



Emergency Operations Plan

Doddridge County, West Virginia

Released 2021

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**DODDRIDGE COUNTY
OFFICE OF
EMERGENCY MANAGEMENT
EMERGENCY OPERATIONS PLAN**

**2021
Doddridge County**

**DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN
PROMULGATION STATEMENT**

WHEREAS preparedness to cope with disasters requires many diverse but interrelated elements which must be woven into an integrated emergency management system involving all departments of local government and private support agencies as well as the individual citizen, planning is necessary to coordinate all of these elements.

WHEREAS disasters necessitate a sudden escalation in the material needs of a community and a reorganization of resources and personnel to address the emergency response, a lack of planning results in disorganized, “salvage-type” activities instead of a coordinated response.

WHEREAS planning for population protection must be a cooperative effort to avert or minimize the effects of an emergency, a standard set of incident management guidelines should be followed to allow for seamless interoperability and cooperation to restore the stricken area to its pre-disaster condition with as little social or economic disruption possible.

WHEREAS the National Incident Management System (mandated by Homeland Security Presidential Directive-5) requires all jurisdictions to follow a standardized operational framework for managing emergency incidents that includes the Incident Command System, multi-agency coordination systems (e.g. local EOC), and a joint public information system, a plan outlining this framework must be developed.

THEREFORE BE IT RESOLVED THAT this plan is a statement of policy regarding emergency management and assigns tasks and responsibilities to county officials and department heads, specifying their roles during an emergency or disaster situation. It is developed pursuant to Homeland Security Presidential Directive (HSPD)-5, Presidential Policy Directive (PPD)-8, and Chapter 15, Article 5 of the West Virginia Code.

Signed this ____ day of _____, 20__.

Commission President

Commissioner

Commissioner

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN APPROVAL AND IMPLEMENTATION

This plan provides Doddridge County the basis for a systematic approach to the solution of problems created by the threat or occurrence of emergencies. It identifies the responsibilities, functions, operational guidelines and working relationships between and within governmental entities and their various departments, private support groups, and individual citizens.

Implementation

The Doddridge County *Emergency Operations Plan* has been developed and maintained by the Doddridge County Office of Emergency Management. The Doddridge County Office of Emergency Management coordinated with county government departments as well as in-county and neighboring jurisdictions to ensure an overall compatibility of operations and has complied with national standards to facilitate an effective, coordinated response regardless of the jurisdictions involved.

The first step in the planning process identified each potential hazard, either natural, technological, or man-made, to serve as the basis for the basic plan and the emergency support functions. This hazard analysis is contained in the Region VI Hazard *Mitigation Plan*. The second step assessed the resources of each governmental entity and the third step was to develop response procedures based solely on the resources.

Regular review of this plan as well as emergency exercises and actual emergencies serve to refine and clarify these emergency responsibilities and contribute to the ongoing planning process. The Doddridge County Office of Emergency Management may, at times, employ the services of a consultant to assist in the review of the plan. Such consultants provide objective, third-party analysis and encouraged continued participation by all organizations involved in the planning process.

Approval

This document has been officially adopted by the Doddridge County Commission As the head of the custodial agency, the Emergency Manager (confirm that EM is custodial agency) signature below verifies that this is the current version of the document (dated October, 2021) and confirms that agency's commitment to supporting its implementation.

Date

Emergency Manager

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**DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN
RECORD OF CHANGES**

Document Title	Doddridge County EOP
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Date of Change	Annexes Updated
2021	<ul style="list-style-type: none">• Initial ESF Format EOP

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

BASIC PLAN

I. INTRODUCTION

The Doddridge County Emergency Operations Plan Basic Plan provides the coordinating structures, processes, and mechanisms in a collective framework for the coordination of resources during a large-scale incident. It is compatible with the West Virginia Emergency Operations Plan, the National Response Framework (NRF), and the National Disaster Recovery Framework (NDRF) and provides the structure for coordinating with the state and federal governments in the delivery of disaster assistance. The plan supports the emergency mission of the county by improving the capability to respond to and recover from natural, human-caused, and technological hazards. County agencies and departments, non-government agencies, and private institutions that have been assigned primary emergency response or recovery duties and responsibilities maintain their designated components of the EOP.

A. Purpose

1. Reduce the vulnerability of the residents and visitors of the Doddridge County to loss of life, injury, environmental damage, economic damage, and the loss of property resulting from natural, human-caused, and technological events;
2. Identify the roles, responsibilities, and actions required of municipal, county, and non-governmental agencies in responding to major disasters, emergencies, and special events, and integrating these with the National Response Framework;
3. Protect and restore critical infrastructure and key resources. Facilitate recovery of individuals, businesses, communities, governments, and the environment;
4. Identify the relationship between local response functions and those of the State EOP and Federal ESFs; and
5. Provide a framework of policies, objectives, and approaches for coordinating, integrating, and administering the emergency operations and related plans of local, state, and federal governments, as well as private industry and

educational and healthcare facilities.

B. Scope & Applicability

1. This EOP is based on the “Whole Community” approach to emergency response and may be used in any disaster or large-scale event.
2. This EOP is intended to apply to all forms of emergencies and disasters that pose a threat to lives, property and/or the environment in Doddridge County.

C. Situation

1. The Doddridge County Emergency Operations Plan has been built on the templates of the National Response Framework (USDHS, 2016), The National Incident Management System (USDHS, 2017), and the West Virginia Emergency Operations Plan (WVEM, 2018).
2. Geographic and Demographic Characteristics
 - a. Doddridge County covers approximately 320 square miles, with an estimated population of 8,448 (U.S. Census, 2019). The county is home to one incorporated municipality, Town of West Union, and 12 unincorporated communities.
 - b. Doddridge County is home to an agricultural community consisting of (all information from USDA Census of Agriculture 2017):
 - i. Farms: 392
 - ii. Farmland: approximately 105 square miles
 - iii. Market Value of agricultural product sold: over \$2,000,000/annually
 - c. Transportation
 - i. US Highways: 50
 - ii. State Routes: 18, 23
 - d. Other considerations
 - i. Doddridge County does not have a hospital within its borders.
 - ii. Doddridge County is home to two licensed Federally Qualified Health Centers.

3. Planning Assumptions

- a. Doddridge County, its political subdivision, and private industry partners have capabilities that, if effectively managed in the event of an emergency or disaster, will maximize preservation of life and property. These capabilities include workforce, equipment, supplies, facilities, and specialized skills.
- b. Doddridge County and response agencies within are prepared to commit all available resources to respond to any emergency and have mutual aid agreements amongst themselves (and adjoining jurisdictions) should the need exceed the capability of one particular organization or jurisdiction.
- c. Incident management activities will be initiated and conducted using the principles contained in the National Incident Management System (USDHS, 2017).
- d. When required, a “state of emergency” can be declared by the county commission to allow the activated emergency operations center to request assistance from the state and federal government.
- e. Though the response to incidents is primarily a local endeavor, the combined expertise and capabilities of all levels of government, the private sector, and non-governmental organizations will be required to prevent, prepare for, respond to, and recover from large-scale emergency incidents in Doddridge County.
- f. All agencies, departments, and organizations assigned tasks in any part of the emergency operations plan are aware of their responsibilities and have appropriate policies and plans in place to accomplish the assigned tasks.
- g. Government offices, including the emergency operations center and other emergency facilities, may be destroyed or rendered uninhabitable during a major incident.
- h. Normal communication systems may be overwhelmed, destroyed, degraded, or rendered inoperable in a disaster.
- i. Doddridge County may experience emergency situations that cause injury, death, property loss, environmental damage, economic situation disruption and its effects, disruption of normal support systems, evacuation and/or sheltering of the public at risk.

4. Policies

- a. West Virginia Code §15-5, Public Safety requires that every county establish an emergency management organization, and develop and maintain a current emergency operations plan.
- b. Incidents are typically managed at the lowest possible geographic, organizational, and jurisdictional level. As such, the direction of emergency operations will be exercised by the level of affected local jurisdiction closest to the incident. If the incident is suspected to be or determined to be terrorism, the appropriate Federal agencies should assume direction and control of the investigation, in coordination with state and local authorities.
- c. Emergency response should be accomplished within the guidelines of the National Incident Management System, allowing for coordination of local, state, federal, and private sector departments and agencies.
- d. The county commission should issue a state of emergency declaration prior to requesting assistance from higher levels of government.

5. Threat and Hazard Identification and Risk Assessment

a. Hazards

- i. Preparedness, response, recovery, prevention, and mitigation strategies are largely based on analyses of natural and human-caused hazards.
- ii. The Region 6 Planning & Development Council Hazard Mitigation Plan (2018), which includes Doddridge County, contains a detailed risk assessment. The following hazards pose the greatest risk to the county:
 - Winter Storms
 - Thunderstorms
 - Flooding
- iii. Additional hazards that were analyzed in the hazard mitigation plan include:
 - Dam Failure

- Drought
- Earthquake
- Hailstorm
- Land Subsidence
- Thunderstorm
- Wildfire
- Wind

iv. Other hazards not profiled in the hazard mitigation plan may constitute a hazard to the county. These hazards may include:

- Transportation infrastructure decay (e.g., road slips, structurally deficient bridges, etc.)
- Shortage of critical resources (e.g., water, fuel, electrical service, etc.)
- Environmental hazards (e.g., transportation accidents involving hazardous materials, oil & gas incidents, etc.)
- Civil unrest & criminal activity (e.g., protests, active assailants, terrorism, etc.)

II. ORGANIZATIONAL STRUCTURE

- A. Doddridge County Commission has created an Office of Emergency Management and appointed a Director to oversee the agency.
- B. When the county emergency operations center (EOC) is activated, the Doddridge County Emergency Management Director, or designee, will serve as the EOC Manager.
- C. All departments and agencies will maintain control over their personnel and other resources.

III. CONCEPTS OF OPERATIONS

- A. General
 1. The Doddridge County Emergency Operations Plan (EOP) is written based on the assumption that emergency operations are managed at the lowest jurisdictional level possible until their abilities are exceeded or resources depleted before requesting assistance from higher levels of government.

2. This plan is activated for major events and/or emergencies, not for minor local emergencies that can be mitigated following local operating guidelines and mutual aid. If a minor emergency escalates to the point that external resources, public information, or operational support is necessary, then the appropriate portions of this plan should be activated.
 3. When the emergency exceeds the county's capabilities to respond, assistance may be requested through the activated county emergency operations center (EOC) from the West Virginia Division of Emergency Management (WVEM).
- B. Direction, Control, & Coordination
1. The Doddridge County Emergency Operations Center (EOC) is located at 101 Church Street, West Union, WV.
 2. A location for a backup physical EOC may be determined at the time of an incident due to location and magnitude of the event.
 3. Doddridge County may also utilize a virtual EOC via the Homeland Security Information Network (HSIN) maintained by WVEM.
 4. The organization of the EOC (e.g., ICS-Like, Incident Support, Departmental) will be based on the type and magnitude of the event as well as the purpose of the activation (e.g., support a surrounding county, county-wide disaster, etc.).
 5. Following a disaster, the EOC should remain, at minimum, partially activated during the recovery process to allow for requesting and allocating resources.
- C. Phases of Emergency Management
1. All emergency responses start at a local level. As such, Doddridge County Office of Emergency Management focuses on the five primary phases of emergency management during the planning process.
 - a. **Preparedness:** any action taken in advance of an emergency that facilitates the implementation of a coordinated response in the event of an emergency.
 - b. **Prevention:** any action to prevent, avoid, or stop an imminent, threatened, or actual incident from occurring.
 - c. **Response:** immediate actions to preserve life, property, and the

environment; meet basic human needs; and maintain the social, economic, and political structure of the community.

- d. **Recovery:** short-term activities to return vital life-support systems to minimum operating standards and long-term activities to return life to pre-event conditions.
- e. **Mitigation:** Actions taken to eliminate or reduce risks to persons and/or property or to lessen the actual potential effects or consequences of a potential incident.

D. Activation & Notification

1. Activation

- a. Activation decisions should be based on current information from situational reports and potential threats within or affecting Doddridge County.
- b. Emergency Support Functions are activated as the situation dictates. Not all ESFs will be activated for every incident.
- c. Doddridge County uses a tiered flexible response level that allows for ESFs to be activated as the emergency incident dictates, as well as activating appropriate Incident Specific and Support Annexes. Activated ESFs should provide representation in person at the EOC or via the virtual EOC.
 - i. The activation levels are based on the National Terrorism Advisory System (NTAS) and similar to the activation levels used by WVEM.
 - ii. The county's readiness and response conditions are:
 - **Normal Operations:** this reflects daily operations. DCOEM staff is available either on-site or via telephone/email to receive information about emergencies or disasters that may arise. Central Communications operates 24-hours a day and will contact DCOEM staff as requested or needed.
 - **Enhanced Watch:** this reflects those times when on-call DCOEM personnel should be prepared to respond to the EOC due to a potential threat or hazard.
 - **Partial Activation:** This is appropriate at times when DCOEM staff may be under time constraints. Situations may include

monitoring a significant situation for changes or planned events involving a large attendance, or the need to issue multiple notifications or receive requests for information from the general public.

- **Full Activation:** This reflects when the EOC or virtual EOC is activated and is staffed by DCOEM personnel, and activated ESF coordinators.

2. Notification

- a. DCOEM and partner agencies and organizations have multiple methods to relay information concerning emergencies and emergency operations to the general public.
- b. The methods and systems used to relay information to the public are discussed in Emergency Support Function 15: External Affairs.

E. Response

1. Upon receipt of notification of an imminent or actual emergency, DCOEM will notify the appropriate personnel and assess the situation to determine the scope of the incident.
2. DCOEM should determine if the need to activate the EOC, either partial or full activation, is necessary. If activation occurs, DCOEM will notify personnel of activation and to respond to the physical EOC or login into the virtual EOC.
3. DCOEM, through the activated EOC, should maintain contact with the State EOC and the West Virginia Information Fusion Center to provide situational updates, receive information provided by the state, and to request resources as needed.

IV. ROLES & RESPONSIBILITIES

A. County Government

1. Doddridge County Commission
 - a. Appoint an Office of Emergency Management Director to coordinate emergency preparedness and management activities in Doddridge County.
 - b. Declare local states of emergency as appropriate.

- c. Establish a local emergency operations center to facilitate support of emergency response operations.
 - d. Adopt and support the National Incident Management System as the preferred management construct for Doddridge County.
 - e. Approve and maintain mutual aid agreements and memorandums of understanding entered into by county agencies.
2. Doddridge County Office of Emergency Management
- a. Coordinates the preparation and maintenance of the county emergency operations plan and distributes it to stakeholders as appropriate.
 - b. As appropriate, activates the Doddridge County Emergency Operations Center and coordinates local operations based on guidance and direction of the incident command/unified command.
 - c. Requests assistance and/or resources from the state EOC as appropriate and needed.
 - d. Develop and coordinate a public information program to provide timely and accurate information to the public during all phases of emergency management.
 - e. Coordinate exercises to test, evaluate, and update emergency plans.
 - f. Coordinate training to ensure preparedness of emergency services and non-governmental organizations for disaster conditions.
 - g. Develop and enter into mutual aid agreements with other jurisdictions, agencies, organizations, and private businesses for reciprocal aid when an emergency exceeds the capabilities of the county's agencies.
- B. West Union Elected Officials
- 1. Enter into and maintain an emergency management agreement with Doddridge County.
 - 2. Enter into mutual aid agreements with other jurisdictions, agencies, and organizations.
 - 3. Make resources available for disaster response as necessary.
- C. Emergency Response Agencies
- 1. Develop and maintain plans and policies to complete tasks assigned in

this emergency operations plan.

2. Coordinate training opportunities for personnel to ensure NIMS compliance.
3. Facilitate or participate in exercises testing abilities to implement the emergency operations plan.

V. PLAN MANAGEMENT & MAINTENANCE

- A. The DCOEM Director is responsible for the overall development and completion of this emergency operations plan. The Doddridge County Commission is responsible for approving and promulgating this plan.
- B. DCOEM is responsible for ensuring that necessary additions and revisions to this plan are prepared, coordinated, published, and distributed.
- C. Each agency and organization that participates in this plan should review its portion of the EOP at least annually. Suggested changes to the plan should be discussed with the emergency support function coordinator and submitted to DCOEM.
- D. Any and all sections of this plan can be updated at any time. Many changes are required because of changing information and situations.

VI. PLAN TESTING, TRAINING & EXERCISES

- A. All departments, agencies, and organizations assigned tasks in this EOP should conduct training to ensure this plan can be implemented during a disaster.
- B. DCOEM should conduct annual exercises or exercise series. These exercises may be discussion-based (tabletop), or operations-based (e.g., functional or full-scale).
- C. Whenever feasible, exercises should include stakeholders in this plan, or at minimum stakeholders with tasks in the ESF(s) being tested.

VII. AUTHORITIES & REFERENCES

- A. Authorities
 - West Virginia Code Chapter 8, Article 14
 - West Virginia Code Chapter 15, Article 10
 - West Virginia Code Chapter 29, Article 30
 - West Virginia Executive Order 20-04 (December 23, 2004)

B. References

- American Red Cross. (2015). *American Red Cross Shelter Field Guide*. Washington, D.C.
- National Fire Protection Agency. (2019). *NFPA 1600: Standard on Continuity, Emergency, and Crisis Management*. Quincy, MA.
- United States Census Bureau. (2018). *2010 United States Decennial Census*. Washington, D.C.
- United States Department of Agriculture. (2019). *2017 Census of Agriculture*. Washington, D.C.
- United States Department of Health & Human Services. (2014). *Disaster Human Services Concept of Operations*. Washington, D.C.
- United States Department of Homeland Security. (2018). *Continuity Guidance Circular*. Washington, D.C.
- United States Department of Homeland Security. (2010). *Developing and Maintaining Emergency Operations Plans: Comprehensive Preparedness Guide (CPG) 101, Version 2*. Washington, D.C.
- United States Department of Homeland Security. (2016). *National Disaster Recovery Framework*. Washington D.C.
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- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.
- West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.
- West Virginia Division of Emergency Management. (2015). *West Virginia Statewide Communication Interoperability Plan*. Charleston, WV.
- West Virginia Division of Emergency Management. (2018). *West Virginia Statewide Standard Hazard Mitigation Plan Update*. Charleston, WV.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 1: TRANSPORTATION

COORDINATING AGENCY

- West Virginia Department of Transportation

SUPPORTING AGENCIES

- Doddridge County Board of Education
- Doddridge County Sheriff's Department
- Other law enforcement agencies
- Local Fire Agencies

PRIMARY AGENCIES

- West Virginia Department of Transportation
- Municipal Street Departments
- Doddridge County Commission
- Local elected officials
- Doddridge County Office of Emergency Management
- North Central Regional Jail
- Salem Correctional Center

I. PURPOSE

- A. Emergency Support Function (ESF) 1 provides guidance to ensure effective coordination and utilization of the transportation system and resources during emergencies and disasters.

