Transportation Services*

### Section:

Operations

### Support Agencies:

Town of Leesburg  
*Public Works Department*  
Town of Purcellville  
*Public Works Department*  
Virginia Department of Transportation

### Branch:

Infrastructure

### Group:

Transportation Infrastructure Group

## INTRODUCTION

### Purpose

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

### Scope

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

### Relevant Laws, Statutes, Plans, and Policies

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

### ESF Planning Assumptions

- ▶ The local transportation infrastructure will likely sustain damage. The damage, dependent upon the integrity of the transportation network, will determine the effectiveness and efficiency of response and recovery.
- ▶ Local Virginia Department of Transportation (VDOT) resources may become overwhelmed quickly or be relocated to other areas in the region during an emergency.

- ▶ Rapid damage assessments of impacted areas will assist in the determination of response priorities and transportation demands.

## RESPONSIBILITIES

### ESF Responsibilities

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

### Agency Responsibilities

#### Department of Transportation and Capital Infrastructure

Office of Transportation Services (OTS)

- ▶ The agency recognized with ESF coordination. OTS is responsible for overall ESF leadership and coordination associated with transportation systems and infrastructure during a significant event. Emergency operational policies and procedures developed by OTS provide the framework for carrying out these activities.

#### Town of Leesburg

Public Works Department (LPW)

- ▶ Serves as the department with primary responsibility for transportation systems and infrastructure within the incorporated Town of Leesburg. LPW serves as the town liaison for all transportation systems and infrastructure issues.

#### Town of Purcellville

Public Works Department (PPWD)

- ▶ Serves as the department with primary responsibility for transportation systems and infrastructure within the incorporated Town of Purcellville. PPWD serves as the town liaison for all transportation systems and infrastructure issues.



## Virginia Department of Transportation

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

### MISSIONS AND ASSIGNMENTS

- Mission 1:** Manages resources necessary to monitor, maintain, and restore transportation systems and infrastructure.
- Assignment 1-1: Establishes and maintains a primary route to all identified critical facilities.
- Assignment 1-2: Identifies, prioritizes, procures, and allocates available resources to maintain and restore the transportation infrastructure.
- Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.
- Mission 2:** Provides situational updates regarding transportation systems and infrastructure conditions.
- Assignment 2-1: Maintains and updates information related to road closures, infrastructure damage, debris clearance, and restoration activities.
- Mission 3:** Conducts damage assessments and documents, analyzes, and reports results.
- Assignment 3-1: Assesses the conditions of primary and secondary roadways, bridges, and other integral components of the transportation infrastructure. Coordinates and facilitates the closure of components determined to be unsafe.
- Mission 4:** Identifies transportation alternatives that can be implemented when systems or infrastructure are damaged, unavailable, or overwhelmed.
- Assignment 4-1: Coordinates transportation assets and identifies emergency transportation routes for the conveyance of human and material resources.
- Mission 5:** Coordinates initial transportation systems and infrastructure restoration and recovery activities.
- Assignment 5-1: Identifies and prioritizes restoration and recovery initiatives.

THIS PAGE INTENTIONALLY LEFT BLANK

# Emergency Support Functions Annex

## ESF-2 COMMUNICATIONS



### ESF Coordinator:

Department of Information Technology

### Primary Agency:

Department of Information Technology

### Section:

Operations

### Support Agencies:

Amateur Radio Emergency Services  
Department of Fire, Rescue and Emergency  
Management

### Branch:

Infrastructure

*Communications and Support Services  
Division*

### Group:

Communications Infrastructure Group

Loudoun County Public Schools  
*Division of Safety and Security*  
Sheriff's Office  
*Administrative and Technical Services  
Division*

## INTRODUCTION

### Purpose

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

### Scope

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

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Integrated Public Alert and Warning System (IPAWS) Memorandum of Agreement

### ESF Planning Assumptions

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

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-2 COMMUNICATIONS

- ▶ Increased usage combined with damage may result in diminished service.
- ▶ An extended power outage or extensive damage may result in communications being inaccessible for a prolonged period of time.
- ▶ Communications with emergency personnel may be adversely impacted.
- ▶ The ability to repair damage to the County communications system is contingent upon the availability of private commercial repair technicians.

## RESPONSIBILITIES

### ESF Responsibilities

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

### Agency Responsibilities

#### Department of Information Technology (DIT)

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

#### Amateur Radio Emergency Services (ARES)

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

**Department of Fire, Rescue and Emergency Management (FR&EM)**

Communications and Support Services Division

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

**Loudoun County Public Schools (LCPS)**

Division of Safety and Security

- ▶ Serves as the department with primary responsibility for monitoring, maintaining, and assessing the radio and other communication systems for LCPS, including facilities, vehicles, and other resources.

**Sheriff's Office (LCSO)**

Administrative and Technical Services Division

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

**MISSIONS AND ASSIGNMENTS**

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

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

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

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

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

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

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

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

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

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

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

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

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

Emergency Support Functions Annex  
**ESF-3 PUBLIC WORKS AND ENGINEERING**



**ESF Coordinator:**

Department of General Services

**Primary Agency:**

Department of General Services

**Section:**

Operations

**Support Agencies:**

Department of Building and Development  
*Building Code Enforcement / Inspection*

Department of Fire, Rescue and Emergency Management

*Fire Marshal's Office*

Department of General Services

*Public Works Division*

*Waste Management Division*

Department of Parks, Recreation and

Community Services

Health Department

*Environmental Health Services*

Loudoun Water

Town of Hamilton

Town of Hillsboro

Town of Leesburg

*Public Works Department*

Town of Lovettsville

Town of Middleburg

*Public Works*

Town of Purcellville

*Public Works Department*

Town of Round Hill

Virginia Department of Transportation

**Branch:**

Infrastructure

**Group:**

Public Works and Engineering Group

**Teams:**

Damage Assessment Team

Debris Management Team

## INTRODUCTION

### Purpose

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

### Scope

ESF-3 Public Works and Engineering coordinates resources necessary to manage, maintain, and restore public facilities and infrastructure during a significant event. Activities within the scope of ESF-3 functions include: monitors and reports conditions; conducts damage assessments; manages debris removal; identifies alternative facility and infrastructure solutions; and coordinates and establishes priorities regarding restoration and recovery activities.

