

**Caroline County  
Board of Supervisors Agenda  
Executive Summary**

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**Meeting Date:** September 22, 2020

**Title:** Consent Agenda – Re-Adoption of Emergency Operations Plan

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*(Check Mark)*

<input checked="" type="checkbox"/> Consent	<input type="checkbox"/> Closed Meeting
<input checked="" type="checkbox"/> Action	<input type="checkbox"/> Public Hearing
<input type="checkbox"/> No Action (Information Only)	<input type="checkbox"/> Ordinance
<input type="checkbox"/> Resolution	<input type="checkbox"/> PowerPoint Presentation

**Summary:** Attached is a memorandum and supporting documentation (including a CD containing the actual plan) from Fire-EMS Chief Jason Loftus regarding revisions to the County's Emergency Operations Plan. The basic plan establishes the legal and organizational basis for operations in Caroline County to effectively respond to and recover from all-hazards disasters and/or emergency situations.

As indicated, the County is required by state law to update the plan every four years.

**Budget Impact:** N/A

**County Administrator's Recommendation:** Approve attached resolution adopting Emergency Operations Plan for Caroline County



*County of Caroline*  
*Department of Fire-Rescue & Emergency Management*

Date: September 15, 2020

To: Charles Culley, County Administrator  
Caroline County Board of Supervisors

From: Jason R. Loftus, Chief

Subject: Emergency Operations Plan (EOP) revision and adoption.

Attached you will find a CD containing a draft update of the Caroline County Emergency Operations Plan (EOP) for your review. This is a refreshed update of our 2016 plan. The following primary departments were contacted for updates to the existing plan; Social Services, Public Works/Utilities, Cooperative Extension, County Administration, Fire-Rescue, Planning, and Caroline Sheriff's Office.

An executive summary of EOP updates has been provided.

The Code of Virginia, §44-146.19 , requires each local jurisdiction to prepare and keep current a local emergency operations plan. Every four years, each local agency will conduct a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current, and the revised plan shall be formally adopted by the locality's governing body. Caroline's last formal adoption took place in September 2016. We are again due for re-adoption this month.

**Recommended Action:**

- 1.) Motion to approve and adopt the Caroline County Emergency Operations Plan.



# *County of Caroline*

## *Department of Fire-Rescue & Emergency Management*

### **2020 Caroline County Emergency Operations Plan Summary of Changes**

The Caroline County Department of Fire – Rescue and Emergency Management is pleased to present for your adoption our 2020 Caroline County Emergency Plan (EOP). The Code of Virginia, §44-146.19, requires each local jurisdiction to prepare and keep current a local emergency operations plan. Every four years, each locality conducts a comprehensive review and revision of its emergency operations plan to ensure that the plan remains current. The revised plan is formally adopted by the locality’s governing body. Caroline’s last formal adoption took place in September 2016. We are again due for re-adoption this month.

Our review looked at relevant changes to County demographics, state and federal emergency management regulations, and lessons learned from previous emergencies. The EOP consists of a basic plan section followed by Emergency Support Functions (ESFs), Support Annexes, and Incident Annexes.

The Basic Plan establishes the legal and organizational basis for operations in Caroline County to effectively respond to and recover from all-hazards disasters and/or emergency situations. It assigns broad responsibilities to local government agencies and support organizations for disaster prevention, preparedness, response, and recovery. These responsibilities are generally extensions of normal, day-to-day functions involving the same personnel and material resources. Supporting plans for all-hazards disasters set forth the concepts and procedures whereby the county can effectively apply available resources to insure that casualties and property damage will be minimized and that essential services will be restored as soon as possible following an emergency or disaster situation.

The Emergency Support Functions (ESFs) group resources and capabilities into functional areas to serve as the primary mechanisms for providing assistance at the operational level. The ESF structure results in improved effectiveness and efficiency in mitigation, preparedness, response, and recovery operations. Caroline’s ESF structure corresponds with state and federal ESF roles.

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

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

Caroline’s EOP is available for public viewing through the Department of Fire – Rescue and Emergency Management with the exception of certain security sensitive sections. Public disclosure of these documents would have a reasonable likelihood of threatening public safety by exposing vulnerabilities. They contain sensitive and confidential information not subject to FOIA under Virginia Code §2.2-3705.2. Accordingly, these sections are withheld from full public disclosure.

R24/20

**A RESOLUTION ADOPTING EMERGENCY OPERATIONS  
PLAN FOR CAROLINE COUNTY**

**WHEREAS**, the Board of Supervisors of Caroline County, Virginia recognizes the need to prepare for, respond to, and recover from natural and manmade disasters; and

**WHEREAS**, Caroline County has a responsibility to provide for the safety and well-being of its citizens and visitors; and

**WHEREAS**, Caroline County has established and appointed a Director and Coordinator of Emergency Management.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Supervisors of Caroline County, Virginia, this Emergency Operations Plan as revised is officially adopted, and

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

*Adopted this 22<sup>nd</sup> day of September 2020.*

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Charles M. Culley, Jr.  
Clerk to the Board

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Jeffery M. Sili  
Chairman