II. SCOPE

- A. ESF 1 seeks to describe the means to monitor and report status of and damage to the transportation system and infrastructure as a result of an incident.
- B. ESF 1 seeks to describe the means to identify temporary alternative transportation solutions that can be implemented by others when systems or infrastructure are damaged, unavailable, or overwhelmed.
- C. ESF 1 seeks to describe the means and methods to coordinate a mass evacuation.

III. POLICIES

- A. All agencies, departments, and organizations assigned responsibilities in ESF 1 should develop and maintain the necessary plans, operating guidelines, and mutual aid agreements to successfully accomplish their tasks.

IV. ORGANIZATIONAL STRUCTURE

- A. Maintenance, assessments, and repairs of state highways is the responsibility of the West Virginia Division of Highways.
- B. Maintenance, assessments, and repairs of municipal-owned roads are the responsibility of the municipal street department.
- C. Evacuations can be ordered by the Governor, the County Commission, a municipal mayor, or an incident commander.
- D. Evacuations should be a coordinated event using a Unified Command.
- E. The emergency operations center should activate, at least partially, when an evacuation is imminent or ordered.

V. CONCEPTS OF OPERATION

- A. Evacuation
 - 1. Notification to evacuate and available routes should be broadcasted through multiples sources (e.g., social media, mass notification system, electronic signs, etc.).
 - 2. The use of contraflow traffic patterns may be considered when all evacuees are mobilizing in the same direction.
 - 3. The Doddridge County Board of Education Transportation Garage is responsible for the evacuation of students and school personnel when school is in session.
 - a. When school is not in session, the board of education may provide buses and drivers when available; however there is no formal mutual aid agreement for these services.
 - 4. Upon evacuation of an area, law enforcement may be requested to provide patrols of the area and checkpoints to ensure only residents are re-entering the area.
 - 5. North Central Regional Jail and the Salem Correctional Center and Jail are responsible for the evacuation of prisoners onsite.
- B. Transportation Infrastructure.
 - 1. All damage assessment reports should be coordinated through the activated

- EOC using a similar form for all involved jurisdictions.
2. Damage assessments on state-maintained roadways should be completed by the West Virginia Division of Highways (WVDOH).
 - a. Roadway damage that is not secondary to another event (i.e., flooding, earthquake, traffic accident, etc.) should be reported to the WVDOH by county or municipal personnel.
 3. Damage assessments on municipal roadways should be completed by municipal road departments.
 4. When primary roadways are damaged or closed, DCOEM should coordinate the movement of resources and assets with the activated SEOC. WVDOH may be able to provide support and resources.

Core Capability	Annex Roles
Operational Coordination	<ul style="list-style-type: none"> • Identifies that government and private sector stakeholders to be identified.
Mass Care Services	<ul style="list-style-type: none"> • Briefly discusses the means to provide mass care support to evacuated population.
On-scene Security and Protection, and Law Enforcement	<ul style="list-style-type: none"> • Briefly discusses the need to provide perimeter control, security, and re-entry procedures of the evacuated area.
Critical Transportation	<ul style="list-style-type: none"> • Identifies means to provide transportation to the access and functional needs population.
Physical Protective Measures	<ul style="list-style-type: none"> • Briefly discusses the need to provide physical protection of evacuated site.

VI. AGENCY RESPONSIBILITIES

West Virginia Department of Transportation	WVDOH	<ul style="list-style-type: none"> • Maintain and repair roadways. • Provide electronic signs to provide information on evacuation routes and emergency detours. • Provide barriers (e.g., wood horses, cones, concrete barriers, etc.) to help secure areas and direct traffic.
Municipal Street Departments		<ul style="list-style-type: none"> • Maintain and repair roadways. • Provide barriers (e.g., wood horses, cones, vehicles, etc.) to help secure areas and direct traffic.
Doddridge County Commission		<ul style="list-style-type: none"> • May authorize an evacuation in Doddridge County
Senior Municipal Elected Officials		<ul style="list-style-type: none"> • May authorize an evacuation within their jurisdictions

Doddridge County Sheriff's Department	DCSD	<ul style="list-style-type: none"> • Provide traffic control during evacuations. • Provide damage assessments following an incident involving roadways. • May authorize an evacuation when serving as incident commander
Other Law Enforcement Agencies (WVSP, DNR)		<ul style="list-style-type: none"> • Provide traffic control during evacuations. • Provide damage assessments following an incident involving roadways. • May authorize an evacuation when serving as incident commander
Local Fire Departments		<ul style="list-style-type: none"> • Provide traffic control during evacuations. • Provide damage assessments following an incident involving roadways. • May authorize an evacuation when serving as incident commander
Doddridge County Board of Education		<ul style="list-style-type: none"> • During an emergency, coordinate with DCOEM and responder agencies to transport students and staff to appropriate reunification locations • Supplement transportation capabilities during evacuation or partial evacuation situations
Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Coordinate the use of local resources to aid in evacuation and routing traffic. • Request resources from higher levels of government through an activated EOC.
North Central Regional Jail		<ul style="list-style-type: none"> • Responsible for evacuation of jail population
Salem Correctional Center		<ul style="list-style-type: none"> • Responsible for evacuation of prison population

VII. AUTHORITIES & REFERENCE

A. Authority

West Virginia Code Chapter 15, Article 5

West Virginia Code Chapter 17

B. References

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

United States Department of Homeland Security. (2016). *National Response Framework*. Washington D.C.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 2: COMMUNICATIONS

COORDINATING AGENCY

- Doddridge/Ritche 911 Central Communication

PRIMARY AGENCIES

- Doddridge/Ritchie 911 Central Communication

SUPPORTING AGENCIES

- Doddridge County Office of Emergency Management
- Amateur Radio Emergency Services
- West Virginia Emergency Management

I. PURPOSE

- A. Emergency Support Function 2 outlines communication procedures and capabilities employed in the event of a large-scale emergency or disaster in Doddridge County.

II. SCOPE

- A. The communications guidelines contained in ESF 2 apply to large-scale events, emergencies, and disasters. While efforts were made to keep these guidelines consistent with those employed by tasked agencies during regular operations, the intent of this ESF is not to govern routine communications.

III. POLICIES

- A. All agencies and departments assigned responsibilities in ESF 2 should develop and maintain the necessary plans, standard operating guidelines, mutual aid agreements, model contracts, and equipment to accomplish their tasks.

IV. ORGANIZATIONAL STRUCTURE

- A. During large-scale emergencies, Central Communications and DCOEM personnel will coordinate response efforts and assist other agencies to the extent possible with the provisions of communications capabilities.

V. CONCEPTS OF OPERATION

A. General

1. All emergency-related communications should be transmitted in plain language, utilizing no codes or uncommon acronyms.
2. Central Communications is a continuously-staffed facility routinely used for activation and coordination of emergency response personnel.
3. Central Communications serves as the primary answering point for all county emergencies and is responsible for dispatching response personnel.
4. The following emergency communications systems should be readily available:
 - a. Statewide Interoperable Radio Network (SIRN) P25,
 - b. Conventional FCC-licensed radio frequencies,
 - c. WEAPONS/NLETS,
 - d. Landline Telephones,
 - e. 911 Telephones,
 - f. Cellular Telephones,
 - g. Multiple internet paths, and
 - h. Amateur radio.

B. On-Scene Communications

1. The incident command post should serve as the communications link between on-scene personnel from various disciplines and agencies.
2. On-scene communications may be moved to tactical or talk around channels to keep primary and dispatch frequencies clear.
3. Tactical channels may be requested by the incident commander or assigned per protocol by Central Communications.

C. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Operational Communications	<ul style="list-style-type: none"> • Provides an overview of emergency dispatch and 9-1-1 support. • Outlines basic communications protocols supporting routine operations. • Discusses available measures to support interoperable communications. • Discusses overcoming communications shortfalls (including redundancy). • Identifies means to provide timely communications



VI. AGENCY RESPONSIBILITIES

Doddridge/Ritche 911	Central Communications	<ul style="list-style-type: none"> • Serve as the primary coordinator of ESF 2. • Ensures that the communications staff abides by proper radio protocols, follow proper voice transmission policies, and follow proper message handling procedures. • Screen and log communications in an appropriate manner. • Provide adequate communications equipment, resources, and facilities for county communication requirements. • Staff, equip, and operate emergency communications facilities. • Maintain systems, support equipment, and emergency back-up power in a readiness posture. • Provide for radio system compatibility and netting. • Test and maintain communication equipment on a regularly scheduled basis. • Monitor the NOAA weather radio, Emergency Alert System (EAS), and any other available emergency notification systems as appropriate. • Provide radio programming assistance to response and other agencies as needed.
Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Initiate and disseminate Situation Reports (SITREPs) with respect to communications as necessary • Assist all organizations supporting ESF 2 in obtaining required outside assistance and resources as necessary.



Amateur Radio Emergency Services	A.R.E.S.	<ul style="list-style-type: none"> • Provide personnel and equipment as requested and available to supplement communication needs for the county. • Maintain records of amateur radio communication actions throughout an emergency.
West Virginia Emergency Management	WVEM	<ul style="list-style-type: none"> • Support local requests for communication resources. • Provide guidance when requested and appropriate.

VII. AUTHORITIES & REFERENCE

A. Authorities

- West Virginia Code, Chapter 5
- West Virginia Code, Chapter 7, Article 1, Section 3cc
- West Virginia Code, Chapter 15, Article 3
- West Virginia Code, Chapter 15, Article 5, Section 21
- West Virginia Executive Order No. 13-07

B. References

- West Virginia Division of Homeland Security and Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV
- West Virginia Statewide Interoperability Radio Network. (2015). *West Virginia Statewide Communication Interoperability Plan*. Charleston, WV.
- United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.
- United States Department of Homeland Security. (2014) *National Emergency Communications Plan*. Washington, D.C.
- Office of Science and Technology Policy. (n.d.). *National Plan for Telecommunications Support in Non-Wartime Emergencies*. Washington, D.C.
- United States Fire Administration. (2008). *Radio Communications Guide for the Fire Service*. Washington, D.C.



DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 3: PUBLIC WORKS

COORDINATING AGENCY

- West Virginia Division of Highways

SUPPORT AGENCIES

- Doddridge County Office of Emergency Management

PRIMARY AGENCY

- West Virginia Division of Highways
- Public Service Districts
- Water Departments
- Sanitary Sewer Departments
- Utility Boards

I. PURPOSE

- A. Emergency Support Function (ESF) 3 describes how the county will provide resources to support emergency public works needs during a time of emergency.
- B. ESF 3 also describes the guidelines to be followed in the assessment of damages resulting from major incidents.

II. SCOPE

- A. ESF 3 defines the role of Public Works in providing resources to the protection of citizens and their property when threatened or impacted by an emergency or disaster.
- B. ESF 3 defines the role of Public Works in emergency road clearance, emergency traffic signalization, flood control, and emergency repair of water and wastewater treatment facilities.

III. POLICIES

- A. All agencies, departments, and organizations assigned responsibilities in ESF 3 should develop and maintain the necessary plans, operating guidelines, and mutual aid agreements to accomplish their tasks.

IV. ORGANIZATIONAL STRUCTURE

- A. Doddridge County and West Union are responsible for local infrastructure and roadways.
- B. Private sector organizations are responsible for the maintenance and repair of their infrastructure, including privately-owned access roads and facilities.
- C. West Virginia Department of Transportation, Division of Highways, is responsible for maintenance and repair of state and federal roadways.
- D. WVDOH may be able to provide technical support to local authorities.

V. CONCEPTS OF OPERATION

A. General

- 1. Public works organizations may be involved in, but not limited to, the following tasks during emergencies:
 - a. Emergency repairs to their own systems,
 - b. Restoration of service,
 - c. Roadway clearance,
 - d. Damage assessments,
 - e. Building inspections,
 - f. Debris clearance.
- 2. It is significant to note that several infrastructure providers have devised plans separate from this document to address emergency situations (i.e., water providers are required to have emergency action plans).

B. Response

- 1. Field personnel should report all roadway obstructions (i.e., snow, debris, etc.) and utility disruptions to the county 911 or emergency operations center (EOC). The EOC should coordinate with the incident commander and the operations branch to prioritize response.
- 2. Municipal street departments are responsible for the clearance of municipally owned streets. The WVDOH may assist.
- 3. Local PSDs, utility boards, water treatment facilities, and sewer facilities are responsible for the clearance of their own facilities.
- 4. The WVDOH is responsible for the clearance of highways and bridges.

5. Property owners are responsible for clearance of their own property.
6. The EOC may receive requests to assist in debris removal from emergency sites. Often such equipment as dump trucks, backhoes, bucket loaders, etc., are requested. If the resources are not available locally or in a surrounding jurisdiction, the EOC should make a request to the state EOC.
7. Coordinate with water and sewer departments and the county health department to ensure the integrity of water supplies and sewage systems from the effects of hazardous materials.

C. Damage Assessment

1. Responsibility for damage assessment ultimately lies with local government agencies.
2. Damage assessment personnel should be trained in order to provide fast and accurate information to the EOC.
3. Initial Assessment
 - a. Local officials should conduct the initial damage assessments using all available resources (e.g., fire, police, DCOEM, etc.) as soon as possible following an emergency.
 - b. Early identification of problems affecting the population can enable the incident commander, the EOC, and elected officials to make prompt and efficient decisions concerning resources available and needed.
 - c. Items to consider for initial assessment:
 - i. Estimate of homes affected
 - ii. Estimates of businesses affected
 - iii. Road closures
 - iv. Infrastructure damage (e.g., power lines, water mains, etc.)
 - d. The initial report should be submitted to the West Virginia Division of Emergency Management (WVEM) within 24 hours of the incident.
4. Comprehensive Damage Assessment
 - a. Subsequent to rescue and damage-limiting operations, a comprehensive damage assessment survey should be made to develop specific information on the severity and magnitude of the disaster.

- b. The comprehensive assessment may be consolidated for unincorporated areas in the county.
 - c. The detailed report should be forwarded to WVEM within 72-hours of the incident and serves as the primary instrument to request assistance from the state and subsequently the federal government (if established criteria are met).
 - d. Comprehensive damage assessments should include, but may not be limited to, the following.
 - i. Area: Rural, urban or combination
 - ii. Debris: The cost of removing it; does it pose a health hazard, prevent access to homes/businesses, or block roads
 - iii. Damage to roads and bridges
 - iv. Damage to water control facilities
 - v. Damage to utilities
 - vi. Damage to public buildings
 - vii. Emergency work performed
 - viii. Damage to parks and recreation areas
 - ix. Deaths/injuries
 - x. Budget information
 - xi. Nature of remaining threat
 - xii. Personal Property: Estimate of losses
 - xiii. Businesses: Estimates of losses and unemployment
 - xiv. Agricultural: Crops, livestock, and equipment
 - xv. Estimate of insurance coverage
5. Repairs to public facilities may begin as soon as possible. Priority should be given to those facilities that are critical to emergency response activities.

D. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Infrastructure Systems	<ul style="list-style-type: none"> • Briefly discuss ways to restore critical systems and services.
Critical Transportation	<ul style="list-style-type: none"> • Briefly discusses ways to provide access to transportation infrastructure.



VI. AGENCY RESPONSIBILITIES

West Virginia Division of Highways	WVDOH	<ul style="list-style-type: none"> • Work with Doddridge County representatives to develop strategies and priorities of response and recovery efforts for damages or disruptions of infrastructure and energy services. • Coordinate damage repair and if necessary inspections of state roadways, bridges, and other critical infrastructure • Assists in the movement of supplies and equipment • Serves as the point of contact for roadway message boards
Municipal Road Department		<ul style="list-style-type: none"> • Repair and maintain municipal roadways • Perform damage assessments • Remove debris from roadways
Public Service Districts, Water, Sanitary Sewer Departments, and Utility Boards		<ul style="list-style-type: none"> • Test water for potability/contamination in coordination with the Doddridge County Health Department • Work with DCHD to coordinate efforts to provide temporary potable water supplies when necessary • Protect the water supply and sewer systems from hazardous material incidents • Provide temporary sanitary facilities, as necessary • Determine location and extent of any main breaks and treatment plant damages • Prioritize damages and restore services
Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Coordinate emergency debris management as necessary. • Coordinate, with the IC, the prioritization of repair of services including water and sewer • Request resources to other jurisdictions and the state through ETeam • Establish and maintain damage assessment SOGs



VII. AUTHORITIES & REFERENCE

A. Authorities

44 C.F.R. 206.224 Debris Removal

West Virginia Code Chapter 15

B. References

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV

United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

EMERGENCY SUPPORTFUNCTION 3: PUBLIC WORKS

ADDENDUM 1: DEBRIS MANAGEMENT

ESF Coordinator:

- Doddridge County Solid Waste Authority

Support Agencies:

- Doddridge County Office of Emergency Management
- West Virginia Division of Highways
- West Virginia Division of Emergency Management
- WV National Guard

I. PURPOSE

- A. This annex provides guidance to individuals, agencies, and organizations to facilitate and coordinate the collection, removal, and disposal of debris following a significant incident or disaster in a timely manner to not interfere with emergency response, traffic, or become a health or safety hazard.

A. ORGANZATIONAL STRUCTURE

- A. Debris clearance is a function of ESF 3: Public Works and Engineering. Doddridge County Solid Waste Authority is the coordinating agency. West Virginia Division of Highways, West Virginia Department of Environmental Protection, and West Virginia Department of Health and Human Resources are primary supporting agencies.