For the purpose of this document, damage assessments include functional and structural evaluations on all public works systems except for those associated with ESF-1 Transportation, ESF-2 Communications, ESF-11 Agriculture and Natural Resources, and ESF-12 Energy.

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

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

### **ESF Planning Assumptions**

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

## **ORGANIZATION**

### **ESF Responsibilities**

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



## Agency Roles and Responsibilities

### Department of General Services (DGS)

Public Works Division  
Waste Management Division

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

### Department of Building and Development

Building Code Enforcement / Inspection Division

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

### Department of Fire, Rescue and Emergency Management

Fire Marshal's Office

- ▶ Provides personnel and equipment to assist with damage assessments.

### Health Department

Environmental Health Services

- ▶ Serves as the agency with primary responsibility for documenting, reporting, and conducting inspections on damaged well and septic systems.
- ▶ Provides guidance on food sanitation and preventing the spread of disease during a significant event.

### Department of Parks, Recreation and Community Services

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

### Loudoun Water

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

### Town Public Works Departments

- ▶ Performs damage assessment of town operated water and waste water systems and facilitates necessary repairs and/or coordinates with appropriate service provider.
- ▶ Provides personnel and equipment to assist in debris removal operations within corporate limits.

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

### Virginia Department of Transportation

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

## MISSIONS AND ASSIGNMENTS

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

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

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

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

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

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

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

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

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

**Mission 4:** Manages debris removal process and documents, analyzes, and reports results.

Assignment 4-1: Coordinates, assesses, and identifies suitable debris disposal sites and provides guidance in areas affected by contamination.

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

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

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

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

THIS PAGE INTENTIONALLY LEFT BLANK

# Emergency Support Functions Annex

## ESF-4 FIREFIGHTING



---

**ESF Coordinator:**

Department of Fire, Rescue and Emergency Management

**Primary Agency:**

Department of Fire, Rescue and Emergency Management

**Section:**

Operations

**Support Agencies:**

Department of Fire, Rescue and Emergency Management

*Office of Emergency Management*

**Branch:**

Public Safety

**Group:**

Fire, Hazmat & SAR Group

---

### INTRODUCTION

#### Purpose

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

#### Scope

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

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

#### Relevant Laws, Statutes, Plans, and Policies

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

#### ESF Planning Assumptions

- ▶ A number of mutual aid and automatic aid agreements exist and are available to assist in the delivery of fire, rescue, and EMS services.

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-4 FIREFIGHTING

- ▶ Emergency calls for service and routine resource requests are managed by the Loudoun County Emergency Communications Center. Unique or unusual resource requests may be routed to the EOC.
- ▶ Based on the significant event, fire, rescue, and EMS personnel may be called upon to participate in activities outside of their normal operation.

## ORGANIZATION

### ESF Responsibilities

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

### Agency Roles and Responsibilities

#### Department of Fire, Rescue and Emergency Management (FR&EM)

- ▶ The agency recognized with ESF coordination and primary responsibility. FR&EM is responsible for the overall ESF leadership and coordination associated with firefighting activities during a significant event, including search and rescue and hazardous materials, except as noted.

#### Department of Fire, Rescue and Emergency Management

##### Office of Emergency Management (OEM)

- ▶ Supports ESF-4 by coordinating resource requests locally, regionally, and through Statewide Mutual Aid (SMA), and Emergency Management Assistance Compact (EMAC) programs.

## MISSIONS AND ASSIGNMENTS

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

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

**EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-4 FIREFIGHTING**

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

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

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

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

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

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

THIS PAGE INTENTIONALLY LEFT BLANK



Emergency Support Functions Annex  
**ESF-5 EMERGENCY MANAGEMENT**



**ESF Coordinator:**

Department of Fire, Rescue and Emergency Management  
*Office of Emergency Management*

**Sections:**

Management and Control  
Planning

**Primary Agency:**

Department of Fire, Rescue and Emergency Management  
*Office of Emergency Management*  
Office of the County Administrator  
*County Administrator*

**Support Agencies:**

Loudoun County Emergency Management Executive Committee (EMEC)  
Representatives  
EMEC Agencies  
Department of Fire, Rescue and Emergency Management  
*Communications and Support Services Division*  
Department Building and Development  
Office of Mapping and Geographic Information

## INTRODUCTION

### Purpose

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

### Scope

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

For the purpose of this document:

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

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-5 EMERGENCY MANAGEMENT

- ▶ Members of the Loudoun County EMEC serve as the Policy Group during an Emergency Operations Center (EOC) activation. The group is comprised of senior representatives from the following agencies:
  - Office of the County Administrator
  - Department of Animal Services
  - Department of Family Services
  - Department of Fire, Rescue and Emergency Management
  - Department of General Services
  - Department of Information Technology
  - Department of Management and Financial Services
  - Department of Parks, Recreation, and Community Services
  - Health Department
  - Loudoun County Public Schools
  - Public Affairs and Communications
  - Sheriff's Office
- ▶ The County Administrator and/or designee serves as the Director of Emergency Management (Director).
- ▶ Recovery refers to the preliminary actions during an EOC activation necessary to initiate subsequent comprehensive strategies coordinated by ESF-14 Community Recovery.
- ▶ While the Public Information Officer is identified as part of the Management and Control Group, roles and responsibilities are defined and specified in ESF-15 External Affairs.