B. CONCEPT OF OPERATIONS

- A. Due to the burden of response and limited resources, responsible state agencies, Doddridge County, West Union, and infrastructure stakeholders may rely on private contractors to fulfill the mission of debris removal, collection, and disposal.
- B. Doddridge County Solid Waste Authority is responsible for coordinating debris removal activities with support from the Doddridge County Office of Emergency Management.
- C. DCOEM, in coordination with DCSWA and other involved agencies, should release public information regarding the separation of hazardous materials and

- household hazardous waste prior to and during the initial collection and debris clearing process.
- D. Agencies or private contractors assisting with the removal of debris should clearly mark any areas with hazardous material debris to alert the public and be easily identified by inspectors.
 - E. Hazardous materials may only be disposed of at WVDEP approved sites.
 - F. Doddridge County may require technical assistance through the state or private-contractor in regards to the impact of debris in environmentally-sensitive areas in which debris may have been released into water-ways.
 - G. Life safety is the main priority during debris collection and disposal. As such, debris collection and removal should be prioritized as such:
 - 1. Clearance and removal of debris from key routes in order to provide emergency services and other resources into the affected area.
 - 2. Clearance and removal of debris for access to pre-identified critical infrastructure.
 - 3. Repair, demolition, or barricading of heavily damaged and structurally unstable buildings, systems, or facilities that pose a danger.
 - 4. Collection, decontamination, removal, and disposal of debris causing public health and safety issues.
 - H. Debris Classification
 - 1. To facilitate the disposal process, debris will be segregated by type. West Virginia state agencies have adopted the categories established for recovery operations by the U.S. Army Corps. of Engineers.
 - 2. Hazardous and toxic materials, contaminated soils, and debris generated by the event should be handled in accordance with federal, state, and local regulations.
 - I. Separation of Debris Types
 - 1. Debris should be separated as early as possible in the process of collection and management. Any emergency public information (EPI) that is released should direct residents to separate their debris to the best of their ability.
 - a. In EPI, once debris types have been defined, examples should be listed.
 - b. Encourage residents to place debris along roadways – *just as they do for*

regular curb-side pick-up – to facilitate more efficient operations.

- c. Residents should be told not to pile debris on fire hydrants or over valves. The safety ramifications of doing so are obvious; also, this equipment could be damaged during pick-up.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 4: FIREFIGHTING

COORDINATING AGENCY

- Doddridge County Fire Association

PRIMARY AGENCIES

- West Union Volunteer Fire Department
- Greenwood Volunteer Fire Department
- Smithburg Volunteer Fire Department
- McClellan Volunteer Fire Department
- B.A.N.C.S. Volunteer Fire Department

SUPPORT AGENCIES

- Doddridge County Office of Emergency Management
- American Red Cross
- West Virginia Fire Marshal's Office

I. PURPOSE

- A. Emergency Support Function (ESF) 4 defines the roles, assigns responsibilities, and defines the interaction between fire service agencies having jurisdiction in Doddridge County during large-scale emergencies.

II. SCOPE

- A. ESF 4 seeks to describe the relationships between fire service agencies as well as basic fire service emergency responsibilities.
- B. ESF 4 does not supplant agency-specific standard operating guidelines (SOGs), nor does it seek to “tell” fire agencies how they are to accomplish their mission.
- C. The primary goal of ESF 4 is to outline a process by which fire agencies can work together toward the resolution of large-scale emergency incidents.

III. POLICIES

- A. All agencies assigned responsibilities in ESF 4 should develop and maintain the necessary plans, operating guidelines, and mutual aid agreements to successfully accomplish their tasks.
- B. Emergency Support Function 4 is intended to be consistent with other sections of the Doddridge County Emergency Operations Plan (EOP), the West Virginia EOP, the National Response Framework (NRF), and the National Incident

Management System (NIMS).

IV. ORGANIZATIONAL STRUCTURE

- A. All fire departments in Doddridge County are members of the Doddridge County Fire Association. However, each fire department sets its own guidelines, policies, procedures, and maintains their own officers.
- B. All departments have a primary geographical response area.

V. CONCEPTS OF OPERATION

A. General

- 1. The responsibilities of fire service personnel in disaster situations are basically the same as in daily operations. Their primary responsibility is fire control and suppression.
- 2. Fire agencies and personnel are involved in rescue operations and hazardous material incidents on a regular basis (See ESF 10: HazMat).
- 3. During large-scale incidents, fire agencies and personnel may also be involved in evacuation, notification (including door-to-door and street-level PA announcements, etc.) and information sharing.

B. Incident Management

- 1. The fire service in Doddridge County should use the National Incident Management System and the Incident Command System for all operations. The use of NIMS/ICS allows for the easy integration of outside agencies into the response structure.
- 2. When not a fire specific incident, fire agencies should coordinate with DCOEM to provide assistance with other emergency actions.
- 3. Agencies involved in any emergency response will be responsible for maintenance of command structures, tracking of deployed personnel and resources, and list of available personnel and resources that may be activated.

C. Evacuation and Notification Assistance

- 1. Fire departments may be requested to assist in the notification (e.g., street-level, door-to-door, etc.) of residents of an actual or impending emergency.

2. Fire departments may be requested to assist in setting up and/or maintain emergency routes during an area evacuation.

D. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Operational Coordination	<ul style="list-style-type: none"> • Identifies the incident command system as the preferred incident management construct for Doddridge County. • Describes incident command responsibilities as mandated by state code. • Briefly describes how the fire service interacts with the emergency operations center.
Fire Management and Suppression	<ul style="list-style-type: none"> • Identifies response partners and their roles and responsibilities in firefighting activities. • Identifies resources and partners available for fire management and suppression.
Environmental Response / Health and Safety	<ul style="list-style-type: none"> • Lists the primary and secondary responsibilities of the fire service. • References other annexes in the plan that detail other types of responses (e.g., hazardous materials).

VI. AGENCY RESPONSIBILITIES

Doddridge County Fire Association	DCFA	<ul style="list-style-type: none"> • May provide representation in the activated EOC • Serves as a planning body for fire service in Doddridge County
West Union Volunteer Fire Department	WUVFD	<ul style="list-style-type: none"> • Provide fire protection and suppression services to primary areas of service • Provide rescue services including vehicle extrication • Maintain mutual aid agreements and memorandums of understanding with other agencies • Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines • Provide personnel and equipment/apparatus to specialty teams (i.e., boat, side by side, etc.) as agreed upon



<p>Greenwood Volunteer Fire Department</p>	<p>GVFD</p>	<ul style="list-style-type: none"> • Provide fire protection and suppression services to primary areas of service • Provide rescue services including vehicle extrication • Maintain mutual aid agreements and memorandums of understanding with other agencies • Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines • Provide personnel and equipment/apparatus to specialty teams (i.e., air trailer, Utah with brush and medical units, etc.) as agreed upon
<p>Smithburg Volunteer Fire Department</p>	<p>SVFD</p>	<ul style="list-style-type: none"> • Provide fire protection and suppression services to primary areas of service • Provide rescue services including vehicle extrication • Maintain mutual aid agreements and memorandums of understanding with other agencies • Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines • Provide personnel and equipment/apparatus to specialty teams as agreed upon • Maintain hazardous materials trailer including decontamination tents • Maintain rope rescue equipment • Provide EMS assistance as requested and available



McClellan Volunteer Fire Department	MVFD	<ul style="list-style-type: none"> • Provide fire protection and suppression services to primary areas of service • Provide rescue services including vehicle extrication • Maintain mutual aid agreements and memorandums of understanding with other agencies • Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines • Maintain tanker for on scene water supply
B.A.N.C.S. Volunteer Fire Department		<ul style="list-style-type: none"> • Provide fire protection and suppression services to primary areas of service • Provide rescue services including vehicle extrication • Maintain mutual aid agreements and memorandums of understanding with other agencies • Provide other services to the community as provided in agency's policy and procedures and standard operating guidelines
American Red Cross	ARC	<ul style="list-style-type: none"> • Provide temporary housing assistance to victims • Provide other services to victims as needed
Doddridge County Office of Emergency Management	MCHSEM	<ul style="list-style-type: none"> • Coordinate resource requests as required • Facilitate incident command/emergency operations center interface through the use of physical EOC or virtual EOC
West Virginia Division of Forestry		<ul style="list-style-type: none"> • Provide assistance, resources, and subject matter expertise on the prevention of and extinguishing of wildfires • May provide heavy equipment for the purpose of wildfire prevention and suppression

West Virginia Fire Marshal's Office		<ul style="list-style-type: none">• Provide investigative services in fire origin and determination• Provide investigative services in explosion investigations and any related crimes
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VII. AUTHORITIES & REFERENCE

A. Authority

West Virginia Code, Chapter 29, Article 3

B. References

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 5: EMERGENCY MANAGEMENT

COORDINATING AGENCY

- Doddridge County Office of Emergency Management

SUPPORT AGENCIES

- Local response agencies
- West Virginia Division of Emergency Management

PRIMARY AGENCIES

- Doddridge County Commission
- Municipal Elected Officials
- Doddridge County Office of Emergency Management

I. PURPOSE

- A. Emergency support function (ESF) 5 describes the process for the direction and control of personnel and resources during an incident.
- B. ESF 5 coordinates information collection, analysis, operations, planning, requests for assistance, resource management, and other support required to prepare for, respond to, and recover from a disaster.

II. SCOPE

- A. Emergency support function 5 includes activities include that are critical to support and facilitate planning and coordination for operations involving incidents requiring multi-agency/multi-jurisdictional coordination.
- B. ESF 5 does not imply that all emergency contingencies are addressed but does outline basic principles.

III. POLICIES

- A. Doddridge County Commission has adopted the National Incident Management System (NIMS) as the response management system to be used in the county.
- B. All agencies assigned tasks in the Doddridge County Emergency Operations Plan should maintain plans, mutual aid agreements, and standard operating guidelines to complete their tasks consistent with NIMS.

- C. Appropriate ICS forms should be used when possible.

IV. ORGANIZATIONAL STRUCTURE

- A. Pursuant to the mandates of state law (Chapter 15, Article 5, as amended), Doddridge County Emergency Management (DCEM), in coordination with the Doddridge County Commission, has been designated as the primary agency to direct and coordinate management activities in Doddridge County.

V. CONCEPTS OF OPERATION

A. General

1. The county emergency operations center (EOC) is a key component to successful response and recovery operations. The EOC may be a fixed facility or virtual.
 - a. This plan posits a centralized EOC to facilitate the development of emergency response policy.
 - b. Within the EOC, decision-makers should work together to utilize resources and personnel as efficiently as possible and to lessen duplication of effort.
 - c. The EOC may also serve as the central point for obtaining, analyzing, reporting, and retaining Situation Reports (SITREPS) and other disaster-related information (e.g., casualty information, property damage, fire status, number of evacuees, etc.) from field forces and/or external resources.
2. Direct tactical and operational decisions should not be made at the EOC. Such responsibilities rest with the Incident Commander and his/her staff, which remains in control of on-scene activities even after the EOC is activated.
3. The county EOC may be activated in conjunction with or in support of activities in surrounding counties.

B. Incident Command System (ICS)

1. ICS should be used to manage near-term and long-term emergency operations. The ICS should be established during all emergency situations.

2. The highest-ranking officer or most qualified personnel of the jurisdictional department/agency on-scene should serve as the Incident Commander (IC).
 - a. The IC should first establish an Incident Command Post (ICP) and a staging area at a nearby location safe from the direct effects of the incident. The IC should then notify the dispatching agency of the establishment of the ICS and the location of the ICP.
 - b. The IC should utilize such techniques as visual site surveys, air quality monitors (if available), interviews with eyewitnesses, etc. to assess the immediate risks posed by a disaster and guide initial responder and protective actions.
3. The IC may determine the need for command staff and general staff based on the situation.
4. Under the ICS, an Incident Action Plan (IAP) should be developed to outline responder responsibilities, coordinate incident actions, and set measurable objectives for personnel to achieve during the response to an incident. The IAP should describe the system to incorporate the unplanned arrival of response assistance, including a standard recording process. (Any on-scene arrivals during response should be immediately directed to the staging area.)
5. The IC should establish a tracking system for on-scene personnel and resources in an effort to maintain accountability at the scene at all times. (Such a responsibility may be delegated to another command staff member.)
6. The ICP should serve as a communications link between on-scene personnel if they cannot communicate directly. The IC should monitor direct communications between on-scene personnel (to the extent possible) to ensure that response objectives are being followed/achieved.
 - a. The IC may also ensure that communications are sufficient with off-scene agencies, such as hospitals, support agencies, etc.
 - b. These responsibilities may be delegated to the Command Staff PIO.
7. The IC may directly request external resources from other response agencies as they are needed in accordance with mutual aid agreements. An accurate account of resources requested and deployed should be maintained in case

the EOC is later activated. If resources from higher levels of government or regional agencies are needed, the IC should notify the OEM Director (the representative of the Executive Section) and request activation of the county EOC. (*Resource requests to the state must be channeled through the county EOC.*) Resource tracking and procurement may be delegated to the Logistics Section Chief.

8. The IC may request activation of the county EOC (partial or full) at any time for resource support or if the incident becomes multi-jurisdictional.
9. When the EOC is activated, it is the responsibility of the IC to maintain communications with appropriate representatives in the EOC. This responsibility may be designated to the Command Staff PIO. Regular, periodic status reports should be provided to officials in the EOC. (The format and frequency of reports should be specified in the IAP.)
10. When an incident becomes multi-agency or multi-jurisdictional, the IC may choose to transition to the Unified Command System (UCS) to allow agencies with different legal, geographic, and functional responsibilities to coordinate, plan, and interact efficiently.
 - a. The Unified Commander (UC) should represent the jurisdiction or the functional agency with the greatest involvement.
 - b. In some instances, the original IC may transition to the UC. Exceptions include when resources from higher levels of government arrive on-scene (e.g., state arrival during hazardous materials incidents).

C. Emergency Operating Center

1. The following officials have the authority to activate or request activation of the EOC.
 - a. Doddridge County Commission
 - b. Municipal elected officials
 - c. Director DCEM
 - d. Incident commanders
2. The EOC may be partially activated or fully activated based on the magnitude and projected warning time preceding an emergency as well as the needs of the community.

3. The EOC may be activated at the physical location, virtually allowing staff to report in electronically, or a combination of both.
4. The preference for EOC operations is the ESF Organizational Structure.
 - a. The ESF Organizational Structure uses the standard ICS organizational structure with ESF assignments to coincide with the emergency operations plan.
4. The EOC Organizational Chart is located in Appendix A of this ESF.
 - a. The chart shows all positions that may be filled. However, most positions will not be necessary during every event.

D. Record Keeping

1. All departments and agencies are responsible for maintaining detailed records, including personnel hours, equipment operation costs, cost for leased or rented equipment, cost for contract services to support emergency operations, injuries, lost or damaged equipment, and any other extraordinary costs. These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the state and/or federal government.
2. The county and other local governments have established administrative controls necessary to manage the expenditures made to support emergency operations.

E. ESF Roles Aligned with Core Capabilities

Core Capability	Annex A: Direction and Control
Operational Coordination	<ul style="list-style-type: none"> • Presents the incident command system as the primary emergency/incident management construct for Doddridge County • Outlines the basic operation of the county emergency operations center



VI. AGENCY RESPONSIBILITIES

Doddridge County Emergency Management	DCEM	<ul style="list-style-type: none"> • Maintain County EOC • Direct and control activities in the EOC • Receive requests for additional resources from Incident Command • Request resources from higher levels of government • Provide coordination and policy direction
Doddridge County Commission		<ul style="list-style-type: none"> • Review and maintain agreements • Approve expenditures as needed.
Municipal Elected Officials		<ul style="list-style-type: none"> • Maintain agreements with Doddridge County Commission and DCEM for shared emergency management services.
Local response agencies		<ul style="list-style-type: none"> • Maintain NIMS compliance • Establish the incident command system at emergency scenes and planned events as needed. • Request activation of the county EOC as needed
West Virginia Division of Emergency Management	WVEM	<ul style="list-style-type: none"> • Receive requests from activated county EOC via ETEAM. • Coordinate state resources to fulfill local requests

VII. AUTHORITIES & REFERENCES

A. Authority

West Virginia Code Chapter 15, Article 5

B. References

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

United States Department of Homeland Security. (2017). *National Incident Management System*. Washington, D.C.



United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 6: MASS CARE

COORDINATING AGENCY

- Doddridge County Office of Emergency Management

SUPPORT AGENCY

- Doddridge County Health Department
- Doddridge County Emergency Squad
- Doddridge County Sheriff's Department
- West Virginia Division of Emergency Management

PRIMARY AGENCIES

- American Red Cross
- Doddridge County Office of Emergency Management

I. PURPOSE

- A. Emergency Support Function (ESF) 6 addresses and coordinates responsibilities for sheltering, feeding, counseling, social services, and welfare activities required to assist victims of an emergency or disaster.

II. SCOPE

- A. ESF 6 is structured to promote the delivery of services and implementation of programs to assist individuals and households impacted by an emergency or disaster. This includes economic assistance and other services for individuals impacted by the incident.

III. POLICIES

- A. All agencies assigned responsibilities in ESF 6 should develop and maintain the necessary plans, operating guidelines, and mutual aid agreements to successfully accomplish their tasks.
- B. Shelters managed by the American Red Cross do not allow domestic animals to be kept in the shelter. Service animals are allowed but must be in control of the individual needing assistance at all times.

IV. ORGANIZATIONAL STRUCTURE

- A. Doddridge County Office of Emergency Management has preselected sites for

emergency sheltering based on the area(s) of the county affected by the emergency (see Appendix A to this ESF).

- B. The American Red Cross may assist in opening, managing, and closing emergency shelters but may require assistance from other agencies and organizations.

V. CONCEPTS OF OPERATION

A. General

1. The ultimate responsibility for the care and sheltering of evacuated citizens rests with the local government. However, when ordered or advised to evacuate, the majority of evacuees will find shelter with relatives, friends, hotels/motels, or other options, and on average 10% of the threatened population will seek shelter in government-provided mass care facilities.
2. When a disaster or emergency threatens only a portion of the population or geographical area, sheltering of those affected may be accomplished in another area of the county. However, if a hazard threatens the entire county, the population may be evacuated and sheltered in a neighboring county.
3. Law enforcement agencies may provide security at shelters based on need and availability.

B. Sheltering

1. DCOEM has pre-selected sites for sheltering.
2. The American Red Cross can open a shelter within four hours of a request.
3. The Doddridge County Health Department should provide inspection of emergency shelters as needed.
4. Due to the size and magnitude of the disaster, the ARC may not be able to staff a shelter fully and would require assistance from other agencies (i.e., Medical Reserve Corps., local churches, etc.).
5. Staff should communicate regularly with supporting agencies and the EOC. Information provided should include the number of residents, number of new registrants, demographic information of shelter population, feeding numbers, supply inventory and requirements, staff count, types of services available at the shelter, and any other information, issues, or problems that may be pertinent.

6. The ARC should provide a report to the EOC twice daily.
7. When the decision to close a shelter has been made, the ARC provides 24 hours notice prior to closing.

C. Mass Feeding

1. Mass feeding at emergency shelters should be provided by shelter staff.
2. Facilities set-up specifically for mass feeding should be staffed by volunteers, volunteer agencies, and local churches.
3. The Doddridge County Health Department should conduct inspections of mass feeding locations, especially if food is prepared on-site.
4. Mass feeding sites may be fixed (in an open shelter) or mobile to limit the travel of residents.