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide
- ▶ Code of Virginia, Title 44 Military and Emergency Laws, Chapter 3.2 Emergency Services and Disaster Laws
- ▶ Emergency Management Assistance Compact (Public Law 104-321)
- ▶ Homeland Security Presidential Directive 5, Management of Domestic Incidents, February 28, 2003
- ▶ Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended
- ▶ Virginia Statewide Mutual Aid Agreement (Loudoun County Resolution adopted October 16, 2000)

### ESF Planning Assumptions

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

## ORGANIZATION

### ESF Responsibilities

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

### Agency Roles and Responsibilities

#### Department of Fire, Rescue and Emergency Management

##### Office of Emergency Management (OEM)

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

#### Director of Emergency Management

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

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

### **Policy Group**

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

### **Government Liaison**

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

### **EOC Manager**

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

### **Public Information Officer**

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

### **Operations Section Chief**

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

**EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-5 EMERGENCY MANAGEMENT**

Operations Group	Emergency Support Function
Law Enforcement Group	ESF-13 Law Enforcement
Fire, Hazmat, and SAR Group	ESF-4 Firefighting ESF-9 Search and Rescue ESF-10 Hazardous Materials Response
Health and Medical Group	ESF-8 Public Health and Medical Services
Mass Care Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Animal Protection Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Commodity Distribution Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Volunteer Management Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Donation Management Group	ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services
Transportation Infrastructure Group	ESF-1 Transportation
Communications Infrastructure Group	ESF-2 Communications
Agriculture and Natural Resources Group	ESF-3 Public Works and Engineering ESF-11 Agriculture and Natural Resources
Public Works Group	ESF-3 Public Works and Engineering
Energy Group	ESF-12 Energy

**Planning Section Chief**

- ▶ Directs the Planning Section and ensures that all Planning staff is managed effectively and efficiently. Planning Units assigned include, but are not limited to:
  - Situation Unit gathers, compiles, analyzes, and reports situational awareness information.
  - Documentation Unit maintains accurate and complete EOC related files.
  - Resource Unit establishes and maintains a system to track status of all EOC managed resources and coordinates with Logistics and Operations Sections to ensure resource requirements are fulfilled.
  - Demobilization Unit develops an EOC demobilization plan.
  - Geographic Information System (GIS) Unit provides spatial information, analysis, display, and/or dissemination.
  - Community Recovery Unit initiates and coordinates the County’s recovery efforts in collaboration with local, state, and federal partners.
  
- ▶ Facilitates the planning process which includes, but is not limited to:
  - Collaborates with EOC Manager in development of initial EOC operational strategies, resource requirements, and actions.
  - Conducts situational briefings.
  - Guides development and assignment of operational objectives in support of strategic goals.
  - Supports tactical planning initiatives.
  - Supervises development of the EOC Incident Action Plan (IAP).
  - Prepares EOC Shift Briefing.
  - Ensures timely completion and distribution of EOC Situation Reports.

### Logistics Section Chief

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

### Finance and Administration Section Chief

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

### Department of Fire, Rescue and Emergency Management

Communications and Support Services Division

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

### Department of Building and Development

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

### Office of Mapping and Geographic Information

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

## MISSIONS AND ASSIGNMENTS

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

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

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

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

Assignment 1-4: Activates the EOC with sufficient, qualified staff.

**Mission 2:** Gathers, compiles, analyzes, and reports situational awareness.

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

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

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

**Mission 3:** Manages the EOC Planning Process.

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

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

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

Assignment 3-4: Constructs the EOC IAP.

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

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

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

Assignment 4-3: Supervises initial recovery activities.

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

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

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

**Mission 6:** Serves as the primary liaison with all governmental and non-governmental entities and ensures compliance with all local, state, and federal regulations.

Assignment 6-1: Acts in accordance with all public laws including, but not limited to the Stafford Act, the Code of Virginia, and all local ordinances.

**EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-5 EMERGENCY MANAGEMENT**

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



Emergency Support Functions Annex  
**ESF-6 MASS CARE, EMERGENCY ASSISTANCE,  
HOUSING, AND HUMAN SERVICES**



---

**ESF Coordinator:**

Department of Family Services

**Primary Agency:**

Department of Family Services

**Section:**

Operations

**Support Agencies:**

American Red Cross National Capital Region

Department of Animal Services

Department of Fire, Rescue and Emergency

Management

*Office of Emergency Management*

Department of Mental Health, Substance

Abuse and Developmental Services

Department of Parks, Recreation and

Community Services

Health Department

Loudoun County Public Schools

Office of the County Administrator

*Public Affairs and Communications*

*Division*

---

**INTRODUCTION**

**Purpose**

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

**Scope**

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

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

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

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Americans with Disabilities Act of 1990, as amended
- ▶ Loudoun County Animals in Emergencies Operations Plan
- ▶ Loudoun County Shelter Operations Plan
- ▶ Pets Evacuation and Transportation Standards Act of 2006, Public Law 109-308

### **ESF Planning Assumptions**

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

## **ORGANIZATION**

### **ESF Responsibilities**

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

## Agency Roles and Responsibilities

### Department of Family Services

- ▶ The agency recognized with ESF coordination. Department of Family Services is responsible for overall leadership and coordination associated with mass care, emergency assistance, housing, and human services. Emergency operational policies and procedures developed by Family Services provide the framework for carrying out these activities.
- ▶ Serves as the primary liaison with recognized non-profit organizations activated in support of a significant event.

### American Red Cross National Capital Region

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

### Department of Animal Services (DAS)

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

### Department of Fire, Rescue and Emergency Management

#### Office of Emergency Management

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

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

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

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

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

### Health Department

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

### Loudoun County Public Schools (LCPS)

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

### Office of the County Administrator

Public Affairs and Communications Division

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

## MISSIONS AND ASSIGNMENTS

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

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

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

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

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

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

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

Assignment 2-4: Provides timely updates to the EOC regarding the status and current capacity of human services and emergency animal shelter facilities.

**Mission 3:** Provides essential services to those persons and animals impacted by a significant event.

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

**EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-6 MASS CARE,  
EMERGENCY ASSISTANCE, HOUSING, AND HUMAN SERVICES**

- Assignment 3-2: Provides access to services for those with acute individual needs. Services include, but are not limited to: physical and mental health referrals (refer to ESF-8 Public Health and Medical Services), assistance with state and federal programs, and short-term or temporary housing (refer to ESF-14 Community Recovery for long-term housing needs).
- Assignment 3-3: Coordinates family reunification.
- Assignment 3-4: Coordinates animal reunification.
- Assignment 3-5: Controls, protects, and ensures the humane care and treatment of livestock and domestic animals.

**Mission 4:** Distributes emergency relief items.

- Assignment 4-1: Coordinates the distribution of essential resources to those impacted by a significant event.
- Assignment 4-2: Serves as liaison with non-governmental organizations (NGOs) in order to secure goods (refer to the Donations Management Annex).

THIS PAGE INTENTIONALLY LEFT BLANK

Emergency Support Functions Annex  
**ESF-7 LOGISTICS MANAGEMENT  
AND RESOURCE SUPPORT**



---

**ESF Coordinator:**

Department of Fire, Rescue and Emergency  
Management  
*Office of Emergency Management*

**Primary Agency:**

Department of Fire, Rescue and Emergency  
Management  
*Office of Emergency Management*

**Section:**

Logistics  
Finance and Administration  
*Procurement Unit*  
Planning  
*Resource Unit*

**Support Agencies:**

Amateur Radio Emergency Services  
Department of Fire, Rescue and Emergency  
Management  
Department of General Services  
Department of Information Technology  
Department of Management and Financial  
Services  
Department of Parks, Recreation, and  
Community Services  
Sheriff's Office

---

**INTRODUCTION**

**Purpose**

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

**Scope**

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

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

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

## **EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-7 LOGISTICS MANAGEMENT AND RESOURCE SUPPORT**

For the purpose of this document:

- ▶ Due to the complexity of this ESF, the Agency Roles and Responsibilities section will also include Support and Service Branch positions.
- ▶ Logistics management and resource support refers to, but is not limited to, the provision of personnel, facilities, services, and materials.
- ▶ Following demobilization, agencies are responsible for managing, maintaining, and storing their resources.
- ▶ Information regarding the coordination and management of compensation, claims, time, payroll, procurement, and risk management is contained in ESF-16 Finance and Administration.
- ▶ Information regarding the coordination, management, and deployment of volunteer resources is contained in the Spontaneous Volunteer Management Annex.
- ▶ Information regarding the coordination, management, and deployment of donated goods and services is contained in the Donations Management Annex.

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

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

### **ESF Planning Assumptions**

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

## **ORGANIZATION**

### **ESF Responsibilities**

- ▶ Reports to and takes direction from the Logistics Section Chief.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve logistics and resource management issues during the significant event.
- ▶ Documents information and actions related to logistics management and resource support missions and assignments.



- ▶ Utilizes current methods and procedures to process requests for assistance.
- ▶ Submits a detailed record of costs and expenditures to the Finance and Administration Section.

## Agency Roles and Responsibilities

### Department of Fire, Rescue and Emergency Management

#### Office of Emergency Management (OEM)

- ▶ The agency recognized with ESF coordination. OEM is responsible for overall leadership and coordination associated with resource requests and collaborating with agencies and private partners to ensure needs are met. Emergency operational policies and procedures developed by the OEM provide the framework for carrying out these activities.
- ▶ Ensures the EOC remains in a fully functional state.

#### EOC Unit

- ▶ Performs and/or coordinates EOC maintenance, sanitation, lighting, and other facility-related functions as assigned.
- ▶ Completes external tasks in direct support of the EOC operation.
- ▶ Coordinates with EOC Health and Wellness Officer to maintain food service areas to ensure compliance with all health and safety measures.
- ▶ Determines EOC food requirements and ensures scheduled delivery of meals.

#### Communications Unit

- ▶ Answers primary EOC telephone number and routes calls to appropriate ESFs.
- ▶ Operates, maintains, troubleshoots, and ensures repair of EOC communications equipment including 800 MHz radios, satellite telephones, and amateur radio components.

#### Information Technology Unit

- ▶ Maintains, troubleshoots, and ensures repair of EOC technology equipment.
- ▶ Provides software and administrative support for critical EOC applications including WebEOC, Everbridge, and Reverse 911.
- ▶ Monitors, maintains, troubleshoots, and ensures repair of essential County and public network components necessary for the delivery of information through Internet and Intranet connections, e-mail, and other critical services.
- ▶ Monitors, maintains, troubleshoots, and ensures repair of public safety and other mission-critical systems that host vital applications.

### **Administration Support Unit**

- ▶ Provides general administrative support to the Management and Control Group.
- ▶ Maintains and manages the EOC check-in/check-out roster and distributes necessary access cards.

### **Facilities Unit**

- ▶ Identifies and assigns maintenance, sanitation, lighting, and other support functions at ancillary facilities.
- ▶ Coordinates, analyzes, and makes recommendations for selection and utilization of incident support facilities based on requirements from ESFs.