D. Comfort Centers

1. Comfort stations may be used when temperatures are extremely hot or cold.
2. These centers are usually government-owned facilities such as libraries, municipal buildings, and county buildings. Often a small area of these facilities will be used for this purpose while regular business continues.
3. These facilities are usually not staffed with personnel specific for this function. However, staff is usually on-site and available to assist individuals if needed.

E. Special Considerations

1. The Americans with Disabilities Act of 1990 (ADA) requires that emergency shelters are accessible to functional and access needs population. As such, public shelters in Doddridge County will be accessible to these populations.
2. Service animals (i.e., seeing-eye dogs) will be permitted in emergency shelters. Their owners are responsible for the animals' care and feeding.
 - a. Domestic animals should be sheltered separately in close proximity to the emergency shelter (see ESF 11: Agriculture and Natural Resources).

F. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Mass Care Services	<ul style="list-style-type: none"> • Assigns partial responsibility to the American Red Cross (ARC) for mass care services in Doddridge County. • Identifies resources of the ARC. • Includes provisions for functional and access needs populations within Doddridge County. • Outlines general operations for mass care facilities within Doddridge County. • Addresses mass feeding operations within Doddridge County. • Addresses pet care operations within Doddridge County.
Physical Protective Measures	<ul style="list-style-type: none"> • Recognizes law enforcement providing physical security as needed.

VI. AGENCY RESPONSIBILITIES

Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Maintain agreements with facilities for emergency sheltering • Request agencies to provide or assist with providing sheltering and mass feeding
American Red Cross	ARC	<ul style="list-style-type: none"> • Provide liaison to the county EOC • Provide guidance on sheltering and mass feeding • Oversee sheltering operations
Doddridge County Health Department	DCHD	<ul style="list-style-type: none"> • Provide facility, food, and water inspections for mass sheltering and feeding
Doddridge County Emergency Squad	DCES	<ul style="list-style-type: none"> • Provide on-site medical staff at emergency shelters as needed and available
Doddridge County Sheriff's Department	DCSD	<ul style="list-style-type: none"> • Provide security at shelters as needed and available
West Virginia Division Emergency Management	DCOEM	<ul style="list-style-type: none"> • Receive and prioritize request for assistance

VII. AUTHORITIES & REFERENCE

A. Authorities

28 CFR Part 35 Nondiscrimination on the Basis of Disability in State and Local Government Service

28 CFR Part 36 Nondiscrimination on the Basis of Disability by Public Accommodations and in Commercial Facilities

West Virginia Code Chapter 15

42 U.S.C.A. 519a-d Pets Evacuation and Transportation Standards

B. References

American Red Cross. (2012). *Sheltering Handbook Disaster Services*. Washington, D.C.

United States Department of Justice. (2012). *American with Disabilities Act Checklist for Emergency Shelters*. Washington, D.C.



















West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV

United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

VIII. APPENDICES

Appendix A: Doddridge County Shelters

Appendix B: Map of Shelters

- | | |
|---|--|
|  Doddridge County EMS |  Doddridge County Sheriff's Office |
|  Bancs VFD |  Fairview Diner |
|  Doddridge County Middle School |  Greenwood VFD |
|  Doddridge County Ambulance Authority |  McClellan VFD |
|  Doddridge County Elementary School |  Oxford Community Center |
|  Doddridge County High School |  Smith Community Center |
|  Doddridge County Human Society |  Smithburg VFD |
|  Doddridge County Park |  West Union VFD #1 |
|  Doddridge County Senior Center |  West Union VFD #2 |



0 0.75 1.5 3 4.5 6 Miles

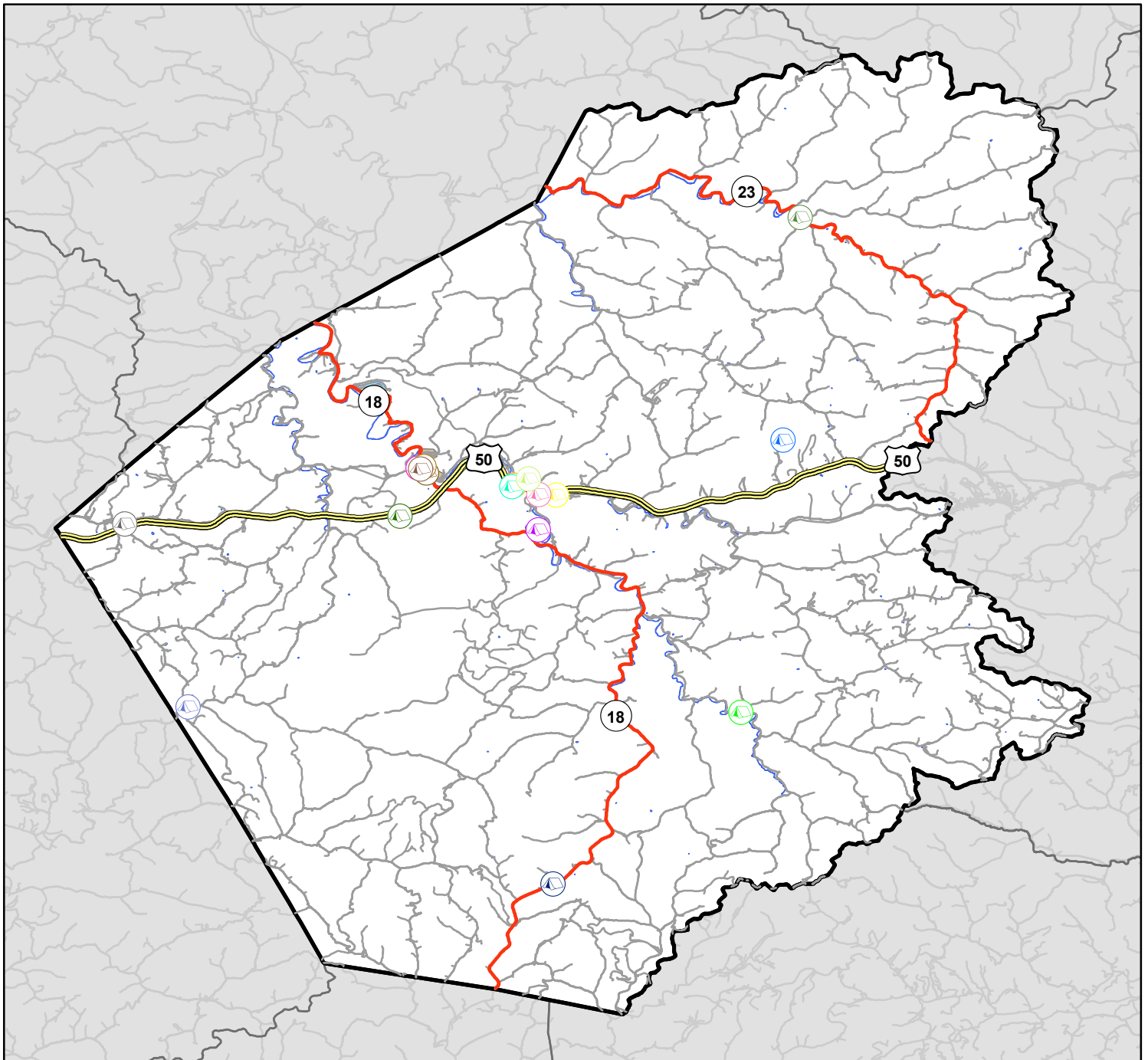
DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

Shelters

Data Source(s):
Doddridge County OEM



DISCLAIMER: Data is meant for use as reference only. Some sources may be intended to be used at national or regional scales and are thus used beyond their original intent for demonstrative purposes.



DODDRIDGE COUNTY EMERGENCY SHELTERS				
Name	Street	City	State	Zip
Doddridge County Park	1252 Snowbird Road	West Union	WV	26456
Smith Community Center	15252 WV-18 South	New Milton	WV	26411
Oxford Community Center	5689 Oxford Road	West Union	WV	26456
Doddridge County Ambulance Authority	88 Nicholson Lane	Smithburg	WV	26426
Doddridge County Sheriff's Office	89 Court Street	West Union	WV	26456
Doddridge County EMS	123 Marie Street	Shirley	WV	26434
Doddridge County High School	79 Bulldog Drive	West Union	WV	26456
Doddridge County Middle School	65 Doddridge School Road	West Union	WV	26456
Doddridge County Elementary School	182 Doddridge School Road	West Union	WV	26456
Fairview Diner	49 Fairview Street	West Union	WV	26456
Doddridge County Senior Center	417 West Main Street	West Union	WV	26456
Greenwood VFD	391 Long Run Road	Pennsboro	WV	26415
Doddridge County Human Society	1286 Wiseman Run	Salem	WV	26426
BANCS VFD	4754 Meathouse Road	New Milton	WV	26411
McClellan VFD	24 Pike Fork Road	Salem	WV	26426
West Union VFD #1	93 Marie Street	West Union	WV	26456
West Union VFD #2	45 Garrison Avenue	West Union	WV	26456
Smithburg VFD	2698 Smithton Road	Smithburg	WV	26436

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 7: LOGISTICS MANAGEMENT & RESOURCE SUPPORT

COORDINATING AGENCY

- Doddridge County Emergency Management

SUPPORT AGENCIES

- Volunteer Organizations Active in Disasters
- West Virginia Division of Emergency Management

PRIMARY AGENCY

- Doddridge County Emergency Management

I. PURPOSE

- A. Emergency Support Function (ESF) 7 provides guidance to assist in coordinating the provision of personnel, equipment, supplies, facilities, and services to support emergency operations.
- B. ESF 7 provides guidance on the deployments and proper coordination of resources during the response phase of an emergency or disaster.
- C. ESF 7 provides guidance on the organized receipt and distribution of donated goods and services during the recovery phase.

II. SCOPE

- A. ESF 7 applies to all incidents involving an activated emergency operations center requesting external resources or receiving requests for resources from another jurisdiction.

III. POLICIES

- A. All agencies, departments, and organizations assigned responsibilities within Emergency Support Function 7 should develop and maintain the necessary plans, operating guidelines, and memorandums of understanding to accomplish their assigned tasks.
- B. All municipal and county agencies, departments, and organizations and traditional emergency response agencies should inventory and maintain current information on their shareable resources. This information should be updated

and made available to Doddridge County Emergency Management, not less than annually.

IV. ORGANIZATIONAL STRUCTURE

- A. The incident commander (IC) or unified command (UC) will coordinate with the logistics section chief (when activated) and the activated emergency operations center (EOC) to request, receive, and deploy resources and activate facilities.
- B. Doddridge County does not have the resources or facilities to manage and distribute donated goods.
 - 1. Doddridge County will rely on other organizations (e.g., Red Cross, VOAD, Faith-Based organizations, etc.) to manage the receipt, inventory, and distribution of donated goods.
 - 2. Doddridge County may rely on organizations (schools, large warehouse businesses, fire departments in unaffected areas, etc.) to activate facilities to receive, store, and disseminate donated goods.

V. CONCEPTS OF OPERATION

- A. General
 - 1. During the initial moments of an emergency or disaster, dispatch may be receiving resource requests from the incident commander or operations. The CAD should document:
 - a. Who made the request,
 - b. What was requested,
 - c. who was contacted to fill the request,
 - d. When the resource was made available for the incident,
 - e. How long the resource is available to the county, and
 - f. When the IC/UC tasked the resource.
 - 2. This information should be shared with the EOC once activated to avoid duplication of requests and to allow for demobilization planning.
- B. Resource Typing
 - 1. Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy, and employ.

2. Resource typing is a continuous process designed to be as simple as possible to facilitate frequent use and accuracy in obtaining needed resources.
3. The FEMA Resource Typing Library Tool and all NIMS resource typing definitions and job titles/position qualifications can be found at <https://rslt.preptoolkit.org>.

C. Resource Management

1. The county, municipality, and local agencies and organizations should exhaust all local resources before requesting those from higher levels of government.
2. All requests for resources not available in county or through existing mutual aid agreements are made through the activated county EOC to the state emergency operations center (SEOC).
 - a. When requesting resources, the EOC should provide all available data to the SEOC to assist in procuring the appropriate resources.
 - b. The EOC should provide information using the acronym C-SALTT.
 - i. C: Capability – What is it needed for?
 - ii. S: Size – How is it measured (gallons, tonnage, etc.)?
 - iii. A: Amount – How much do you need?
 - iv. L: Location – Where should it be delivered to or stage at?
 - v. T: Type – i.e., do you need N95 respirators or cartridge respirators?
 - vi. T: Time – When is it required?
3. When resources are not available within West Virginia, but available through another state, a request must be made from Governor to Governor.
4. Requests for Federal resources are made through and evaluated by the SEOC.
5. Allocating resources
 - a. All resources should be managed as effectively and efficiently as possible.
 - b. When receiving resources procured through the SEOC, the OEC personnel should be told how long the resource is available to the county.

6. Tracking resources

- a. Resource requests and allocations from the SEOC are tracked via ETEAM, the state’s electronic emergency management information software.
- b. It is the responsibility of the IC/UC or designee and the EOC to track resources from receipt through demobilization.
 - i. The IC/UC or designee should begin planning for the demobilization of a resource upon receipt of the resource.

D. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Logistics and Supply Chain Management	<ul style="list-style-type: none"> • Identifies the need to exhaust local resources before requesting assistance from state and federal government. • Recognizes partnerships and whole-community approach to restore access to good and services

VI. AGENCY RESPONSIBILITIES

Doddridge County Emergency Management	DCEM	<ul style="list-style-type: none"> • Facilitate training opportunities for emergency responders and emergency management personnel • Maintain emergency operations center
Volunteer Organizations Active in Disaster	VOAD	<ul style="list-style-type: none"> • Manage unsolicited donations • Manage unsolicited volunteers • Resource support in the EOC
American Red Cross	ARC	<ul style="list-style-type: none"> • Assist with managing unsolicited volunteers • Assist with managing unsolicited donations
West Virginia Division of Emergency Management	WVEM	<ul style="list-style-type: none"> • Activate SEOC in support of local EOCs • Receive local resource requests • Allocate resources to affected areas based on availability and priority • Request resources from other states and federal government as appropriate

VII. AUTHORITIES & REFERENCE

A. Authorities

West Virginia Code Chapter 15

B. References

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

United States Department of Homeland Security. (2017). *National Incident Management System*. Washington, D.C.

United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

United States Department of Homeland Security. (2018). Resource Typing Library Tool. Retrieved from: <https://rtlt.preptoolkit.org>

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 8: PUBLIC HEALTH & MEDICAL SERVICES

COORDINATING AGENCY

- Doddridge County Ambulance Authority

PRIMARY AGENCIES

- Doddridge County Ambulance Authority
- Doddridge County Health Department

SUPPORTING AGENCIES

- Doddridge County Medical Examiner
- Doddridge County Office of Emergency Management
- Doddridge County Emergency Medical Services
- West Virginia Department of Health & Human Resources
- West Virginia Office of the Chief Medical Examiner
- West Virginia Division of Emergency Management
- United States Department of Health & Human Services
- Centers for Disease Control and Prevention
- American Red Cross
- Private business

I. PURPOSE

- A. The purpose of Emergency Support Function 8 is to outline the local organization, operational concepts, responsibilities, and guidelines to accomplish coordinated public health and medical services during emergency situations.

II. SCOPE

- A. Emergency Support Function 8 provides guidance to agencies and organizations involved in identifying and meeting the public health and medical needs of victims of any emergency or disaster. The support is categorized as follows:
- Assessment of public health/medical needs
 - Medical care personnel health and safety

- Medical equipment, supplies, and countermeasures
- Emergency Medical Services
- Environmental health monitoring and response
- Mass fatality operations
- Mass care and public works emergency support staff
- Health care facility patient evacuation
- Children and family services
- Food/water safety
- Potable water/wastewater and solid waste disposal
- Veterinary medical support

III. POLICIES

- A. All departments and agencies assigned responsibilities within Emergency Support Function 8 should develop and maintain the necessary plans, and standard operating guidelines needed to accomplish their tasks.
- B. EMS should follow triage, treatment, and triage policies and protocols set by the West Virginia Office of Emergency Medical Services (WVOEMS). WVOEMS may waive certain policies and protocols to allow during a disaster.
- C. The United States Department of Health and Human Services may issue a Public Health Emergency Declaration if it is determined that a disease or disorder presents a public health emergency or that a public health emergency, including significant outbreaks of infectious disease or bioterrorist attacks, otherwise exists.

IV. ORGANIZATIONAL STRUCTURE

- A. Due to the multiple types of activities Emergency Support Function 8 coordinates, the lead agency may be determined at the time of the event (i.e., health department would lead for possible outbreak, EMS would lead for a mass casualty incident, etc.).
- B. Many of the agency functions discussed in this ESF will be activated to support activities in other ESFs and annexes (e.g., food/water safety may support ESF 6: Mass Care and ESF 11: Agriculture and Natural Resources, Mass fatality operations may support Annex A: Terrorism, etc.).

V. CONCEPTS OF OPERATION

A. General

1. Health and medical agencies involved in ESF 8 should develop mutual support relationships between agencies, professional associations, and other private services and volunteer organizations that may assist during an emergency or disaster, including functional and access, needs populations, vulnerable populations, and advocacy groups.
2. All practitioners will provide at the level of medical care within their scope of practice
3. Under the Centers for Medicare and Medicaid Emergency Preparedness Rules, all 17 types of healthcare facilities are required to have emergency plans, policies and procedures, and communication plans.
 - a. Facilities with residential populations (nursing homes, hospitals, etc.) are required to test plans annually.

B. Public Health Emergency

1. The Doddridge County Health Department will direct the county response.
2. The Doddridge County Health Officer or designee may serve as the initial incident commander and should direct operations through the activated Doddridge County Health Department Emergency Operations Center.
 - a. The Doddridge County Office of Emergency Management may activate the county EOC (physical location or virtual) to help coordinate local resources and/or request assistance and resources from higher level of government.
3. Emergency operations for public health services are an extension of normal duties. Primary concerns include the control and prevention of disease-causing agents, water purification, sanitation, and public education.
4. A terrorist attack using chemical or biological contaminants may first be recognized by a department of health or hospital. As such, notification would need to be made to law enforcement, fire, EMS, and EMA agencies.
 - a. The possibility of a terrorist attack using an agent should cause immediate notification to state and federal agencies.