### **Supplies Unit**

- ▶ Acquires, allocates, and ensures distribution of incident support supplies and resources.
- ▶ Coordinates with Resource Unit to ensure the status of all incident support supplies and resources is documented.
- ▶ Coordinates with the Procurement Unit to ensure all incident support supply and resource purchase information is properly documented and maintains compliance with all applicable procurement laws, regulations, and policies.

### **Transportation Unit**

- ▶ Coordinates, analyzes, and makes recommendations for selection and utilization of transportation resources based on requirements from ESFs.
- ▶ Supports fueling, maintenance, and repair of transportation resources.
- ▶ Coordinates with Resource Unit to ensure the status of all transportation resources is documented.

### **Resources Unit (Planning Section)**

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

### **Procurement Unit (Finance and Administration Section)**

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

### **Amateur Radio Emergency Services**

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

### **Department of Fire, Rescue and Emergency Management**

- ▶ Provides public safety communications personnel to operate various communications systems within the EOC.
- ▶ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

### **Department of General Services**

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

### **Department of Information Technology**

- ▶ Serves as the agency with primary responsibility for monitoring, maintaining, and repairing of critical network systems and equipment.
- ▶ Provides application support for critical EOC software.

### **Department of Management and Financial Services**

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

### **Sheriff's Office**

- ▶ Provides public safety communications personnel to operate various communications systems within the EOC.
- ▶ Assists in staffing the Supplies Unit with personnel familiar with procurement, supply delivery, and resource availability.

### **Parks, Recreation, and Community Services**

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

## MISSIONS AND ASSIGNMENTS

**Mission 1:** Monitors and reports resource status.

Assignment 1-1: Monitors, maintains, and updates information related to logistics management and resource support status.

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

**Mission 2:** Acquires, allocates, and distributes supplies.

Assignment 2-1: Coordinates acquisition, allocation, receipt, distribution, and storage of resources.

Assignment 2-2: Coordinates with the Resource Unit and Procurement Unit to ensure that all resources and purchases are accurately tracked.

**Mission 3:** Assesses facility requirements.

Assignment 3-1: Identifies suitable incident support facilities based on recommendations from ESFs.

Assignment 3-2: Identifies and assigns maintenance, sanitation, lighting, and other support functions at ancillary facilities.

**Mission 4:** Manages resource transportation requirements.

Assignment 4-1: Identifies suitable transportation resources based on requirements from ESFs.

Assignment 4-2: Manages and coordinates all transportation support services including fueling, maintenance, and repair.

Assignment 4-3: Coordinates with the Resource Unit to ensure that all resources are accurately tracked.

**Mission 5:** Maintains the physical operation of the EOC.

Assignment 5-1: Performs maintenance, sanitation, lighting, and other support functions in the EOC.

Assignment 5-2: Completes external tasks in direct support of the EOC operation.

Assignment 5-3: Schedules delivery of meals and coordinates with the EOC Health and Wellness Officer to ensure compliance with all safe food handling requirements.

- Mission 6:** Operates voice and data communication systems within the EOC.
- Assignment 6-1: Answers primary EOC telephone number and routes calls to appropriate ESFs.
- Assignment 6-2: Operates and maintains all critical EOC communications systems including 800 MHz radios, telephones, and amateur radio components.
- Mission 7:** Monitors and repairs critical network and applications systems.
- Assignment 7-1: Monitors, maintains, troubleshoots, and ensures repair of essential County and public network components necessary for the delivery of information through Internet and Intranet connections, e-mail, and other critical services.
- Assignment 7-2: Monitors, maintains, troubleshoots, and ensures repair of public safety and other mission-critical systems that host vital applications.
- Assignment 7-3: Repairs or replaces EOC technology equipment.
- Assignment 7-4: Provides software and administrative support for critical EOC applications including WebEOC, Everbridge, and Reverse 911.
- Mission 8:** Provides human resources to perform administrative tasks.
- Assignment 8-1: Provides general administrative support to the Management and Control Group.
- Assignment 8-2: Maintains and manages the EOC check-in/check-out roster and distributes necessary access cards.
- Mission 6:** Serves as the primary liaison with all governmental and non-governmental entities and ensures compliance with all local, state, and federal regulations.
- Assignment 6-1: Acts in accordance with all public laws including, but not limited to the Stafford Act, the Code of Virginia, and all local ordinances.
- Assignment 6-2: Coordinates local activities with the Virginia Department of Emergency Management (VDEM) and the Federal Emergency Management Agency (FEMA) on all issues including, but not limited to damage assessment, public assistance, and individual assistance.

THIS PAGE INTENTIONALLY LEFT BLANK

Emergency Support Functions Annex  
**ESF-8 PUBLIC HEALTH AND MEDICAL**



**ESF Coordinator:**  
Health Department

**Primary Agency:**  
Health Department

**Section:**  
Operations

**Support Agencies:**  
Department of Mental Health, Substance  
Abuse and Developmental Services

**Branch:**  
Public Safety

Inova Loudoun Hospital Center  
StoneSprings Hospital Center  
Virginia Department of Health  
*Office of the Chief Medical Examiner*

**Group:**  
Health and Medical Group

## INTRODUCTION

### Purpose

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

### Scope

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

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

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center (EOC) Policies and Procedures Guide
- ▶ Americans with Disabilities Act of 1990, as amended
- ▶ Code of Virginia, Title 32.1 Health, Chapter 8 Postmortem Examinations and Services
- ▶ Loudoun County Health Department All-Hazards Emergency Operations Plan
- ▶ Post-Katrina Emergency Management Reform Act of 2006

- ▶ Rehabilitation Act of 1973
- ▶ Local Government Agreement for Health Services

### **ESF Planning Assumptions**

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

## **ORGANIZATION**

### **ESF Responsibilities**

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

### **Agency Roles and Responsibilities**

#### **Health Department**

- ▶ The agency recognized with ESF coordination. The Health Department is responsible for overall ESF leadership and coordination associated with public health and wellness during a significant event. Emergency operational policies and procedures developed by the Health Department provide the framework for carrying out these activities.

#### **Department of Mental Health, Substance Abuse and Developmental Services**

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



**Inova Loudoun Hospital Center**

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

**StoneSprings Hospital Center**

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

**Virginia Department of Health**

Office of the Chief Medical Examiner (OCME)

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

**MISSIONS AND ASSIGNMENTS**

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

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

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

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

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

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

Assignment 2-3: Identifies and assesses the need for regional, state, or federal resources and coordinates with the Resource Unit and Management and Control Group to initiate requests.

**Mission 3:** Manages Special Medical Needs shelters for those impacted by a significant event.

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

**EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-8 PUBLIC HEALTH AND MEDICAL**

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

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

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

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

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

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

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

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

**Mission 5:** Provides counseling and mental health services.

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

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

Assignment 6-1: Provides timely updates to the EOC regarding the status and current capacity of hospitals and other acute care facilities.

Assignment 6-2: Coordinates and communicates with the Regional Hospital Coordination Center (RHCC) to identify and assess available facility resources.

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

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

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

THIS PAGE INTENTIONALLY LEFT BLANK

Emergency Support Functions Annex  
**ESF-9 SEARCH AND RESCUE**



**ESF Coordinator:**

Department of Fire, Rescue and Emergency Management

**Section:**

Operations

**Branch:**

Public Safety

**Group:**

Fire, Hazmat & SAR Group

**Primary Agencies:**

Department of Fire, Rescue and Emergency Management  
Sheriff's Office

**Support Agency:**

Department of Fire, Rescue and Emergency Management  
*Office of Emergency Management*

---

**INTRODUCTION**

**Purpose**

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

**Scope**

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

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

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

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

**ESF Planning Assumptions**

- ▶ Search and rescue missions with an investigative and/or criminal component and will be coordinated by the appropriate law enforcement agency.
- ▶ Search and rescue missions involving urban search and rescue or technical rescue will be coordinated by the Department of Fire, Rescue and Emergency Management.

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-9 SEARCH AND RESCUE

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

## ORGANIZATION

### ESF Responsibilities

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

### Agency Roles and Responsibilities

#### Department of Fire, Rescue and Emergency Management (FR&EM)

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

#### Sheriff's Office (LCSO)

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

#### Department of Fire, Rescue and Emergency Management

##### Office of Emergency Management

- ▶ Supports ESF-9 by coordinating resource requests locally, regionally, and through Statewide Mutual Aid (SMA), and Emergency Management Assistance Compact (EMAC) programs.

**MISSIONS AND ASSIGNMENTS**

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

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

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

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

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

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

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

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

THIS PAGE INTENTIONALLY LEFT BLANK



Emergency Support Functions Annex  
**ESF-10 HAZARDOUS MATERIALS RESPONSE**



**ESF Coordinator:**

Department of Fire, Rescue and Emergency Management

**Primary Agency:**

Department of Fire, Rescue and Emergency Management

**Section:**

Operations

**Support Agencies:**

Department of Fire, Rescue and Emergency Management

*Office of Emergency Management*

**Branch:**

Public Safety

**Group:**

Fire, Hazmat & SAR

---

**INTRODUCTION**

**Purpose**

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

**Scope**

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

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

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

## ESF Planning Assumptions

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

## ORGANIZATION

### ESF Responsibilities

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

### Agency Roles and Responsibilities

#### Department of Fire, Rescue and Emergency Management (FR&EM)

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

#### Department of Fire, Rescue and Emergency Management

##### Office of Emergency Management (OEM)

- ▶ Supports ESF-10 by coordinating resource requests locally, regionally, and through Statewide Mutual Aid (SMA), and Emergency Management Assistance Compact (EMAC) programs. OEM serves as the chair of the Local Emergency Planning Committee (LEPC).

**MISSIONS AND ASSIGNMENTS**

**Mission 1:** Manages the resources necessary to detect, stabilize, and mitigate a hazardous materials incident.

Assignment 1-1: Maintains and updates information related to staffing of hazardous materials response equipment.

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

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

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

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

THIS PAGE INTENTIONALLY LEFT BLANK

Emergency Support Functions Annex  
**ESF-11 AGRICULTURE AND  
NATURAL RESOURCES**



---

**ESF Coordinator:**

Loudoun Cooperative Extension

**Primary Agency:**

Loudoun Cooperative Extension

**Section:**

Operations

**Support Agencies:**

Department of Animal Services

Department of Building and Development

Health Department

*Environmental Health Services*

**Branch:**

Infrastructure

**Group:**

Agriculture and Natural Resources Group

---

## INTRODUCTION

### Purpose

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

### Scope

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

For the purpose of this document, bulk food or commodity distribution is coordinated through ESF-6 Mass Care, Emergency Assistance, Housing, and Human Services.

### Relevant Laws, Statutes, Plans, and Policies

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

### ESF Planning Assumptions

- ▶ There is no direct tie between traditional damage assessment and agricultural damage assessment. Timelines, forms, and reporting requirements will be different.

- ▶ Coordination with many non-traditional regional, state, and federal agencies may become necessary for certain natural, cultural, or historic resources.

## ORGANIZATION

### ESF Responsibilities

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

### Agency Roles and Responsibilities

#### Loudoun Cooperative Extension

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

#### Animal Services

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

#### Department of Building and Development

- ▶ Serves as the agency with primary responsibility for protecting, managing, and monitoring natural, environmental, and cultural resources.