5. The DCHD maintains internal plans for responding to public health emergencies. These plans include:
 - a. All-Hazard Plan,
 - b. Medical countermeasures (Strategic National Stockpile)
 - c. Surveillance,
 - d. Isolations and quarantine,
 - e. Pandemic influenza,
 - f. Emerging infectious disease and outbreak response,
 - g. Crisis emergency risk communications, and
 - h. Continuity of operations.

C. Medical Care & Transport

1. Medical care is a primary concern during all phases of emergency management, particularly during the response phase. Initial care provided by emergency medical services and triage teams can have a considerable impact on survivability for disaster victims.
2. Emergency ambulance service in Doddridge County is provided by Doddridge County Emergency Squad.
 - a. During large-scale emergencies (e.g., MCIs, etc.), additional EMS resources may be available from surrounding counties.
3. During emergency situations, an on-site incident command post (ICP) utilizing those who are in charge of each emergency operation at the scene, should be established. A triage and treatment area should be established under the direction of the EMS officer in charge.
4. Emergency medical providers in Doddridge County are required to contact WVU Medical Command (MedCom) to provide report on patients.
5. MedCom can provide bed status at area hospitals.
 - It should be noted that Camden Clark Memorial Hospital (CCMH) which is a primary facility for EMS to transport to is not in MedCom's region. MedCom should be able to provide bed status on CCMH. If they are not, EMS may need to contact the Region 5 Medical Coordination Center.

6. All ambulances and emergency rescue vehicles should be equipped with field triage tags.

D. Behavioral Health

1. Coordinate delivery of behavioral health services to affected individuals, families, communities, and responders.
2. Coordinate with local houses of worship for ministerial services as needed.
3. Coordinate with outside agencies that may be able to provide behavioral services (i.e., American Red Cross, local hospice, etc.)
4. Educate public pre-disaster to verify behavioral health services available through private and group insurance policies may be available.

E. Hospital Care

1. There are no hospitals located in Doddridge County
2. Primary facilities used by EMS include:
 - a. WVU Medicine, Camden Clark Memorial Hospital :
 - Located in Parkersburg, WV
 - 302-bed facility
 - Capabilities include: Emergency/Trauma, ICU, OB, Peds, Psychiatric/Behavioral, Med/surge
 - Level III Trauma Center
 - b. WVU Medicine, United Hospital Center:
 - Located in Bridgeport, WV
 - 292-bed facility
 - Capabilities include: Emergency/Trauma, ICU, OB, Peds, Psychiatric/Behavioral, Med/Surge
 - Level IV Trauma Center
 - c. For mass casualty incidents (MCIs), transportation should be coordinated through MedCom and may require transportation to facilities outside the region extending transport and return to service times. As such, when EMS capabilities are exhausted, mutual aid should be notified.

F. Mortuary Services

1. Law enforcement is responsible for investigating deaths that are not due to natural causes or that do not occur in the presence of an attending physician. The medical examiner is responsible for determining the cause of death, authorizing/requiring autopsies to determine the cause of death, authorizing forensic investigations to identify unidentified bodies, and authorizing the removal of bodies from incident sites. Ultimately the West Virginia Office of Chief Medical Examiner (OCME) is responsible for the disposition of the deceased.
2. However, fatalities caused by fire and/or explosions fall under the authority of the West Virginia State Fire Marshal.
3. Hospitals have limited morgue space. As such, the state may provide mobile temporary morgues.
4. The West Virginia Department of Health and Human Resources (DHHR) has the authority to control and the duty of the disposition of an unclaimed deceased.

Core Capability	Annex Roles
Planning	<ul style="list-style-type: none"> • Recognizes the planning done by the health department and the hospitals in the county.
Public Information & Warning	<ul style="list-style-type: none"> • Identifies information sharing goals.
Operational Coordination	<ul style="list-style-type: none"> • Denotes the incident command system as the preferred management construct for public health and medical partners.
Environmental Response and Health and Safety	<ul style="list-style-type: none"> • Recognizes the health departments' role in addressing potable water, food, solid waste and wastewater safety.
Public Health, Healthcare, and Emergency Medical Services	<ul style="list-style-type: none"> • Recognizes need to implement medical countermeasures to affected population.
Fatality Management Service	<ul style="list-style-type: none"> • Recognizes need for external partners to assist with mass fatality incidents.

VI. AGENCY RESPONSIBILITIES

Doddridge County Ambulance Authority	DCAA	<ul style="list-style-type: none"> • Serve as primary 911 ambulance service for the county. • Coordinate with other EMS agencies, WV Medical Command, hospitals, and other medical facilities to facilitate transport of patients to appropriate facilities
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<p>Doddridge County Health Department</p>	<p>DCHD</p>	<ul style="list-style-type: none"> • Primary agency for any public health disasters • Coordinate waste disposal under disaster conditions • Provide technical information and expertise in regards to storage of food • Coordinate public information programs • Coordinate communicable disease operations, to include epidemic intelligence, evaluation, prevention, and detection of communicable diseases • Coordinate and provide health care support for shelters and family assistance centers • Issue key health instructions to the general public • Coordinate planning and response to outbreaks and/or pandemics • Provide guidance and/or services related to vaccinations/prophylaxis for disease prevention • Coordinate with WVDHHR to determine critical priorities • Provide subject matter expertise on health-related issues created by any disaster situation • Oversee disposal of bodies during mass fatality situation
<p>Doddridge County Medical Examiner</p>	<p>DCME</p>	<ul style="list-style-type: none"> • Oversee removal and storage of bodies • Coordinate identification of deceased • Coordinate release disposal of bodies following a mass fatality with state medical examiner and health department



Doddridge County Emergency Medical Services	DCEMS	<ul style="list-style-type: none"> • Coordinate with other EMS agencies, WV Medical Command, hospitals, and other medical facilities to facilitate transport of patients to appropriate facilities
Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Coordinate declaration of local emergency/disaster • Provide logistical support through an activated EOC
West Virginia Department of Health and Human Resources	DHHR	<ul style="list-style-type: none"> • Coordinate state Emergency Support Function 8 activities. • Provide assistance to local government and health departments as requested and available. • Statutorily responsible for disposition of unclaimed deceased
West Virginia Office of Chief Medical Examiner	OCME	<ul style="list-style-type: none"> • Coordinate morgue services • Coordinate body identification • Coordinate burial of unclaimed bodies • Establish procedures for handling mass casualties and burial

VII. AUTHORITIES & REFERENCE

A. Authorities

- West Virginia Code Chapter 6, Article 12
- West Virginia Code Chapter 9, Article 1
- West Virginia Code Chapter 15, Article 5
- West Virginia Code Chapter 16
- West Virginia Chapter 20, Article 5J
- Code of State Rules 64, 7

B. References

- West Virginia Division of Emergency Management. (2018). West Virginia Emergency Operations Plan. Charleston, WV.

- United States Department of Health and Human Services. (2014). HHS Disaster Human Services Concept of Operations. Washington, D.C.
- United States Department of Homeland Security. (2016). National Response Framework. Washington, D.C.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 9: SEARCH & RESCUE

COORDINATING AGENCY

- Doddridge County Sheriff's Department

PRIMARY AGENCIES

- Local Fire Departments
- Law Enforcement Agencies
- Doddridge County Office of Emergency Management

SUPPORT AGENCIES

- Mountaineer Area Rescue Group
- West Virginia Division of Forestry
- West Virginia Division of Natural Resources
- West Virginia Civil Air Patrol
- West Virginia Division of Emergency Management
- West Virginia K-9 Search & Rescue Team

I. PURPOSE

- A. Emergency Support Function (ESF) 9 coordinates the rapid deployment of local search and rescue components and recognizes regional and state resources available to provide specialized life-saving assistance for victims trapped or otherwise endangered by an emergency, and lost and missing people.

II. SCOPE

- A. Emergency Support Function 9 operations can be classified by the three environments can occur in.
1. Land Search & Rescue: locating lost persons or civilian aircraft.
 2. Structural Collapse Urban Search & Rescue (US&R): Structural collapse or transportation accidents involving US&R techniques such as trench rescue, high-angle rescue and confined space.
 3. Waterborne Search & Rescue: Incidents where boat response and rescue is an integral part of the overall operations (i.e., body recovery, flooding, etc.)

III. POLICIES

- A. All departments and agencies assigned responsibilities within Emergency Support Function 9 should develop and maintain the necessary plans and

standard operating guidelines to accomplish their assigned tasks.

- B. The IC or UC, with input from the operations section, and guidance from the EOC will determine when an operation will transition from a rescue mission to a recovery mission.
 - 1. The term rescue is used when there is a chance to save a human life.
 - 2. The term recovery is used without the goal of saving human life and is completed at a slower pace with greater attention to the risk-benefit factor of each task.

IV. ORGANIZATIONAL STRUCTURE

- A. Statutorily a missing individual falls under the direction and control of law enforcement agencies. However, as search areas become larger and operations more technically involved, the incident commander may choose to transition into a unified command approach to adequately encompass the workforce, geographical location, and/or technical assistance needed.
- B. Urban Search and Rescue (USAR) falls under the direction and control of the fire service and emergency medical services. Structural collapses, transportation accident rescue, and other rescue tasks requiring specific training and utilize specialized equipment. Door-to-door searches following a disaster, such as flooding, may utilize volunteer groups and individual volunteers with Just in Time Training.
- C. Waterborne search and rescue, especially swift-water, utilize specialty equipment and requires specialized training. Agencies that specialize in such activities should take part in a Unified Command with the initial response agencies.

V. CONCEPTS OF OPERATION

- A. General
 - 1. Safety of response personnel is the highest priority.
 - 2. Response personnel should follow regulations and guidelines (ie., Code of Federal Regulations, NFPA, ASTM International, etc.) when assisting with any search and rescue incident.
- B. Land Search & Rescue
 - 1. Initially, most land search & rescue incidents will begin as a report of a lost or

- missing person through Central Communications
2. Once dispatched, the initial response agencies (e.g., local law enforcement agency, primary fire department, etc.) assess the situation and determine the need for additional resources.
 - a. Additional resources may include additional workforce (including K-9 Teams), specialized equipment (e.g., ATVs, UTVs, Drone, etc.), or technical assistance (e.g., electronic grid mapping).
 - b. Additional resources may be requested immediately or may be requested at any time during the search and rescue operation. Considerations for requesting resources:
 - i. Size of the geographical area to be searched
 - ii. Terrain
 - iii. Time of day (hours until dark)
 - iv. Demographics of missing person/people (age, medical conditions, etc.)
 - c. A search may be suspended do to multiple reasons, including weather conditions and time of day.
 3. Special Considerations
 - a. The addition of spontaneous and or untrained volunteers who are unfamiliar with the area may lead to additional search and rescue missions.
 - b. Spontaneous volunteers may include individuals who are physically unable to manage the terrain. These individuals may be used for administrative or clerical tasks at the command post.
 - i. When spontaneous or non-affiliated volunteers are utilized, they should receive just in time training and placed in teams led by trained personnel.
 - ii. Local volunteers may be able to provide information on areas of particular interest that need to be searched (e.g., knowledge of hunting cameras that may have captured the missing/lost person, etc.).

C. Urban Search and Rescue (USAR)

1. Structural collapse is most frequently secondary to another incident (e.g., fire, natural or technological disaster, etc.).
 - a. Rescue techniques such as high-angle rescue or confined space rescue require personnel with specialized training.
2. Transportation accident rescues are the most common rescues to occur.
 - a. Multiple agencies throughout the county have various equipment and trained personnel to perform transportation rescues.
3. Most frequently, door-to-door USAR will be initiated following a disaster. As such, the request for USAR activities will come from the operations section or the Incident Command/Unified Command Post.
 - a. Door-to-door search USAR may be a workforce exhaustive operation. Multiple teams may be needed to cover large areas with structures and dwellings.
 - b. Spontaneous or non-affiliated volunteers may be utilized but should receive training and safety briefings.
 - i. When using non-affiliated volunteers, they should be placed in teams led by trained personnel.
 - ii. Local volunteers may be able to provide information on areas of particular interest that may need to be searched (e.g., information on elderly or infirmed residents, etc.)
 - c. All personnel should be advised how to properly mark a dwelling as either unsearched due to compromised structural integrity or searched.
 - d. Search teams should maintain status records of all structures searched to be turned over to supervisors upon completion of their assignment.
4. Special Considerations
 - a. Transportation accidents, structural collapses, and specialized rescues may involve hazardous materials. All personnel involved in these rescues should be trained at the appropriate hazmat level before operating in

these incidents.

- b. Structural collapses and door to door searches may require respiratory protection to avoid such contaminants as asbestos, mold, etc.
- c. There are multiple agencies that provide regulations and standards that should be followed during USAR. These regulations and standards are listed below in section VII.B. References.

D. Waterborne Search & Rescue

- 1. Waterborne search & rescues are usually reported through Central Communications with first due response agencies being dispatched to the location the individual(s) was last observed.
- 2. Based on the circumstances (e.g., child last seen near Crystal Lake, a pond, a flooded area, etc.), there may be simultaneous waterborne and land search and rescue operations.
- 3. Special Considerations
 - a. Spontaneous or non-affiliated volunteers may be utilized but should receive training and safety briefings.
 - i. When using non-affiliated volunteers, they should be placed in teams led by trained personnel.
 - ii. Local volunteers may be able to provide information on areas of particular interest that may need to be searched (e.g., deep areas of the river, etc.)

E. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Operational Coordination	<ul style="list-style-type: none"> • Identifies the incident command system as the preferred incident management construct for Doddridge County.
Situational Assessment	<ul style="list-style-type: none"> • Briefly discusses information to be collected during incident size-up.
Mass Search and Rescue	<ul style="list-style-type: none"> • Identifies the need to work and train with mutual aid partners in rescue activities.

VI. AGENCY RESPONSIBILITIES

Doddridge County Sheriff's Department	DCSD	<ul style="list-style-type: none"> • Serve as initial incident commander upon receipt of a missing person report • Coordinate multi-agency and multi-jurisdictional law enforcement response
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Law Enforcement Agencies		<ul style="list-style-type: none"> • Serve as initial incident commander upon receipt of a missing person report • Coordinates departmental resources and requests assistance through local mutual aid agreements • Provide specialty vehicles such as UTVs and watercraft to assist with searches
Local Fire Departments		<ul style="list-style-type: none"> • Provide extrication, rescue, and evacuation assistance • Provide representation in a Unified Command structure • Coordinates departmental resources and requests assistance through local mutual aid agreements • Provide specialty vehicles such as UTVs and watercraft to assist with searches
Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Oversee preparation of incident action plans and mission assignments • Request state and federal resources through an activated EOC, as needed • Coordinate public messages, including requests for volunteers, with the IC/UC through ESF 15.



Mountaineer Area Rescue Group	MARG	<ul style="list-style-type: none"> • Subject matter experts • Coordination of search locations through electronic mapping • Provide representation in a Unified Command Structure • Provide electronic mapping and tracking of search personnel • Provide personnel and K-9 teams to assist with search efforts • Incorporate amateur radio operators into search and rescue activities
West Virginia Division of Forestry		<ul style="list-style-type: none"> • Provide Drone and pilot to assist with wilderness and wildland-urban areas interface searches
West Virginia Division of Natural Resources		<ul style="list-style-type: none"> • Provide watercraft and personnel to assist with water-based search and rescue events
West Virginia Civil Air Patrol	CAP	<ul style="list-style-type: none"> • Can be requested through WVDHSEM to prepare plans and procedures to accomplish air and ground search and rescue missions
West Virginia Division of Emergency Management	WVEM	<ul style="list-style-type: none"> • Receives requests for state and federal assistance and resources from the county's EOC • Coordinates state, volunteer, and federal support
West Virginia K-9 Search & Rescue Team	WV K9 SAR	<ul style="list-style-type: none"> • Provides search dogs, handlers, and field support personnel

VII. AUTHORITIES & REFERENCE

A. Authorities

West Virginia Code Chapter 15

14 C.F.R. Part 107 Small Unmanned Aircraft Systems



29 C.F.R. 1910.120 Hazardous Waste Operations & Emergency Response
29 C.F.R. 1910.134 Respiratory Protection Standard
29 C.F.R. 1910.146 Permit-Required Confined Space
29 C.F.R. 1910.424 Self Contained Underwater Breathing Apparatus
29 C.F.R. 1926.650 Excavating and Trenching
29 C.F.R. 1926.651 Excavating and Trenching
29 C.F.R. 1926.652 Excavating and Trenching
46 C.F.R. 160.171 Immersion Suits

B. References

American National Standards Institute. (2018). *ANSI Z359.1, Safety Requirements for Personal Fall Arrest Systems, Sub-Systems, and Components*. Washington, D.C.

ASTM International. (2017). *ASTM F1772-17, Standard Specification for Harnesses for Rescue and Sports Activities*. West Conshohocken, PA.

ASTM International. (2018). *ASTM F1823-97, Standard Guide for Water Rescue Personal Flotation Device (PFD)*. West Conshohocken, PA.

ASTM International. (2013). *ASTM F1956-13, Standard Specification for Rescue Carabiners*. West Conshohocken, PA.

ASTM International. (2015). *ASTM F2116-01, Standard Specification for Low Stretch and Static Kernmantle Life Safety Rope*. West Conshohocken, PA.

ASTM International. (2015). *ASTM F2266-03, Standard Specification for Masses Used in Testing Rescue Systems and Components*. West Conshohocken, PA.

ASTM International. (2017). *ASTM F3262-17, Standard Classification System for Small Unmanned Aircraft Systems for Land Search and Rescue*. West Conshohocken, PA.

National Fire Protection Association. (2019). *NFPA 350: Guide for Safe Confined Space Entry and Work*. Quincy, MA.

National Fire Protection Association. (2017). *NFPA 1006: Standard for Technical Rescue Personnel Professional Qualifications*. Quincy, MA.

National Fire Protection Association. (2017). *NFPA 1670: Standard on Operations and Training for Technical Search and Rescue Incidents*. Quincy, MA.

National Fire Protection Association. (2015). *NFPA 1936: Standard on Powered*

Rescue Tools. Quincy, MA.

National Fire Protection Association. (2015). *NFPA 1952: Standard on Surface Water Operations Protective Clothing and Equipment.* Quincy, MA.

National Fire Protection Association. (2017). *NFPA 1983: Standard on Life Safety Rope and Equipment for Emergency Services.* Quincy, MA.

West Virginia Division of Homeland Security and Emergency Management. (2018). *West Virginia Emergency Operations Plan.* Charleston, WV.

United States Department of Homeland Security. *National Incident Management System.* (2017). Washington, D.C.

United States Department of Homeland Security. (2016). *National Response Framework.* Washington, D.C.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 10: HAZARDOUS MATERIAL RESPONSE

COORDINATING AGENCY

- Doddridge County Office of Emergency Management

PRIMARY AGENCIES

- Doddridge County Office of Emergency Management
- Doddridge County Health Department
- Fire Departments

SUPPORTING AGENCIES

- Emergency Medical Services
- Law Enforcement Agencies
- Local Street Departments
- Doddridge County Local Emergency Planning Committee
- West Virginia State Fire Marshal
- West Virginia Department of Environmental Protection
- West Virginia Department of Transportation
- West Virginia Department of Health and Human Resources
- West Virginia Division of Emergency Management

I. PURPOSE

- A. Emergency Support Function (ESF) 10 provides guidance during hazardous materials (HAZMAT) incident response.
- B. ESF 10 also provides for the protection of citizens and the environment.

II. SCOPE

- A. ESF 10 provides a coordinated response to an actual or potential discharge or uncontrolled release of hazardous material.
- B. This ESF applies to both fixed facilities and transportation hazards.
- C. Doddridge County has a combination of U.S. highways, state highways, and county roads that serve as a transportation corridor for potential truckload quantities of virtually any hazardous substance at any time.

III. POLICIES

- A. All departments and agencies assigned responsibilities within ESF 10 should develop and maintain the necessary plans, policies, and operating procedures needed to accomplish their tasks.
- B. First Responders should receive training in compliance with Occupational Health and Safety Administration's regulations and the NFPA.

IV. ORGANIZATIONAL STRUCTURE

- A. All hazardous material emergencies within Doddridge County are managed by the Incident Command System (ICS). Most often, the most senior fire official on scene from the primary agency will serve as the incident commander.
- B. Requests for resources from higher level of government should be made through the county's activated emergency operations center.

V. CONCEPTS OF OPERATION

- A. General
 - 1. Most hazardous material (hazmat) incidents are chemical releases or leaks caused by another emergency incident (e.g., traffic accident, structure fire, etc.) As such, the first agencies on scene may not be aware of a hazmat threat.
 - 2. The Doddridge County Local Emergency Planning Committee (LEPC) should complete routine site visits to reporting facilities
 - 3. The LEPC should provide information on reporting facilities to response agencies
- B. Hazmat Levels
 - 1. Hazardous materials incidents are separated into four categories based on the severity of the incident and the appropriate emergency response.
 - a. **Level I** incidents involve hazardous materials that can be contained, extinguished, and/or abated by initial emergency responders with little assistance from other local emergency response organizations. The hazardous materials involved in a Level I incident pose little immediate risk to the environment or public health and cause minimal containment or clean-up problems.

- b. **Level IIA** incidents are situations that are beyond the capabilities of the initial emergency response organization, but they can be controlled with assistance from other local response organizations and possible minimal assistance from state elements. Materials involved in Level IIA incidents typically present significant clean-up and containment problems and pose a potential long-term threat to life, health, and the environment.
- c. **Level IIB** incidents are situations beyond the emergency response capabilities of local emergency response organizations, and the chief elected official has relinquished control to the Governor, who may appoint a state agency to lead the emergency response activities. The hazardous materials involved in a Level IIB incident pose the same threat as those involved in a Level IIA incident.
- d. **Level III** incidents are beyond the control capabilities of local emergency response units, which is of such magnitude that it requires support and assistance from state and federal agencies, and which requires the Governor to declare a State of Emergency. The hazardous materials involved in a Level III incident present a potential or long-term threat to life, health, or the environment, and present a significant clean-up problem.

C. Regulatory Notifications

1. Reporting the incident

Local 24-hour Notification: 9-1-1 West Virginia Spill Line: 800-642-3074 Mine Industrial Incidents: 866-987-2338 National Response Center: 800-424-8802
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- a. In accordance with the requirements of SARA Title III and West Virginia Code 55-1-4, the owner or operator of a facility where a hazardous chemical is produced, used, or stored shall provide emergency notification of any release. The facility should dial 911 to report the incident. A facility should also contact the State Emergency Response Commission (SERC) and the National Response Center (NRC).
- b. Redundant Notifications
 - i. Notification should be made to DCOEM personnel by Central

Communications.

- ii. Notification to WVEM should be made.

D. Clandestine Drug Laboratory

1. Law Enforcement will be the lead agency upon the identification of a Clandestine Drug Laboratory (meth lab).
2. Under West Virginia Law, the investigating law enforcement agency should notify the property owner, secure and vacate the premises (if a structure), impound any vehicles that are found to contain meth labs and/or equipment, precursors, etc. and maintain vehicle secured and unoccupied until testing is completed.
3. Property should not be returned or reoccupied until a certificate of remediation completion is secured.

E. Public Protective Measures

1. The primary means of offering public protection during hazardous materials incidents include evacuation and shelter-in-place.
2. Shelter-in Place
 - a. Decision-making questions
 - i. For fixed facility incidents, what does the facility emergency coordinator recommend based on his/her knowledge of the materials involved in the incident?
 - ii. Will shelter-in-place provide adequate protection to the affected population?
 - iii. How much time is available to implement the measure?
 - iv. Can an evacuation be feasibly implemented?
 - v. Will weather conditions cause the incident to affect evacuation routes or unnecessarily expose an evacuating population?
 - vi. Are sufficient resources available to disseminate warnings?
3. Evacuation
 - a. If the incident commander determines that shelter-in-place will not adequately protect those individuals directly threatened by the hazard and time permits, he/she may order a localized evacuation.

- b. Decision-making questions
 - i. For fixed facility incidents, what does the facility emergency coordinator recommend based on his/her knowledge of the materials involved in the incident?
 - ii. How much time is available to implement the evacuation?
 - iii. Will weather conditions cause the incident to affect evacuation routes or unnecessarily expose an evacuating population?
 - iv. Are sufficient resources available to disseminate warnings?
 - v. Are sufficient resources available to direct the evacuation, provide security, etc.?
 - vi. Can shelters be established?

F. Response Personnel Safety

1. There are many factors to consider when discussing safety, including planning, training, equipment, health, and physical fitness, and public awareness.
2. The incident command (or designee) should be responsible for delineating the following areas at the scene. Resources such as the current Emergency Response Guidebook (DOT, 2020) may aid in quickly establishing these zones. (Zones should be amended as the incident progresses)
 - a. **Hot (Exclusion) Zone:** The area immediately surrounding the scene. Only personnel wearing appropriate protective clothing would be permitted in this area.
 - b. **Warm Zone:** The area surrounding the hot zone which presents no danger to properly outfitted personnel. The decontamination area should be established on the outer edge of the warm zone just before passing into the cold zone.
 - c. **Cold Zone:** The support area surrounding the warm zone that presents no hazard to personnel. The incident command post and staging area should be established in the cold zone.
 - d. The zones will likely be modified by specialty resources upon their arrival.
3. The incident commander should ensure that personnel approach an incident from upwind as well as establish the incident command post,

decontamination area, and staging area upwind.

4. The incident commander or the designated command staff safety officer should be responsible for ensuring that personnel responding to an exclusion zone are properly outfitted in protective equipment (including Level A, B, C, or D suits).
5. Incident command should establish an accountability procedure as properly outfitted personnel rotate in and out of an exclusion zone. Accountability will likely be maintained by any special response teams that arrive, who should then notify the incident commander when support personnel would be needed.

G. ESF Roles Aligned with core Capabilities

Core Capability	Annex Roles
Operational Coordination	<ul style="list-style-type: none"> • Designates local fire departments as primary response agencies. • Designates law enforcement agencies as primary response agencies for clandestine labs.
Environmental Response/Health & Safety	<ul style="list-style-type: none"> • Briefly discusses the means to provide mass care support to the affected population (evacuation and shelter-in-place). • Discusses response personnel safety.

VI. AGENCY RESPONSIBILITIES

Doddridge County Homeland Security and Emergency Management	DCOEM	<ul style="list-style-type: none"> • Notify WVEM of a hazardous materials incident through ETeam • Notify the National Response Center (NRC) that a hazardous materials incident has occurred in the county • Request resources from higher level of government through the state EOC
Doddridge County Health Department	DCHD	<ul style="list-style-type: none"> • Provide guidance regarding the threat to human health posed by the release of the hazardous material and recommend protective action measures



Local Fire Departments		<ul style="list-style-type: none"> • Serve as primary agency for hazardous materials response. • Maintain copies of the current Emergency Response Guidebook (ERG) in all emergency vehicles • Ensure personnel are familiar with ERG use and can identify chemicals and initiate safety procedures (e.g., evacuations, first aid, etc.). • Ensure all personnel receive appropriate level of training under 29 CFR 1910.120 and 29 CFR 1910.134
Emergency Medical Services		<ul style="list-style-type: none"> • Maintain copies of the current Emergency Response Guidebook (ERG) in all emergency vehicles • Ensure personnel are familiar with ERG use and can identify chemicals and initiate safety procedures (e.g., evacuations, first aid, etc.). • Ensure all personnel receive appropriate level of training under 29 CFR 1910.120 and 29 CFR 1910.134
Law Enforcement Agencies		<ul style="list-style-type: none"> • Maintain copies of the current Emergency Response Guidebook (ERG) in all emergency vehicles • Ensure personnel are familiar with ERG use and can identify chemicals and initiate safety procedures (e.g., evacuations, first aid, etc.). • Ensure all personnel receive appropriate level of training under 29 CFR 1910.120 and 29 CFR 1910.134

Local Street Departments		<ul style="list-style-type: none"> • Responsible for assessing damage to municipal roadways due to hazardous materials incidents
Doddridge County Local Emergency Planning Committee	LEPC	<ul style="list-style-type: none"> • Serve as a planning committee for the county • Identify facilities and transportation routes of extremely hazardous substances • Provide information on on-site response plans to local emergency responders
West Virginia State Fire Marshal		<ul style="list-style-type: none"> • Certify any person, firm, corporation, or governmental entity that may request certification of their hazardous material response training program • Maintain copies of all training/certification records
West Virginia Department of Environmental Protections	WVDEP	<ul style="list-style-type: none"> • Provide technical and specialized personnel for hazardous materials incidents
West Virginia Department of Transportation	WVDOT	<ul style="list-style-type: none"> • Responsible for assessing damage to state maintained roadways due to hazardous materials incidents
West Virginia Department of Health and Human Resources	WVDHHR	<ul style="list-style-type: none"> • Provide guidance regarding the threat to human health posed by the release of the hazardous material and recommend protective action measures
West Virginia Division of Emergency Management	WVEM	<ul style="list-style-type: none"> • Receive request for resources from county EOC • Allocate resources as necessary and available

VII. AUTHORITIES & REFERENCE

A. Authority

29 C.F.R. 1910.120 Hazardous Waste Operations & Emergency Response

29 C.F.R. 1910.134 Respiratory Protection Standard
29 C.F.R. 1910.1201 Retention of DOT marking, placards and labels
49 C.F.R. 105 Hazardous Materials Program Definitions and General Procedures
49 C.F.R. 107 Hazardous Materials Program Procedures
49 C.F.R. 109 Department of Transportation Hazardous Material Procedural Regulations
49 C.F.R. 110 Hazardous Materials Public Sector Training and Planning Grants
42 U.S.C. Chapter 116 Emergency Planning and Community Right-to-Know
West Virginia 64 C.S.R. Series 92, Clandestine Drug Laboratory Remediation
West Virginia 150 C.S.R. Series 23, Rules and Regulations Implementing a Uniform Registration and Permitting Program for Motor Carriers Transporting Hazardous Materials
West Virginia Code Chapter 24A, Section 6B

B. References

National Fire Protection Association. (2018). *NFPA 472 Standard for Competence of Responders to Hazardous Materials/Weapons of Mass Destruction Incidents*. Quincy, MA.

National Fire Protection Association. (2018). *NFPA 473 Standard for Competencies for EMS Personnel Responding to Hazardous Materials/Weapons of Mass Destruction Incidents*. Quincy, MA.

National Fire Protection Association. (2017). *NFPA 475 Recommended Practice for Organizing, Managing, and Sustaining a Hazardous Materials/Weapons of Mass Destruction Response Program*. Quincy, MA.

National Fire Protection Association. (2017). *NFPA 704 Standard System for the Identification of the Hazards of Material for Emergency Response*. Quincy, MA.

National Fire Protection Association. (2017). *NFPA 1072 Standard for Hazardous Materials/Weapons of Mass Destruction Emergency Response Personnel Professional Qualifications*. Quincy, MA.

United States Department of Homeland Security. (2019). *Hazardous Materials Incidents: Guidance for State, Local, Tribal, Territorial, and Private Sector Partners*. Washington, D.C.

United States Environmental Protection Agency. (2013). *Voluntary Guidelines for Methamphetamine Laboratory Cleanup*. Washington, D.C.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 11: AGRICULTURE & NATURAL RESOURCES

COORDINATING AGENCY

- Doddridge County Office of Emergency Management

SUPPORTING AGENCIES

- Doddridge County Department of Health
- West Virginia Department of Health and Human Resources
- West Virginia Division of Forestry
- West Virginia Division of Emergency Management

PRIMARY AGENCIES

- West Virginia Department of Agriculture
- Doddridge County Sheriff's Department

I. PURPOSE

- A. The purpose of Emergency Support Function (ESF) 11 is to outline the response and resources available in Doddridge County during a disaster affecting agriculture, natural resources, and/or household pets.

II. SCOPE

- A. ESF 11 guides response for emergencies that affect the safety and security of the commercial food supply, the integrity of plants and animals affected by contagious diseases or pests that may cause economic hardship, and the safety of household pets during evacuation and sheltering situations.
- B. Doddridge County is home to a large number of domestic and farm animals. The tables below provide current estimates of the animals currently in the county.

Estimated Population of Domestic Animals			
	Dogs	Cats	Birds
Total number of households in Doddridge County	2,685	2,685	2,685
Percent of households with domestic animals	38.4	25.4	3.1
Number of households with domestic animals	1,031	682	83
Average number owned per household	1.6	1.8	2.1
Total in Doddridge County	1,650	1,227	174



Sources: U.S. Census Bureau (2020), American Veterinary Medical Association (2016)

Estimated Population of Farm Animals				
Cattle	Lamb & Sheep	Hogs & Pigs	Horses	Chickens
2,806	315	60	39	961
Source: 2017 U.S. Census of Agriculture. (2019)				

III. POLICIES

- A. All agencies assigned responsibilities within ESF 11 should develop and maintain operating guidelines, plans, procedures, and mutual aid agreements to accomplish their assigned tasks.

IV. ORGANIZATIONAL STRUCTURE

- A. There are four primary functions of ESF 11.
 1. Implement a local response to an outbreak of a highly contagious animal disease, an outbreak of a highly infective plant/tree disease, or an economically devastating infestation of plants or animals.
 2. Assure the safety and security of the commercial food supply by investigating, testing, and analyzing the potential adulteration of products and implementing a local response.
 3. Coordinate actions to prevent the loss of livestock due to a disaster.
 4. The evacuation and sheltering of domestic and agricultural animals.

V. CONCEPTS OF OPERATION

- A. General
 1. Doddridge County Office of Emergency Management should provide continuous outreach to the agricultural community regarding available resources and actions they make take before, during, and after an emergency.
- B. Service Animals
 1. Under the Americans with Disabilities Act, individuals with disabilities may bring service animals into all areas of public facilities, including emergency

mass care shelters, where members of the public are allowed.

- a. A service animal is any dog trained to do work or perform tasks for the benefit of an individual with a disability including a physical, sensory, psychiatric, intellectual or other mental disability.
 - i. Animals other than dogs, whether trained or untrained, are not considered service animals.
 - ii. Service animals must perform work or a task directly related to the individual's disability. Examples include (but are not limited to):
 - Assisting blind or visions impaired individuals
 - Alerting individuals who are deaf or hard of hearing to the presence of people or sounds
 - Pulling a wheelchair
 - Retrieving medications
 - Providing assistance with balance and stability
 - Helping individuals with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors
 - iii. Emotional support dogs and therapy dogs are not service animals and are not covered under the ADA.

2. A public entity may ask an individual with a disability to remove a service animal if the animal is not housebroken or if the individual is unable to control the animal.

C. Household Pets

1. The county will support the safety and evacuation of household pets. However, pet owners are responsible for their animals.
2. Pet owners should maintain emergency information (e.g., vaccination records, veterinarian's name, and number, etc.) and emergency supplies (e.g., food, water, etc.) in a traveling kit that is readily available.
3. Coordinate the opening of household pet shelters within close proximity to the emergency shelters as needed.

D. Agricultural Assistance

1. The West Virginia Department of Agriculture (WVDA) maintains a quantity of equipment and supplies at WVDA facilities. These items may be used for agriculture assistance.
2. Ultimately, the responsibility for livestock, poultry, and other farm-related animals lies on the owner.
3. Doddridge County will support efforts through an activated EOC to request resources available through surrounding jurisdictions and the state EOC.
4. In the event of an evacuation of a necessary evacuation of farm animals, Doddridge County OEM will work with other agencies to find a suitable location to shelter the animals.
5. Resource assistance and subject matter expertise may be provided by WVDA and WVU Extension.

E. Animal and Plant Disease and Pest Response

1. Locally, the main responsibility should be to educate the community in animal and plant diseases and invasive species, how to recognize them, and where to report them.
2. The West Virginia Department of Agriculture has the primary responsibility in the state for monitoring and responding to animal and plant disease and pests.

VI. AGENCY RESPONSIBILITIES

Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Provide outreach to the agricultural community and pet owners within the county • Coordinate agencies and locations to allow for sheltering and feeding of domestic and farm animals
West Virginia Department of Agriculture	WVDA	<ul style="list-style-type: none"> • Coordinate the state's response to agricultural and natural resource emergencies • Provide guidance to local authorities
Doddridge County Sheriff's Department	DCSD	<ul style="list-style-type: none"> • Statutorily designated as humane officers for Doddridge County
Doddridge County Department of Health	DCHD	<ul style="list-style-type: none"> • Provide guidance on infectious disease and quarantines at shelters



West Virginia Department of Health and Human Resource	DHHR	<ul style="list-style-type: none"> • Monitor animal disease for possible animal to human transmission
West Virginia Division of Forestry		<ul style="list-style-type: none"> • Monitor wildland areas for new emergence of invasive species
West Virginia Division of Emergency Management	WVEM	<ul style="list-style-type: none"> • Coordinate requests for assistance from state and federal agencies • Provide access to the 16 companion animal sheltering trailers throughout the state
West Virginia Pets in Disaster Task Force	WVPDTF	<ul style="list-style-type: none"> • Maintain a database of available supplies, including feed, in each region of West Virginia • Provide assistance at animal-specific shelters
United States Department of Agriculture	USDA	<ul style="list-style-type: none"> • Provide pre- and post-disaster assistance and funding

VII. AUTHORITIES & REFERENCE

A. Authority

West Virginia Code Chapter 7, Article 10

West Virginia Code Chapter 19

B. References

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

United States Department of Agriculture. (2019). *2017 Census of Agriculture*. Washington, D.C.