#### Health Department

##### Environmental Health Services

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

## MISSIONS AND ASSIGNMENTS

- Mission 1:** Coordinates the resources necessary to assess and protect the viability of the commercial food supply, agriculture, and natural resources during a significant event.
- Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to protect the commercial food supply, cultural, and natural resources.
- Assignment 1-2: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership.
- Mission 2:** Assesses damage to agricultural resources assessments and documents, analyzes, and reports results.
- Assignment 2-1: Conducts assessments on all damaged crops and agricultural facilities.
- Mission 3:** Ensures safety and security of the food supply.
- Assignment 3-1: Coordinates with ESF-13 Law Enforcement to ensure adequate security of the commercial food supply.
- Assignment 3-2: Conducts food safety inspections in establishments impacted by a significant event.
- Mission 4:** Responds to animal and plant disease outbreaks.
- Assignment 4-1: Inspects, verifies, and reports the presence of animal or plant disease outbreak with significant economic ramifications.
- Mission 5:** Coordinates protective actions associated with natural, cultural, and historic resources
- Assignment 5-1: Manages and protects natural and cultural resources impacted by a significant event.

THIS PAGE INTENTIONALLY LEFT BLANK



Emergency Support Functions Annex  
**ESF-12 ENERGY**



**ESF Coordinator:**

Department of Fire, Rescue and Emergency Management  
*Office of Emergency Management*

**Primary Agency:**

Department of Fire, Rescue and Emergency Management  
*Office of Emergency Management*

**Section:**

Operations

**Support Agencies:**

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

**Branch:**

Infrastructure

**Group:**

Energy Group

## INTRODUCTION

### Purpose

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

### Scope

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

### Relevant Laws, Statutes, Plans, and Policies

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

### ESF Planning Assumptions

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

- ▶ Increased usage combined with damage may result in diminished service.
- ▶ An extended power outage may result in communications being inaccessible for a prolonged period of time.
- ▶ The ability to restore energy systems at County and public facilities is contingent upon the availability of commercial repair technicians.
- ▶ Operators of critical infrastructure facilities are responsible for establishing and maintaining alternative energy sources.

## **ORGANIZATION**

### **ESF Responsibilities**

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

### **Agency Roles and Responsibilities**

#### **Department of Fire, Rescue and Emergency Management**

##### **Office of Emergency Management (OEM)**

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

#### **Department of General Services**

- ▶ Serves as the department with primary responsibility for documenting, reporting, and assessing emergency systems within County and public facilities.

#### **Energy Providers**

- ▶ Provides personnel and equipment to assist with assessment and restoration of energy systems.

- ▶ Serves as primary liaison between provider and EOC for the purposes of reporting service interruptions and providing ongoing status updates.

## MISSIONS AND ASSIGNMENTS

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

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources to maintain and restore essential energy systems.

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

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

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

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

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

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

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

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

Assignment 5-1: Coordinates with commercial service providers to monitor and restore commercial service.

THIS PAGE INTENTIONALLY LEFT BLANK

Emergency Support Functions Annex  
**ESF-13 LAW ENFORCEMENT**



**ESF Coordinator:**  
Sheriff's Office

**Primary Agency:**  
Sheriff's Office

**Section:**  
Operations

**Support Agencies:**  
Department of Fire, Rescue and Emergency  
Management

**Branch:**  
Public Safety

*Fire Marshal's Office*  
Juvenile Court Service Unit  
Town of Leesburg Police Department  
Town of Middleburg Police Department  
Town of Purcellville Police Department  
Virginia State Police

**Group:**  
Law Enforcement Group

## INTRODUCTION

### Purpose

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

### Scope

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

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide
- ▶ Loudoun County Evacuation Guide
- ▶ Loudoun County Sheriff's Office Emergency Operations Plan

## ESF Planning Assumptions

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

## ORGANIZATION

### ESF Responsibilities

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

### Agency Roles and Responsibilities

#### Sheriff's Office (LCSO)

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

#### Department of Fire, Rescue and Emergency Management

Fire Marshal's Office

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

#### Juvenile Court Service Unit

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

**Town Police Departments**

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

**Virginia State Police**

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

**MISSIONS AND ASSIGNMENTS**

**Mission 1:** Coordinates the resources necessary to provide law enforcement activities during a significant event.

Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources for law enforcement activities.

Assignment 1-2: Ensures coordination among law enforcement providers and with other support agencies.

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

**Mission 2:** Assesses law enforcement needs and provides requisite personnel and equipment for all incidents and facilities.

Assignment 2-1: Deploys adequate personnel and equipment needed to maintain a safe and secure incident scene and manages controlled access and re-entry.

Assignment 2-2: Deploys adequate personnel and equipment needed to maintain safe and secure incident-related facilities.

Assignment 2-3: Provides personnel necessary to perform incident-related investigations.

Assignment 2-4: Provides personnel and equipment necessary to preserve peace and control during civil unrest.

**Mission 3:** Directs traffic management activities.

Assignment 3-1: Prioritizes critical transportation routes and deploys appropriate resources to ensure safe and effective traffic flow during a significant incident.