United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.



DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 12: ENERGY

COORDINATING AGENCY

- Doddridge County Office of Emergency Management

PRIMARY AGENCIES

- First Energy
- Hope Dominion
- Mountaineer Gas
- Dominion Gas

SUPPORTING AGENCIES

- Columbia Gas
- Eastern Gas
- NPLX
- Antero Midstream
- EQT
- Rover Pipeline
- West Virginia Division of Energy
- West Virginia Public Service Commission
- Municipal Road Departments
- West Virginia Division of Highways
- West Virginia Division of Homeland Security and Emergency Management

I. PURPOSE

- A. Emergency Support Function (ESF) 12 provides guidance to ensure the continued operation of energy services in Doddridge County. Specifically, ESF 12 addresses:
- Energy system assessment, repair, and restoration
 - Coordinating with public and private agencies.

II. SCOPE

- A. ESF 12 applies to emergencies and disasters when there are widespread power outages. ESF 12

III. POLICIES

- A. All agencies and departments assigned responsibilities in ESF 12 should develop and maintain the necessary plans, standard operating guidelines, mutual aid agreement, model contracts, and equipment to accomplish their tasks.

IV. ORGANIZATIONAL STRUCTURE

- A. Officials in charge of energy utility personnel from outside Doddridge County should maintain communications with the local public works officials in charge at the disaster site. They should be provided mission assignments either by these officials (from the incident commander) or the EOC.

V. CONCEPTS OF OPERATION

- A. Energy providers should monitor threats and forecasts and, as necessary, activate Regional Mutual Assistance Groups (mutual aid agreements) as necessary.
 - 1. This may be done prior to an event, if there is sufficient warning time, during the event, or after the event. This information should be shared with both the county and state EOCs.
- B. Energy providers should prioritize requests to assist emergency responders when damaged infrastructure (i.e., down lines, gas leak, etc.) is endangering life, safety, or property.
- C. During and following an incident, Doddridge/Ritchie 911 and the county EOC may receive multiple reports of power outages. Doddridge/Ritchie 911 should forward all reports to the activated EOC to establish one list to be shared with the energy suppliers.
- D. DCOEM should coordinate with energy suppliers to establish priorities to restore energy systems.
- E. DCOEM and energy suppliers should coordinate emergency public information prior to releasing statements.
- F. Energy suppliers may need to coordinate with West Virginia Division of Highways or municipal road departments to gain access to damaged infrastructure or law enforcement to ensure the safety of their workers. This may be accomplished through the EOC.
- G. Well-Pad/Pipeline Emergency
 - 1. During the initial stages of a natural gas incident, Doddridge/Ritchie 911 may receive multiple calls reporting the incident.
 - 2. Well-pad operators should liaison with Doddridge County Office of Emergency Management. This will assist with coordinating resources,

- warning and emergency public information, and evacuation if necessary.
3. Dependent on the magnitude of the event, DCOEM may activate the EOC.
 4. Any requests for assistance from the state should be made through the activated EOC.

H. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Infrastructure Systems	<ul style="list-style-type: none"> • Discusses the need to prioritize critical infrastructure to minimize health and safety threats.

VI. AGENCY RESPONSIBILITIES

Doddridge County Office Emergency Management	DCOEM	<ul style="list-style-type: none"> • Work with Doddridge County representatives to develop strategies and priorities of response and recovery efforts for damages or disruptions of infrastructure and energy services. • Coordinate damage repair and if necessary inspections of state roadways, bridges, and other critical infrastructure • Assists in the movement of supplies and equipment • Serves as the point of contact for roadway message boards
First Energy Hope Dominion		<ul style="list-style-type: none"> • Coordinate operations to restore electrical service with EOC and other electric providers
Mountaineer Gas Dominion Gas		<ul style="list-style-type: none"> • Coordinate operations to restore gas service with the EOC.
Columbia Gas Eastern Gas NPLX Antero Midstream EQT Rover Pipeline		<ul style="list-style-type: none"> • Maintain Pipelines and well pads • Coordinate repairs as needed with EOC • Report incidents to proper authority as required • Provide cleanup of spills



West Virginia Division of Energy		<ul style="list-style-type: none"> • Provide coordination with the U.S. Department of Energy as needed.
West Virginia Public Service Commission	WVPSC	<ul style="list-style-type: none"> • Prioritize needs for electric and natural gas utility restoration. Coordinate and direct the flow of resources with local support agencies • Maintain contact with electric, gas, telephone, and water utility companies serving emergency area(s) to obtain information about damage and assistance needed in their area(s) • Monitor power utilities on an hourly basis and disseminate information twice a day, at minimum, during power outages • Coordinate resource support to repair damaged energy systems • Coordinate resource support to repair damaged energy systems • Monitor repair procedures followed by individual utilities during energy-generating capacity shortages to ensure that a coordinated statewide power action plan is established • Determine West Virginia's generating capacity; expected peak loads; expected duration of emergency event; explanation of utilities' actions; and recommendations of state and local agency actions in support of the utilities. • Review short-term recovery actions and develop long-term strategies for meeting state and local energy needs.
West Virginia Division of Highways	WVDOH	<ul style="list-style-type: none"> • Assist utility providers, as needed, to gain access to areas (i.e., debris or snow removal) with damaged or inoperable infrastructure



Municipal Road Departments		<ul style="list-style-type: none"> • Assist utility providers, as needed, to gain access to areas (i.e., debris or snow removal) with damaged or inoperable infrastructure
West Virginia Division of Emergency Management	WVEM	<ul style="list-style-type: none"> • Receive and prioritize requests for assistance from local government • Coordinate out-of-state resources with in-state utility providers

VII. AUTHORITIES & REFERENCE

A. Authorities

West Virginia Code Chapter 15

West Virginia Code Chapter 24

B. References

The National Association of Regulatory Utility Commissioners. (2015). *Regional Mutual Assistance Groups: A Primer*. Washington, D.C.

United States Department of Homeland Security. (2010) *National Infrastructure Protection Plan, Energy Sector-Specific Plan*. Washington, D.C.

United States Department of Homeland Security. (2016). National Response Framework. Washington, D.C.

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.



DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 13: PUBLIC SAFETY AND SECURITY

COORDINATING AGENCY

- Doddridge County Sheriff's Department

PRIMARY AGENCIES

- Doddridge County Sheriff's Department

SUPPORT AGENCIES

- West Virginia State Police
- West Virginia Division of Natural Resources – Law Enforcement
- West Virginia Division of Emergency Management
- Federal Bureau of Investigation
- Doddridge County Office of Emergency Management

I. PURPOSE

- A. Emergency Support Function (ESF) 13 defines the organizational, operational concepts, responsibilities, and procedures to accomplish emergency law enforcement requirements.

II. SCOPE

- A. ESF 13 seeks to describe the relationships between law enforcement agencies from various jurisdictional levels as well as basic law enforcement emergency responsibilities.
- B. ESF 13 does not supplant agency-specific standard operating guidelines (SOGs), nor does it seek to “tell” law enforcement agencies how they are to accomplish their mission.
- C. The primary goal of ESF 13 is to outline a process by which law enforcement agencies from various levels can work together toward the resolution of large-scale emergency incidents.

III. POLICIES

- A. All agencies assigned responsibilities in ESF 13 should develop and maintain the necessary plans, operating guidelines, and mutual aid agreements to successfully accomplish their tasks.

- B. Emergency Support Function 13 is intended to be consistent with other sections of the Doddridge County Emergency Operations Plan (EOP), the West Virginia EOP, the National Response Framework (NRF), and the National Incident Management System (NIMS).
- C. Some aspects of emergency response may be covered in other plans or policies. These resources are listed in section VII. Authorities and References.

IV. ORGANIZATIONAL STRUCTURE

- A. The Doddridge Sheriff's Department is responsible for coordinating emergency law enforcement activities within the county.

V. CONCEPTS OF OPERATION

A. General

1. Law enforcement should be prepared to re-route traffic around damaged areas during emergencies in order to provide continuous flow to the extent possible.
2. Security will be provided by law enforcement during emergencies in coordination with the incident commander (IC) at the scene of an emergency and, critical facilities including temporary shelters and the emergency operations center, as needed.
3. During an emergency or disaster, there is still a need to continue routine operations and response. This may require the use of mutual aid assistance.
4. The West Virginia Law Enforcement Mutual Assistance Act, contained in West Virginia Code (WVC) Chapter 15, Article 10, states that authorized law enforcement agencies in the state may share resources and provide mutual assistance through written request when time allows, or without written request during an emergency situation.

B. Incident Management

1. When not law enforcement specific, law enforcement agencies should coordinate with DCOEM to provide assistance with other emergency actions.
2. Agencies involved in any emergency response will be responsible for maintenance of command structures, tracking of deployed personnel and resources, and list of available personnel and resources that may be

activated.

3. As needed, provide personnel to the emergency operations center. This may be a virtual presence via conference call or video conferencing. As needed, and available, law enforcement agencies may assist with ESF 2 functions in providing warning via public address systems on vehicles.

C. Communications

1. Doddridge County 911 Center has the capabilities to dispatch the Doddridge County Sheriff’s Department, the West Virginia State Police - West Union Detachment, and West Virginia DNR Officer assigned to the county.
2. All law enforcement agencies use the West Virginia Statewide interoperable Radio Network (SIRN).

D. Terrorism

1. Incidents that may be linked to terrorism and confirmed terrorist attacks need to be coordinated with the Federal Bureau of Investigations, the West Virginia State Police, and the West Virginia Intelligence/Fusion Center
2. Response to terrorism events are covered in Incident Specific Annex A Terrorism of this EOP.

D. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Operational Coordination	<ul style="list-style-type: none"> • Identifies the incident command system as the preferred incident management construct for Doddridge County. • Describes incident command responsibilities as mandated by state code. • .
Forensic and Attribution	Recognizes the need to investigate criminal/terrorist actions and identify actors.
Interdiction and Disruption	Identifies regional agencies to assist in crime prevention and criminal apprehension
Intelligence and Information Sharing	Identifies means by which intelligence and information may be shared
Screening, Search, and Detection	Identifies means by which both active and passive surveillance may be accomplished.
Access Control and Identity Verification	Identifies agencies and personnel that may assist in secure locations as necessary.
On-Scene Security, Protection, and Law Enforcement	<ul style="list-style-type: none"> • Identifies response partners and their roles and responsibilities in law enforcement and security activities. • Identifies resources and partners available for ensuring a safe and secure environment.
Operational Communications	Briefly describes the communications capabilities available to law enforcement.
Situational Assessment	Briefly discusses information to be collected during incident size-up.



VI. AGENCY RESPONSIBILITIES

Doddridge County Sheriff's Department	DCSD	<ul style="list-style-type: none">• Administrative<ul style="list-style-type: none">➤ Develop and maintain current internal notification and recall roster.➤ Develop and maintain standard operating guidelines.➤ Develop and maintain mutual aid agreements. • Provide Routine law enforcement functions including:<ul style="list-style-type: none">➤ Routine patrol➤ Traffic management➤ Traffic accident investigation➤ Criminal investigation➤ Collection and preservation of evidence➤ Responding to call for service • Non-routine functions<ul style="list-style-type: none">➤ Provide security at government building and temporary facilities.➤ Provide security at Incident Command Post as requested.
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West Virginia State Police	WVSP	<ul style="list-style-type: none"> • Administrative <ul style="list-style-type: none"> ➤ Develop and maintain current internal notification and recall rosters. ➤ Develop and maintain standard operating guidelines. ➤ Develop and maintain mutual aid agreements. • Provide routine law enforcement functions including: <ul style="list-style-type: none"> ➤ Routine patrol ➤ Traffic management ➤ Traffic accident investigation ➤ Criminal investigation ➤ Collection and preservation of evidence ➤ Responding to calls for service • Non-routine Functions <ul style="list-style-type: none"> ➤ SWAT ➤ Hostage Negotiation ➤ Hazardous Materials Team ➤ Aviation/Helicopter • Crime Scene Unit
West Virginia Division of Natural Resources	WVDNR	<ul style="list-style-type: none"> • Enforce boating laws and provide education • Enforce game, fishing, littering, forestry, and environmental/solid waste laws • Assist local agencies during large-scale events, emergencies, and disasters
Federal Bureau of Investigation	FBI	<ul style="list-style-type: none"> • Primary agency for all actual or potential terrorism-related incidents

Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Coordinate resource requests as required. • Facilitate incident command (IC) / emergency operations center (EOC) interface through use of physical EOC or virtual EOC.
West Virginia Intelligence Fusion Center	WVI/FC	<ul style="list-style-type: none"> • Provide a single point of contact for an extensive array of database results • Provide a central hub of bulletin and advanced warnings • Provide both public safety and private sector information

VII. AUTHORITIES & REFERENCES

A. Authority

West Virginia Code Chapter 15, Article 5

B. References

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

United States Department of Homeland Security. (2017). *National Incident Management System*. Washington, D.C.

United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.



DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 14: CROSS-SECTOR BUSINESS AND INFRASTRUCTURE

COORDINATING AGENCY

- Doddridge County Office of Emergency Management

PRIMARY AGENCIES

- Doddridge County Office of Emergency Management

SUPPORT AGENCIES

- Doddridge County Emergency Squad
- Doddridge County Fire Association
- Doddridge County Health Department
- Doddridge County Chamber of Commerce
- West Virginia Department of Agriculture
- West Virginia Division of Highways
- West Virginia Division of Emergency Management
- West Virginia National Guard
- West Virginia University Extension

I. PURPOSE

- A. Emergency Support Function (ESF) 14 describes the framework used for activities involving the private sector and infrastructure owner and operators during an emergency.

II. SCOPE

- A. ESF 14 aligns and supports cross-sector operations among infrastructure owners and operators, businesses, and government partners.
- B. ESF 14 seeks to provide stability to community lifelines and impacted infrastructure.

III. POLICIES

- A. All departments, organizations, and agencies assigned responsibilities within ESF 14 should develop and maintain the necessary plans, policies, operating procedures, and mutual aid agreements, to accomplish their tasks.
- B. Doddridge County encourages cooperative relations between private-sector organizations, infrastructure owners and operators, and government entities.

Cooperation is critical during the planning and information-sharing processes

IV. ORGANIZATIONAL STRUCTURE

- A. All emergencies should be handled at the lowest level of government. As such, Doddridge County Office of Emergency Management is the coordinating agency during large-scale or multi-jurisdictional emergencies.
- B. All affected businesses, critical infrastructure owners and operators, and government agencies should coordinate information as outlined in ESF 15: External Affairs.

V. CONCEPTS OF OPERATION

- A. Each business and infrastructure owner or operator should develop, test and implement their own continuity of operation plans. These plans should consider contingencies for supply chain disruptions and staff shortages.
- B. DCOEM encourages businesses and infrastructure owners and operators to coordinate their emergency programs and plans with local governments. By coordinating during the planning phase, government agencies, businesses, and infrastructure owners and operators can anticipate what resources may be available upon request as well as any resources they may have available to share in the event of an emergency.
- C. DCOEM encourages private businesses and critical infrastructure owners and operators to create and maintain mutual aid agreements and memorandums of understanding to limit the effect emergencies and its effects (i.e., staff shortages, supply chain issues, loss of utilities, etc.).

VI. AGENCY RESPONSIBILITIES

Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Coordinates with other government agencies, infrastructure owners/operators, and businesses • Coordinate damage assessments and debris removal process
Doddridge County Emergency Squad		<ul style="list-style-type: none"> • Coordinate ESF 8: Public Health and Medical Services activities
Doddridge County Fire		<ul style="list-style-type: none"> • Coordinate ESF 4: Firefighting activities



Association		<ul style="list-style-type: none"> • May assist with damage assessments
Doddridge County Health Department	DCHD	<ul style="list-style-type: none"> • Coordinate ESF 8: Public Health and Medical Services activities
Doddridge County Chamber of Commerce		<ul style="list-style-type: none"> • Coordinates with and provides outreach to the business community to assist with determining disaster damages and resources needed
Utility Providers		<ul style="list-style-type: none"> • Coordinate with government and businesses to create and maintain a list of priority consumers (i.e., healthcare facilities). • Assess damage to critical infrastructure • Provide subject matter experts as necessary • Prioritize and coordinate the return of services following an emergency
West Virginia Department of Agriculture		<ul style="list-style-type: none"> • Support ESF 11: Agriculture and Natural Resources activities • Coordinate with stakeholders and federal agencies to determine the availability of products that can be used for human and animal consumption in the event of the food supply chain being affected
West Virginia Division of Highways	DOH	<ul style="list-style-type: none"> • Coordinate ESF 1: Transportation activities • Coordinate ESF 3: Public Works activities
West Virginia Division of Emergency Management		<ul style="list-style-type: none"> • Coordinate the state emergency operations. • Coordinate State Support Annex 3: Private Sector Coordination
West Virginia National Guard		<ul style="list-style-type: none"> • May assist with any emergency support function as authorized
West Virginia University Extension		<ul style="list-style-type: none"> • Support ESF 11: Agriculture and Natural Resources activities • Provide subject matter expertise and necessary

VII. AUTHORITIES & REFERENCE

A. Authority

West Virginia Code Chapter 15,



B. References

United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

ESF 15: EXTERNAL AFFAIRS

COORDINATING AGENCY

- Doddridge County Office of Emergency Management

PRIMARY AGENCIES

- Doddridge County Commission
- Local Elected Officials
- Doddridge County Office of Emergency Management

SUPPORT AGENCIES

- Doddridge County Health Department
- Central Communications
- Doddridge County Board of Education
- Local Response Agencies
- Local Media Organizations
- West Virginia Division Emergency Management

I. PURPOSE

- A. Emergency Support Function (ESF) 15 provides accurate, coordinated, timely, and accessible information to affected audiences, including government departments and agencies, media, private sector, and local populace.

II. SCOPE

- A. ESF 15 applies to all incidents where significant interagency coordination is required.
- B. ESF 15 integrates Doddridge County Commission, municipal elected officials, county and municipal departments and offices, and private industry stakeholders under the coordinating auspices of External Affairs.

III. POLICIES

- A. All departments, organizations, and agencies assigned responsibilities within ESF 15 should develop and maintain the necessary plans, policies, operating procedures, and mutual aid agreements, to accomplish their tasks.

IV. ORGANIZATIONAL STRUCTURE

- A. During normal operations, DCOEM disseminates public information regarding

- preparedness, planning, and mitigation to residents of the county.
- B. DCOEM should work with local partners to support preparedness efforts relevant to their agencies (i.e., Doddridge County Health Department Flu shot campaign, etc.).
 - C. During response activities, DCOEM should coordinate the establishment of a joint information center and joint information system to provide consistent, timely, and accurate information to the affected population.

V. CONCEPTS OF OPERATION

A. General

1. The intent is to provide consistent, accurate, and timely information to the public. All emergency services personnel should work together to release concise, beneficial information and eliminate contradictory public information releases.
2. Doddridge County Office of Emergency Management regularly issues information on community and individual preparedness during regular operations.
3. DCOEM may coordinate with other agencies and organizations (e.g., Doddridge County Health Department) to issue joint statements on preparedness and/or planning on potential or likely threats or hazards (e.g., influenza outbreak) or to share information on mitigation actions for the community (e.g., flu shot clinics).
4. Approximately 685 residents speak a language other than English at home (US Census, 2020). Interpreters may be needed to provide EPI to residents.

B. Emergency Operations

1. The chief elected official of each jurisdiction is responsible for the release of timely and accurate messages to the affected or potentially affected population.
2. Elected officials working in coordination with DCOEM, EOC staff, the incident commander, and private stakeholder public information officers should create pre-scripted messages to be used in the early stages of an incident.
3. Government agencies and departments, the command staff PIO and private stakeholders should activate a joint information system (JIS) using a joint

information center (JIC). The JIC may be a physical location or a virtual meeting area.

4. Emergency public information (EPI) may be provided through
 - a. Emergency Alert System (EAS)
 - b. Message boards
 - c. Mass notification system
 - d. Social media
 - e. Local television stations
 - f. Local radio stations
 - g. NOAA Radio
 - h. Press releases
 - i. Service providers (agencies/organizations that serve functional and access needs populations)
 - j. Private agencies, including the American Red Cross and faith-based groups.

 5. JIC/JIS personnel should monitor conventional and social media for rumors and misinformation.
- C. Inter-Jurisdictional Coordination
1. During a large-scale event that involves residents outside of Doddridge County, there may be a need to coordinate EPI with other jurisdictions.
 2. **Local-Local:** Coordination between neighboring counties and municipalities should be coordinated through local EOCs.
 3. **Local-State:** Coordination with state authorities should be accomplished through contact with the state EOC operated by the WVDEM. Coordination with other West Virginia counties can also be handled through the state EOC. E-Team and HSIN are available to spread warnings to state/other local officials.
 4. **Local-State-Federal:** In disasters that threaten to overwhelm the state's capability to respond and support Doddridge County, the federal government may be asked to deploy under the National Response Framework (NRF). To ensure consistency and accuracy, messages should be released through a JIC. However, when a single JIC is not a viable option, all stakeholders

should be connected electronically through a JIS.

D. Public Information for Functional and Access Needs Populations

1. Visually impaired: Emergency Alert System (EAS) messages and news releases via radio, NOAA weather radio, and door-to-door notification.
2. Hearing-impaired: EAS messages and news releases via television, print media, and door-to-door notification.
3. Group Populations (e.g., nursing homes, school facilities, etc.): EAS messages and news releases via radio, television, and print media, NOAA weather radio, and through liaison with the head of that facility.

E. ESF Roles Aligned with Core Capabilities

Core Capability	Annex Roles
Public Information and Warning	<ul style="list-style-type: none"> • Briefly describes pre-emergency public outreach
Operational Communications	<ul style="list-style-type: none"> • Lists the communications systems that can be used to provide public information.
Emergency Public Information & Warning	<ul style="list-style-type: none"> • Identifies the warning systems that are available to the county. • Identifies supplemental warning methods for functional and access needs population. • Identifies the departments with primary responsibility for activating warning systems. • Discusses utilization of the Emergency Alert System.

VI. AGENCY RESPONSIBILITIES

Doddridge County Office of Emergency Management	DCOEM	<ul style="list-style-type: none"> • Coordinates emergency public information with other agencies and jurisdictions • Primary source of emergency public information to the county
Doddridge County Commission		<ul style="list-style-type: none"> • Primary elected officials responsible for providing emergency public information to residents and visitors of Doddridge County
Local Elected Officials		<ul style="list-style-type: none"> • Primary elected officials responsible for providing emergency public information to residents and visitors of their local jurisdiction



Doddridge County Health Department	DCHD	<ul style="list-style-type: none"> • Provide a public information officer or other personnel to assist with coordinating accurate and timely information • Primary agency for EPI on public health-related emergencies
Central Communications		<ul style="list-style-type: none"> • Assist with the dissemination of EPI • Provide a PIO as needed
Doddridge County Board of Education	BOE	<ul style="list-style-type: none"> • Primary agency for EPI for emergencies affecting only their facilities
Local Response Agencies		<ul style="list-style-type: none"> • Designate an agency PIO as necessary
Local Media Organizations		<ul style="list-style-type: none"> • Disseminate emergency public information messages provided by authorized sources to the general public • Verify all field reports and rumors with authorized sources
West Virginia Division of Emergency Management	WVDEM	<ul style="list-style-type: none"> • Receive local requests for assistance • Coordinate state resources serving in the public information capacity • Request activation of federal ESF 15 as necessary

VII. AUTHORITIES & REFERENCE

A. Authority

West Virginia Code Chapter 15, Article 3

West Virginia Code Chapter 15, Article 5

B. References

United States Department of Homeland Security. (2016). *National Response Framework*. Washington, D.C.

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.

VIII. APPENDICES

Appendix A: Sample ad hoc message format



APPENDIX A TO ESF 15
SAMPLE AD HOC MESSAGE FORMAT

This is an emergency message for the citizens of Doddridge County:

What happened? _____

Where was the problem? _____

Status of local response? _____

Any schools involved? _____

Special facilities involved? _____

Area of the county involved? _____

Any protective actions required? Evacuate Shelter-in-place other

Citizen response required? _____

Next media update? Date: _____ Time: _____

Direct any questions to? _____

How can they be reached? _____



DODDRIDGE COUNTY EMERGENCY OPERATIONS PLAN

SUPPORT ANNEX A: RECOVERY

COORDINATING AGENCY

- Doddridge County Office of Emergency Management

PRIMARY AGENCIES

- Doddridge County Commission
- Municipal Representatives
- Doddridge County Office of Emergency Management

SUPPORTING AGENCIES

- Local Fire Agencies
- Doddridge County Assessor
- Doddridge County Health Department
- Doddridge County Economic Development Authority
- Doddridge County Historical Society
- Utility Providers
- Volunteer Organizations Active in Disasters (VOAD)
- Faith-Based Organizations
- West Virginia Division of Emergency Management

I. PURPOSE

- A. This Annex describes the county structure to coordinate activities to assist individuals, families, businesses, and local governments recover from the effects of an emergency or disaster.

II. SCOPE

A. Situation

1. Recovery will be, at least initially, a local responsibility.
2. The local capability will eventually reach a point where regional, state, and/or federal assistance would be necessary to continue the recovery operation.
3. Short-term recovery activities begin with coordinating damage assessment in affected areas as soon as is safe and practical and determining the type of level of recovery assistance necessary. Long-term recovery activities generally take 18 months or longer to complete.
4. Recovery activities begin while the response phase of emergency

management is still occurring. Such activities include, but are not limited to, the following:

- a. Saving lives, stabilizing the incident, and preserving property,
 - b. Mass care operations,
 - c. Debris removal,
 - d. Expedited infrastructure efforts,
 - e. Damage assessment, and
 - f. Disaster-related mental health assistance.
5. Many recovery actions can be completed through existing mechanisms, such as insurance coverage/claims.
 6. Disaster recovery assistance may include “traditional” forms of government assistance (such as the Federal Emergency Management Agency’s [FEMA’s] Public Assistance [PA] and Individual Assistance [IA]). Disaster assistance is supplemental and does not supplant insurance or existing capabilities.

B. Assumptions

1. Emergencies that require recovery activities will occur in Doddridge County.
2. Recovery activities are dependent on rapid, thorough an accurate damage assessment information.
3. Some ad hoc modifications to the guidance contained in this annex will be necessary and should be based on the circumstances of individual incidents.
4. Full recovery will require partnerships with other local, regional, state, federal, and voluntary organizations.
5. If requested, state and/or federal assistance would be available. Access and time of arrival may be of concerns though.
6. Recovery priorities will be ever-changing as the even progresses.

II. POLICIES

- A. All agencies assigned responsibilities within this annex should develop and maintain the necessary plans, standard operating guidelines, and mutual aid agreements to successfully accomplish their tasks.

III. CONCEPT OF OPERATIONS

- A. General

1. The term “recovery” encompasses a number of activities including damage assessment, provision of such assistance as temporary housing, infrastructure restoration, structural inspections, structural rebuilding, etc. As a governmental body there is a limit as to the types of activities in which Doddridge County can be involved.
 - a. Local agencies, departments, and/or organizations can facilitate damage assessment activities, participate in mass care operations, and assist in gaining access to relief programs. Local agencies may also provide access to such resources as structural inspectors, contractors, etc. en masse. Governmental agencies would also be involved in rebuilding it facilities and cleaning up its property (which may include rehabilitation of public water and wastewater systems).
 - b. Generally, government would not be involved in the prioritization and restoration of critical infrastructure (electricity, natural gas, etc.), the performance of inspections, rebuilding personal property, cleaning up personal property, etc.

2. Recovery Task Force
 - a. The recovery task force should be established to oversee the recovery and reconstruction process and serve as an advisory committee to local government officials responsible for recovery.
 - b. It should be noted that membership on the “recovery task force” is not static (i.e., the task force will likely be comprised of different personnel for each emergency). The county’s rapid assessment training should ensure that there is a cadre of knowledgeable people available to comprise the task force.
 - c. Composition by Functional Discipline
 - i. Doddridge County Office of Emergency Management – via the Emergency Operations Center (EOC).
 - ii. Doddridge County Commission – via the Emergency Operations Center (EOC).
 - iii. Municipal representatives – via the Emergency Operations Center (EOC).
 - iv. Local firefighters

- v. Doddridge County Assessor
- vi. Doddridge County Health Department
- vii. Doddridge County Economic Development Authority

d. Responsibilities

- i. Perform rapid needs assessments.
- ii. Document needs and damages.
- iii. Recommend restoration priorities.
- iv. Coordinate with EOC personnel regarding submission of reports, preparation of requests for assistance, etc.
- v. Ensure mitigation is integrated into the overall incident recovery plan, as appropriate.

B. Restoration of Essential Infrastructure

1. Doddridge County contains a number of infrastructure systems that could be considered “essential.” DCOEM maintains a critical infrastructure inventory separate from this plan (Regional Hazard Mitigation Plan).
2. Restoration of critical infrastructure should be done via a structured, prioritized method.
3. Prioritization Considerations
 - a. Prioritizing restoration of services should be made based on situational awareness information which would include rapid needs and damage assessment information.
 - b. Restoration of power, water, and sanitary services to shelters
 - c. Restoration of power to critical facilities
 - d. Restoration of roadway infrastructure along critical supply lines
 - e. Restoration of services in areas with densest affected population
 - f. Restoration of service in low-impact areas.
4. Participating Stakeholders
 - a. Determining the restoration for critical infrastructure should be a joint process involving a number of stakeholders.
 - b. It is also significant to note that the necessary stakeholders will likely change from incident to incident; as such, all or only part of the list

presented below may be asked to participate. Additionally, personnel or agencies not listed below may be asked to participate.

- c. Potential Stakeholders
 - i. Utility providers (i.e., electricity, natural gas, water, wastewater, and telephone/communications)
 - ii. Municipal representatives
 - iii. Doddridge County Assessor
 - iv. Contracted engineers/inspectors

- d. The “convening of stakeholders should be a process facilitated by the EOC.

5. Natural and Cultural Resources

- a. Historical, natural and cultural assets may require specialized resources to assist with preservation and restoration.
- b. The Doddridge County Historical Society as well as groups such as the Heritage Emergency National Task Force (HENTF) may be provide resources to help the recovery of these assets.

C. Restoration of Health and Social Services

- a. The county health departments will assist in the restoration of these services throughout the county. DCHD should have continuity plans and standard operating guidelines to assist in restoring essential functions including behavioral health services.
- b. Volunteer, community-based, and faith-based organizations (COAD) may assist in the restoration of these services.
- c. Response agencies (i.e., law enforcement, fire agencies, etc.) may have chaplains or other individuals available to assist with behavioral health services as needed.

D. Access to Assistance Programs

1. Public Assistance

- a. “Public Assistance” (PA) is provided as grant funding to state and local governments from the Federal Emergency Management Agency (FEMA).

- b. Eligible PA expenditures include debris removal; emergency protective measures; and the repair, replacement, or restoration of disaster-damaged, publicly-owned facilities and the facilities of certain non-profit organizations.
 - c. PA is available only to those areas that are declared as “disaster areas.” As such, local declaration would be necessary to trigger a state declaration, which is necessary for federal declaration.
 - d. Information that would be necessary to complete requests for PA includes (but is not limited to) the following:
 - i. Damage assessment figures,
 - j. Debris estimates,
 - k. Reports on the structural integrity of critical and other facilities,
 - l. Estimated costs associated with out-of-service infrastructure, and
 - m. Estimates on the number of displaced residents (and sheltering status).
2. Individual Assistance
- a. “Individual Assistance” (IA) represents another federal program that provides funding to individuals, families, or businesses to assist in the recovery from a disaster. In West Virginia, there must be a minimum of 25 homes and/or businesses with 40% uninsured damages in order to be added to an IA declaration.
 - b. IA covers losses not otherwise covered by insurance policies; the intent of IA is not to restore property to pre-disaster conditions.
 - c. Most IA comes in the form of loans from the Small Business Administration (SBA).
 - d. Types of Individual Assistance
 - i. Temporary housing
 - ii. Housing repair
 - iii. Housing replacement
 - iv. Permanent housing construction
 - v. Disaster-related medical and dental costs
 - vi. Disaster-related funeral and burial costs
 - vii. Clothing and other household items

- viii. Fuel for primary heat source
- ix. Clean-up items
- x. Moving and storage expenses
- xi. Crisis counseling
- xii. Legal assistance
- xiii. Unemployment assistance

- e. Public outreach throughout the emergency situation necessitating significant recovery efforts should specifically state the limits of IA and specifically state the public sector's role in securing the assistance for individuals.
 - i. Doddridge County cannot apply for assistance on behalf of private individuals.
 - ii. The county's and municipality's primary responsibility is to provide information, upon request, about applying for IA.
 - iii. Disseminating this information should be done through the county's public information officer.

E. Unmet Needs

- 1. Unmet needs should be reported to the EOC by responders and volunteers.
- 2. Agencies with missions similar to the type of needs existing should be tasked.
- 3. Resources to support unmet needs can be obtained through donations.
- 4. A long-term recovery committee may be formed to collaboratively plan for meeting unmet needs.

F. State Involvement

- 1. Collaborate with local government to identify gaps in recovery needs that may require supplemental state or federal assistance.
- 2. Establish timelines for state and/or federal recovery support activities.
- 3. Address requests for assistance and/or resources from local emergency management.

G. Federal Involvement

1. The *National Disaster Recovery Framework* (2016) recognizes the primary role of planning and managing all aspects of a community’s recovery with the local government. The framework recognizes the state as a conduit to the federal government.
2. The federal government can provide a facilitative role in the development of communities and their social infrastructure.
3. The federal government can leverage needed resources to build and rehabilitate many communities so that they are more resilient.
4. The federal government may engage necessary and available department and agency capabilities to support local recovery efforts when the following circumstances exist:
 - a. A disaster occurs that exceeds the capacity of state, or
 - b. The disaster impacts federal property.

H. Annex Role Aligned with Core Capabilities

Core Capability	Annex Roles
Infrastructure Systems	Identifies the means to restore essential infrastructure following a disaster or emergency
Housing	Recognizes the potential need for temporary housing following a disaster or emergency
Natural and Cultural Resources	Identifies the need to preserve and restore assets and agencies available to assist.
Economic Recovery	Discusses financial assistance available following a disaster.
Health and Social Services	Recognizes the need to restore health and social services as a means to promote independence, health, and well-being.

III. AGENCY RESPONSIBILITIES



Doddridge County Office Emergency Management	DCOEM	<ul style="list-style-type: none"> • Work with Doddridge County representatives to develop strategies and priorities of response and recovery efforts for damages or disruptions of infrastructure and energy services. • Coordinate damage repair and if necessary inspections of state roadways, bridges, and other critical infrastructure • Assists in the movement of supplies and equipment • Serves as the point of contact for roadway message boards
Doddridge County Commission		<ul style="list-style-type: none"> • Serve as a member of the Recovery Task Force
Municipal representatives		<ul style="list-style-type: none"> • Serve as a member of the Recovery Task Force
Local Fire Agencies		<ul style="list-style-type: none"> • May serve as a member of the Recovery Task Force • Coordinates field damage and needs assessment data collection
Doddridge County Assessor		<ul style="list-style-type: none"> • May serve as a member of the Recovery Task Force • Provide such information as “original state” property value
Doddridge County Health Department	DCHD	<ul style="list-style-type: none"> • Participates in pre-emergency public outreach efforts • Provides such information as to what the public can do for itself during the recovery phase of a disaster, especially related to sanitation and public health
Doddridge County Economic Development Authority	DCEDA	<ul style="list-style-type: none"> • May serve as a member of the Recovery Task Force • May assist with assisting the public with Individual Assistance
Doddridge County Historical Society		<ul style="list-style-type: none"> • May serve as a member of the Recovery Task Force • May assist with the recovery and restoration of historical assets
Volunteer Organizations Active in Disaster	VOAD	<ul style="list-style-type: none"> • May provide assistance with unmet needs
Faith-Based Organizations		<ul style="list-style-type: none"> • May provide assistance with unmet needs



West Virginia Division of Emergency Management	WVEM	<ul style="list-style-type: none">• Receive and process requests from local government• Act as liaison between local government and federal assistance
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I. AUTHORITIES & REFERENCE

A. Authorities

West Virginia Code Chapter 15

West Virginia Code Chapter 24

B. References

The National Association of Regulatory Utility Commissioners. (2015). *Regional Mutual Assistance Groups: A Primer*. Washington, D.C.

United States Department of Homeland Security. (2016). *National Recovery Framework*. Washington, D.C.

West Virginia Division of Emergency Management. (2018). *West Virginia Emergency Operations Plan*. Charleston, WV.