**Mission 4:** Coordinates authorized evacuations.

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

**EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-13 LAW ENFORCEMENT**

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



Emergency Support Functions Annex  
**ESF-14 COMMUNITY RECOVERY**



**ESF Coordinator:**

Department of Fire, Rescue and Emergency Management  
*Office of Emergency Management*

**Primary Agency:**

Department of Fire, Rescue and Emergency Management  
*Office of Emergency Management*  
Office of the County Administrator  
*County Administrator*

**Section:**

Planning

**Support Agencies:**

Loudoun County Emergency Management Executive Committee (EMEC)  
Representatives  
EMEC Agencies

**Unit:**

Community Recovery Unit

**INTRODUCTION**

**Purpose**

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

**Scope**

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

For the purpose of this document:

- ▶ Recovery refers to the preliminary actions during an Emergency Operations Center (EOC) activation necessary to initiate subsequent comprehensive strategies.
- ▶ Any agency may be called upon to participate as part of ESF-14 Community Recovery.
- ▶ Members of the Loudoun County EMEC serve as the Policy Group during an EOC activation. The group is comprised of senior representatives from the following agencies:
  - Office of the County Administrator
  - Department of Animal Services
  - Department of Family Services
  - Department of Fire, Rescue and Emergency Management
  - Department of General Services

## EMERGENCY SUPPORT FUNCTIONS ANNEX: ESF-14 COMMUNITY RECOVERY

- Department of Information Technology
  - Department of Management and Financial Services
  - Department of Parks, Recreation, and Community Services
  - Health Department
  - Loudoun County Public Schools
  - Public Affairs and Communications
  - Sheriff's Office
- ▶ The County Administrator and/or designee serves as the Director of Emergency Management (Director).

### Relevant Laws, Statutes, Plans, and Policies

- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide

## ORGANIZATION

### ESF Responsibilities

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

### Agency Roles and Responsibilities

#### Department of Fire, Rescue and Emergency Management

##### Office of Emergency Management (OEM)

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

**Office of the County Administrator**

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

**Policy Group**

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

**MISSIONS AND ASSIGNMENTS**

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

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

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

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

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

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

Assignment 2-2: Coordinates with state and federal agencies regarding recovery programs.

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

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

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

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

Emergency Support Functions Annex  
**ESF-15 EXTERNAL AFFAIRS**



**ESF Coordinator:**

Office of the County Administrator  
*Public Affairs and Communications  
Division*

**Primary Agency:**

Office of the County Administrator  
*Public Affairs and Communications  
Division*

**Section:**

Management and Control  
*Public Information Officer*

**Support Agencies:**

Department of Fire, Rescue and Emergency  
Management  
Department of Information Technology  
Sheriff's Office

**INTRODUCTION**

**Purpose**

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

**Scope**

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

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

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

- ▶ Loudoun County Emergency Operations Center Policies and Procedures Guide
- ▶ Major Event Hotline Procedures

**ESF Planning Assumptions**

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

- Department of Information Technology

## ORGANIZATION

### ESF Responsibilities

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

### Agency Roles and Responsibilities

#### Office of the County Administrator

Public Affairs and Communications Division

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

#### Department of Fire, Rescue and Emergency Management

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

#### Department of Information Technology

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

#### Sheriff's Office

- ▶ Serves as the agency with primary responsibility for creating public information related to law enforcement services.

## MISSIONS AND ASSIGNMENTS

- Mission 1:** Manages resources necessary to monitor, craft, and disseminate public messaging during a significant event.
- Assignment 1-1: Identifies, prioritizes, procures, and allocates available resources and systems to deliver consistent and ongoing public information.
- Assignment 1-2: Establishes and operates the major event hotline to respond to public inquires.
- Assignment 1-3: Considers future (in the subsequent 12 to 24-hour period) resource requirements and conveys to EOC leadership
- Mission 2:** Delivers accessible, verified, updated, and authorized information to the public by utilizing traditional and social media mechanisms.
- Assignment 2-1: Creates messages to inform or instruct the public regarding appropriate measures related to the significant event.
- Assignment 2-2: Coordinates, validates, and reviews all information from the incident scene or the EOC prior to public release.
- Assignment 2-3: Obtains approval from the EOC Manager for all information prior to public release.
- Assignment 2-4: Responds to inquiries from the public through an activated major event hotline or official social media platforms.
- Mission 3:** Coordinates all official briefings and press conferences.
- Assignment 3-1: Creates talking points for elected officials and County leadership.
- Assignment 3-2: Identifies, secures, and publicizes key information regarding briefings or press conferences.
- Assignment 3-3: Develops and publishes a media-briefing schedule, to include location, format, preparation, and distribution of handout materials.
- Assignment 3-4: Coordinates with on-scene public information officers to ensure consistent message delivery.

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

Assignment 4-1: Operates a local JIC utilizing personnel and resources necessary to deliver accessible, verified, updated, and authorized messages.

Assignment 4-2: Provides representation for any regional, state, or federal JIC.



Emergency Support Functions Annex  
**ESF-16 FINANCE AND ADMINISTRATION**



**ESF Coordinator:**

Department of Management and Financial Services

**Primary Agency:**

Department of Management and Financial Services

**Section:**

Finance and Administration

## INTRODUCTION

### Purpose

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

### Scope

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

### Relevant Laws, Statutes, Plans, and Policies

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

## ORGANIZATION

### ESF Responsibilities

- ▶ Reports to and takes direction from the Finance and Administration Section Chief.
- ▶ Provides informational updates to the Planning Section.
- ▶ Develops plans, policies, and procedures necessary to resolve finance and administration issues during the significant event.

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

## Agency Roles and Responsibilities

### Department of Management and Financial Services (DMFS)

- ▶ The agency recognized with ESF coordination and primary responsibility. DMFS is responsible for the overall ESF leadership and coordination associated with fiscal and administrative services during a significant event.

### Procurement Unit

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

### Financial Support Unit

- ▶ Maintains record of costs and expenditures and provides cost estimates to ESFs.

### Management Support Unit

- ▶ Coordinates all employee workforce-related functions during a significant event.

## MISSIONS AND ASSIGNMENTS

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

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

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

**Mission 2:** Coordinates incident-related procurements and acquisitions.

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

Assignment 2-2: Executes, administers, and documents vendor contracts, leases, and other fiscal agreements.

Assignment 2-3: Provides assistance and support by identifying sources for procuring emergency supplies and services.

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

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

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

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

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

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

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

THIS PAGE INTENTIONALLY LEFT BLANK